

**MINUTES
MARCH 8, 2016**

The Meeting of the Board of Commissioners of the Borough of Allenhurst was held on the above date with Mayor McLaughlin presiding and Commissioners Bolan and McLoughlin answering the roll call. Also in attendance was the Borough Clerk.

The meeting was called to order at 7:30 P.M. with a salute to the flag.

Mayor McLaughlin announced that the notice requirements of R.S. 10:4-18 had been satisfied by delivering the required notice to the Coaster, posting the notice on the board in Borough Hall and filing a copy of said notice with the Borough Clerk.

COMMUNICATIONS

Ordinance from Ocean Township amending their Zoning Ordinance.

ORDINANCE #2016-05 – First Reading

Offered By: Mayor McLaughlin

Seconded By: Comm. McLoughlin

**CALENDAR YEAR 2016
MODEL ORDINANCE TO EXCEED THE MUNICIPAL BUDGET
APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK
(N.J.S.A. 40A: 4-45.14)**

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #1

A RESOLUTION TO RATIFY AND APPROVE MINUTES

Offered By: Comm. McLoughlin

Seconded By: Comm. Bolan

BE IT RESOLVED, That the minutes of the regular meeting held February 23, 2016, be ratified and approved.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #2

A RESOLUTION TO DISPENSE WITH READING OF MINUTES

Offered By: Comm. McLoughlin

Seconded By: Comm. Bolan

BE IT RESOLVED, That the Clerk dispense with the reading of the minutes of the regular meeting held February 23, 2016.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #3

A RESOLUTION TO CONFIRM PURCHASES

Offered By: Comm. McLoughlin

Seconded By: Comm. Bolan

WHEREAS, Purchases were made for amounts over \$1,000.00 and it is the policy of the Borough that the Board of Commissioners approve or confirm said purchases; and;

WHEREAS, Funds for these purposes are provided for in various accounts within the current budget, and the CFO has so certified; and,

NOW, THEREFORE, BE IT RESOLVED, That the following contracts are hereby confirmed:

E. Burbank Commercial Door - \$1,500 for work on second floor door at ABC restaurant
Mazza Mulch - \$2,216.81 – brush
Morton Salt - \$2,090.61 - roadway salt

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #4

A RESOLUTION TO APPROVE EMERGENCY APPROPRIATIONS

Offered By: Comm. McLoughlin

Seconded By: Comm. Bolan

WHEREAS, An emergency has arisen with respect to operating expenses in various departments, and no adequate provision was made in the 2016 temporary budget for the aforesaid purpose, and N.J.S. 40A:4-20 provides for the creation of emergency temporary appropriations for the purpose above mentioned; and,

WHEREAS, The total emergency temporary resolutions adopted in the year 2016 pursuant to the provisions of Chapter 96, P.L. 1951 (N.J.S.A. 40A:4-20) including this resolution total \$15,170.00;

NOW, THEREFORE, BE IT RESOLVED, (not less than two-thirds of all the members of the governing body affirmatively concurring), that in accordance with the provisions of N.J.S.A. 40A:4-20:

1. Emergency appropriations be and the same are hereby made for the following:

Planning Board, S&W - \$600.00

Group Insurance - \$8,000.00

DCRP - \$30.00

2. That said emergency temporary appropriations will be provided for in the 2016 budget under the above-mentioned titles.

3. That one certified copy of this resolution be filed with the Director of Local Finance.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #5

A RESOLUTION TO APPROVE PERSONNEL POLICY

Offered By: Comm. McLoughlin

Seconded By: Comm. Bolan

WHEREAS, it is the policy of Borough of Allenhurst to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, the New Jersey Attorney General's guidelines with respect to Police Department personnel matters, the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

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

NOW, THEREBY, BE IT RESOLVED by the Board of Commissioners that the Personnel Policies and Procedures Manual dated February 15, 2016, is hereby adopted.

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all Borough officials, appointees, employees, volunteers and independent contractors. In the

event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

BE IT FURTHER RESOLVED that this manual is intended to provide guidelines covering public service by Borough employees and is not a contract. The provisions of this manual 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 Borough shall operate under the legal doctrine known as “employment at will.”

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

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #6

A RESOLUTION TO APPROVE MEMBER IN ALLENHURST FIRE DEPARTMENT

Offered By: Mayor McLaughlin

Seconded By: Comm. McLoughlin

WHEREAS, The Membership Committee of Allenhurst Fire Co. #1 has received an application for membership from William Reng; and,

WHEREAS, The Membership Committee has advised the Board of Commissioners that is acceptable for membership;

NOW, THEREFORE, BE IT RESOLVED, That Mr. Reng is approved for membership in Allenhurst Fire Co. #1, pending a criminal history check; and,

BE IT FURTHER RESOLVED, That the Borough Clerk be and is hereby authorized to execute the necessary paperwork on behalf of the aforementioned applicant.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #7

A RESOLUTION TO APPROVE RAFFLE LICENSE

Offered By: Comm. Bolan

Seconded By: Comm. McLoughlin

BE IT RESOLVED, By the Board of Commissioners of the Borough of Allenhurst, that a draw raffle license, #16-02, be granted to the Allenhurst Garden Club, which raffle shall be held on Wednesday, May, 4, 2016, from Noon to 3:00 PM, at the Mister C’s Beach Bistro, One Ocean Place, Allenhurst.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #8

A RESOLUTION TO AWARD CONTRACT FOR REPAIR OF POOL PUMP

Offered By: Comm. McLoughlin

Seconded By: Comm. Bolan

WHEREAS, The main pool pump needed repairs and the Borough was not able to obtain prices for the cost of said repairs until the pump was taken apart and inspected; and,

WHEREAS, Pilot Electric was authorized to remove said pump and provide a quote for repairs; and,

WHEREAS, Pilot Electric submitted a quote in the amount of \$8,760.00 for repairs to the main pool pump; and,

WHEREAS, Competitive quotes could not be obtained for this work; and,

WHEREAS, Funds for this purpose shall be provided for the first three months of 2016 in the 2016 Temporary Budget and funds for the balance of 2016 will be provided for in the budget

for the year 2016 when finally adopted;

THEREFORE, BE IT RESOLVED, That a contract be awarded to Pilot Electric for repairs to the main pool pump, based on their quote of \$8,760.00

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #9

A RESOLUTION TO HIRE SEASONAL EMPLOYEES

Offered By: Comm. McLoughlin

Seconded By: Comm. Bolan

BE IT RESOLVED, That the following be hired for the 2016 summer season:

Poolside

Dan O'Neill	\$10.00/hr.
Brian Campagna	\$10.00/hr.
Dylan Costanzo	\$10.00/hr.
Michael Scerbo	\$10.00/hr.
Ryan Dunlop	\$10.00/hr.
Sean Harrington	\$10.00/hr.
Spencer Michaels	\$10.00/hr.
Connor Laken	\$10.00/hr.

Beach Rake/Pre-Season

Donald Deibert	\$15.00/hr.
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Head Lifeguard

John Cullen	\$12,500.00/season
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Assistant Lifeguard

Jeff Mansfield	\$10,500.00/season
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Dance Coordinator

Heather Wanner	\$850.00/season
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ABC Sanitation

Tesfaye Deressa	\$12.50/hr.
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Recreation Director/Swim Team Coach

Warren Towns	\$7,300.00/season
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Recreation Assistant

Stefanie Towns	\$2,100.00/season
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Part-time Office Manager

Susan Wade	\$13.00/hr.
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Assistant Swim Coach

	\$300.00/season
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VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #10

A RESOLUTION TO APPROVE SALARIES FOR 2016

Offered By: Comm. McLoughlin

Seconded By: Comm. Bolan

BE IT RESOLVED, That the following salaries be and are hereby approved for officials and employees of the Borough of Allenhurst for the year 2016:

Borough Clerk/Registrar	86,770.00
Borough Administrator	25,902.00
Deputy Borough Clerk/Registrar	5,000.00
Deputy Treasurer	1,000.00
Finance Clerk	59,686.00
ABC Membership	9,180.00
Public Works Supervisor	112,616.00
Recycling Coordinator	2,000.00
Right-To-Know Coordinator	500.00
Tax Collector	5,526.00
Tax Assessor	5,722.00
Chief Finance Officer	23,337.00
Qualified Purchasing Agent	2,500.00
Code Official	5,306.00
Fire Official	3,183.00
Deputy Code or Fire Official	\$50.00 callout fee and 25/hr. after 2 nd hr.
Zoning Officer	4,245.00
Court Administrator, includes 2 court sessions/mo.	61,376.00
Municipal Court Judge, includes 2 court sessions/mo.	22,677.00
Planning Board Secretary	7,803.00
Sewer Operator	5,317.00
Violations Clerks	\$12.50/hr. and \$125.00 for court
Matron	\$50.00 callout and \$12.50/hr. after 2 nd hr.
Chief Car	4,800.00
Police Chief	124,905.00
Emergency Management Coordinator	1,500.00
Certified Pool Operator	1,000.00
Pump Maintenance	\$75.00/callout
Treasurer	1,500.00
Mayor	1,750.00
Commissioner	1,500.00
Bus Driver	27,965.00
<u>Public Works</u>	
Vandevort	39,569.00
Quinn	69,805.00
Duchatkiewicz	52,191.00
Heitmuller	57,713.00
Varian	33,150.00
Mechanic	2,000.00
Hagerman	41,310.00
<u>Communication Officers</u>	
More	67,007.00
TAC Officer	2,500.00
J. Henry	53,482.00
Duerr	47,861.00
T. Henry	25,500.00

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #11

A RESOLUTION TO APPROVE 2016 MNICIPAL BUDGET

Offered By: Comm. McLoughlin

Seconded By: Comm. Bolan

BE IT RESOLVED, That the following statements of revenues and appropriations shall constitute the Municipal Budget for the year 2016;

General Appropriations For:

1. Appropriations within ACAPS@	
(a) Municipal Purposes	4,226,363.17
2. Appropriations Excluded from ACAPS@	
(a) Municipal Purposes	771,725.00
(b) Local District School Purposes in Municipal Budget	.00
Total General Appropriations excluded for ACAPS@	771,725.00
3. Reserve for Uncollected Taxes	31,250.48
4. Total General Appropriations	5,029,338.65
5. Less: Anticipated Revenues Other Than Current Property Tax	2,718,202.29
6. Difference: Amount to be Raised by Taxes for Support of Municipal Budget	
(a) Local Tax for Municipal Purposes Including Reserve for Uncollected Taxes	2,311,136.36
(b) Addition to Local School District Tax	.00

BE IT FURTHER RESOLVED, That said Budget be published in the Coaster in the issue of March 17, 2016.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #12

A RESOLUTION TO APPROVE LEGAL CAUCUS

Offered By: Comm. McLoughlin

Seconded By: Comm. Bolan

WHEREAS, State law permits the exclusion of public in certain circumstances; and,
WHEREAS, The Board of Commissioners of the Borough of Allenhurst finds that such circumstances currently exist; and,

WHEREAS, The Board of Commissioners will make public, minutes of the closed session when confidentiality no longer exists;

NOW, THEREFORE, BE IT RESOLVED, By the Board of Commissioners that they are hereby authorized to enter into closed session to discuss legal matters which are exempt from the public meeting under the Sunshine Law.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #13

A RESOLUTION TO APPROVE BILLS AND PAYROLL (03/01/16 – 03/15/16)

Offered By: Comm. McLoughlin

Seconded By: Comm. Bolan

BE IT RESOLVED, That bills and payrolls totaling \$209,544.81 be approved for payment; and,

BE IT FURTHER RESOLVED, That the March 8th consolidated bill list be attached hereto and made a part thereof.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

PUBLIC HEARING

In response to the Mayor's request for public comments, Trish McLoughlin, on behalf of the Allenhurst First Aid Squad, asked about a shed to be placed on the beach to house the jet skis.

Ms. Osborn stated that the expense is in the budget and she is currently getting quotations for cost.

Mayor McLaughlin asked if they had gotten the new ambulance yet. Mrs. McLoughlin stated that it is in New Jersey being lettered and having the lift cot installed. They should get it in about three weeks.

Robert Scally stated that 100 Main Street, which is an office building, has a crawl space and a sump pump. The water runs over the sidewalk and pools and in the winter turns into ice. He suggested an ordinance that says you cannot pump water onto a sidewalk.

Mayor McLaughlin stated they would look into it.

Comm. Bolan commented that it is a liability to create a hazard on a sidewalk.

Mr. Scally stated that at the last meeting of the Planning Board, they denied a variance for a strip driveway. He thinks the ribbon driveways are more attractive and more historic. He would like to see an ordinance keeping the strip driveways.

Comm. McLoughlin stated they discussed this at the Planning Board meeting. A strip driveway cannot be counted as total impervious surface from edge to edge. That is a part of the problem.

Mr. Laughlin stated it would be hard to argue that it is impervious with a strip of grass in the middle.

Mr. Scally then commented that work is still being done at 129 Spier Avenue. They are still in non-compliance with the driveway in front. Ms. Osborn stated she would speak to the Zoning Officer regarding the matter.

Mr. Moriarty stated there was nothing in the Beach Club application about joining the two decks. Mayor McLaughlin stated they got bids two years ago and they were cost-prohibitive. Comm. McLoughlin stated that projects this year have become the priority.

Mr. Moriarty stated that people cannot fill out their Beach Club applications on line. They have to fill them out, print them and e-mail them or hard mail them in.

ITEMS FOR DISCUSSION

Mayor McLaughlin mentioned that he would like a resolution to the Army Corps of Engineers regarding the sweeping of the MECs. He wants to advise them that they will not be allowed on the beach after the start of the season. Mr. Laughlin stated the Borough signed an easement and that will allow them onto the beach at any time.

Mr. Laughlin stated there are only two punch list items concerning the restaurant. The contractor will have to replace the windows on the north side of the restaurant. He will also have to repair the foyer from the damage done by the leaking second floor landing. He will write a letter to the contractor. He wanted to wait and see whether the leaking problem is resolved when they changed the door around.

The Board next discussed modifications to the kitchen hood. Joe Tomaino secured quotes to modify the kitchen hood system to run more efficiently. This will cut down on the heating bills for the restaurant. Labor and materials for the entire job have been estimated at \$7,300.00. The job has been broken up into three quotes. The Borough may authorize all or some of the work to be done. After some discussion, the Board decided they will authorize the work to be done and a resolution will be prepared for the next meeting.

The Commissioners next discussed the need for a key switch to allow the restaurant elevator to be locked so that it doesn't go to the basement. Schindler Elevator quoted \$2,984. Sharp Elevator would not quote as it requires software changes. Big Apple elevator gave a quote of \$690, but it requires removing the circuit board and soldering, which will negate any warranty. The Board directed the Administrator to try to negotiate a lower price with Schindler.

The next issue concerned the programming of lobby and stairway lights. The lobby lights can be turned off. The stairway lights have not been reprogrammed to turn off. He has arranged for a meeting with the light programmers.

The Board next discussed the new State Aid Agreement that the Army Corps of Engineers would like the Borough to sign. Mr. Laughlin stated there is nothing in this new agreement that modifies or negates the agreement the Borough already signed. He stated he would talk to someone in the AG's office.

The Borough Administrator gave an update on the following projects:

a. Cabana bids will be received on March 17th

b. Re-Paving of Allen Avenue bids will be received March 16th

c. Allen Avenue Open Space Bids

After some discussion on paring back the project, Mayor McLaughlin stated he would call and speak to Peter.

d. Beach Wall. Foundation was determined to be sound. Avakian's office will prepare bid for repairs, including a cap.

e. Pool fill. Avakian's office will notify Borough once design recommendations have been received.

f. Decking. Deck is in the process of being removed. Avakian's office will make determination and bid specs will be prepared. Work to be completed in April/beginning of May. The Board discussion an idea presented by Chris Rogers on behalf of the Beach sub-committee that the deck be a combination of pavers and stamped concrete. The Mayor brought a sample of pavers. After a short discussion in which the Commissioners felt the pavers may be hard on the feet or a trip hazard, the Commissioners decided to replace the deck with stamped concrete.

The Board reviewed quotes for awnings for the new cabanas and to replace the awnings on the older cabanas. The Board decided to replace the awnings on half the cabanas this year and the other half next year. A resolution for same will be prepared for the next meeting.

ABC Discussions

a. Sallie Carrigan has asked that Tertia Carrigan be made a co-principal. Ronnie checked and Tertia has been a member for four years. The Board decided that Tertia Carrigan could become a co-principal for the 2017 season.

b. Request for new family to join in the Blasucci locker. This request was denied

c. Sandra Taylor wanted to over the limit in her cabana by two. The Commissioners

d. Laurie Clark asked to re-join the Club after being a member for many years. She will go into Wynn Phillips locker. The vote was three to one to let her back into the Club, with Comm. McLoughlin voting no.

e. The restaurant tenant, Chic Perotto, asked if he could rent a locker for the season. After some consideration, the Commissioners agreed that the restaurant tenant could lease a locker, with the provision that those who are coming from the restaurant and illegally swimming in the pool will be charged as guests.

Comm. Bolan asked about the residents who are in violation of obstructing sidewalks. Ms. Osborn stated she just received a list from the Code Enforcement Official that afternoon. He will be sending summonses tomorrow. Comm. Bolan stated he would rather see a letter going out giving the homeowner 14 days to correct the violation.

PUBLIC HEARING (continuation)

Bob Scally stated the pavers are recessing at the northeast corner of Spier and Main Street. Ms. Osborn stated she was just made aware of it this morning and has planned to speak with the Public Works Superintendent.

Tim Moriarty asked what happens to other people in a locker if the principal leaves. Mayor McLaughlin stated they wait to see if all residents who want a locker are accommodated. If the locker is still open, they can become the new principal.

There being no further business, the meeting adjourned to caucus. After reconvening, Comm. McLoughlin moved, seconded by Mayor McLaughlin, that the meeting be adjourned at 8:54 PM. Motion carried.

Lori L. Osborn, RMC
Clerk-Administrator