

**REGULAR MEETING AGENDA
MAYOR AND COUNCIL
May 18, 2017**

- **Call to Order.**
- **Statement of Compliance with Open Public Meetings Act:** *This meeting complies with the Open Public Meetings Act by notification on January 2, 2017 of this location, date and time to the Asbury Park Press and the LINK News and by the posting of same on the municipal bulletin board and Borough Web Site.*
- **Flag Salute**
- **Invocation**
- **Roll Call**
- **Administrator’s Report:**
- **PUBLIC HEARING: 2017 MUNICIPAL BUDGET**
#2017-117 Resolution adopting the 2017 Municipal Budget
- **APPOINTMENT OF GREGORY LAURETTA AS SERGEANT OF THE OCEANPORT POLICE DEPT**
#2017-103 Resolution appointing Gregory Laurretta, Sergeant of the Oceanport Police Dept.
- **ADMINISTRATION OF OATH OF OFFICES:** Lieutenant Michael Fagliarone and Sergeant Gregory Laurretta
- **Consent Agenda:**

#2017-104	1.	Resolution authorizing payment of bills
#2017-105	2.	Resolution authorizing a reduction in the AcuteCare performance bond
#2017-106	3.	Resolution authorizing redemption of Tax Sale Certificate #15-00006
#2017-107	4.	Resolution authorizing redemption of Tax Sale Certificate #16-00017
#2017-108	5.	Resolution authorizing redemption of Tax Sale Certificate #16-00027
#2017-109	6.	Resolution authorizing redemption of Tax Sale Certificate #16-00003
#2017-110	7.	Resolution authorizing redemption of Tax Sale Certificate #14-00015
#2017-111	8.	Resolution appointing T&M Associates as Conflict Engineer for the RPM Development Proj.
#2017-112	9.	Resolution authorizing veteran’s tax exemption status to Terry S. Russell
#2017-113	10.	Resolution authorizing refund for overpayment of property taxes
#2017-114	11.	Resolution adopting a new Purchasing Policy and manual
#2017-115	12.	Resolution accepting the Tax Collector’s 2016 Annual Report
#2017-116	13.	Resolution authorizing the use of competitive contracting for professionals to consolidate ordinances related to land use, zoning and development

- **MINUTES:**
Approval of the Executive Session Minutes of March 16, 2017
Approval of the Workshop Meeting Minutes of April 6, 2017
Approval of the Regular Meeting Minutes of April 20, 2017
- **ORDINANCES:**
#973 2nd Reading and Public Hearing of 2017 Capital Bond Ordinance
Introduction of An Ordinance Amending the Salary Ordinance
- **COMMITTEE REPORTS:**
 - Public Safety, Councilman Proto, Chair
 - Finance & Administration, Councilman Itrace, Chair
 - Public Works & Engineering, Council President Gallo, Chair
 - Planning & Development, Councilwoman Cooper, Chair
 - Parks & Recreation, Councilman Solan, Chair
 - Health & Human Services, Councilwoman Kahle, Chair
- **MAYOR COFFEY’S REPORT:**
- **Petitions from the public.**
- **Adjournment.**

**RESOLUTION OF THE BOROUGH OF OCEANPORT
ADOPTION OF MUNICIPAL BUDGET 2017**

**Resolution 2017-117
05-18-17**

BE IT RESOLVED by the Governing Body of the Borough of Oceanport, County of Monmouth, that the budget hereinbefore set forth is hereby adopted and shall constitute an appropriation for the purposes of the sums therein as set forth as appropriations, and authorization of the amount of:

- \$ 5,849,667.52 (ITEM 2 BELOW) FOR MUNICIPAL PURPOSES,
- \$ 0.00 (ITEM 3 BELOW) FOR SCHOOL PURPOSES IN TYPE 1 SCHOOL DISTRICTS ONLY (N.J.S.18A:9-2) TO BE RAISED BY TAXATION AND,
- \$ _____ (ITEM 4 BELOW) TO BE ADDED TO THE CERTIFICATE OF AMOUNT TO BE RAISED BY TAXATION FOR LOCAL SCHOOL PURPOSES IN TYPE II SCHOOL DISTRICTS ONLY (N.J.S. 18A:9-3) AND CERTIFICATION TO THE COUNTY BOARD OF TAXATION OF THE FOLLOWING
- \$ _____ SUMMARY OF GENERAL REVENUES AND APPROPRIATIONS. (SHEET 43) OPEN SPACE, RECREATION, FARMLAND AND HISTORIC PRESERVATION TRUST FUND LEVY
- \$ 0.00 (ITEM 5 BELOW) FOR MINIMUM LIBRARY TAX

IT IS HEREBY CERTIFIED that the within budget is a true copy of the budget finally adopted by resolution of the Governing Body on the 18th day of May, 2017. It is further certified that each item of revenue and appropriation is set forth in the same amount and by the same title as appeared in the 2017 approved budget and all amendments thereto, if any, which have been previously approved by the Director of Local Government Services.

JEANNE SMITH, RMC
BOROUGH CLERK

Motion:	Second:			
ROLL CALL	YES	NO	ABSTAIN	ABSENT
Cooper	()	()	()	()
Gallo	()	()	()	()
Irace	()	()	()	()
Kahle	()	()	()	()
Proto	()	()	()	()
Solan	()	()	()	()
Coffey	()	()	()	()

I certify that the foregoing Resolution #2017-_____ was adopted by the Oceanport Governing Body at the Regular Meeting held May 18, 2017

JEANNE SMITH, RMC
BOROUGH CLERK

**RESOLUTION OF THE BOROUGH OF OCEANPORT
AUTHORIZING THE PROMOTION OF GREGORY LAURETTA
TO THE POSITION OF POLICE SERGEANT EFFECTIVE MAY 18, 2017**

**Resolution #2017-103
05-18-17**

WHEREAS, the Governing Body of the Borough of Oceanport has determined that it is in the best interest of the Borough to promote the following individual in the Oceanport Police Department, which shall be effective as of May 18, 2017.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Oceanport as follows;

Gregory Laretta is hereby promoted to the rank of SERGEANT at an annual salary in accordance with the current P.B.A. contract.

BE IT FURTHER RESOLVED, that the Mayor and Borough Clerk are authorized to sign any and all documents necessary to effectuate the intentions of this Resolution.

BE IT FURTHER RESOLVED, that a certified true copy of the within Resolution be furnished to the Chief of Police of the Borough of Oceanport, the Chief Financial Officer, the Borough Attorney, and the Oceanport PBA Representative.

Motion:	Second:			
ROLL CALL	YES	NO	ABSTAIN	ABSENT
Cooper	()	()	()	()
Gallo	()	()	()	()
Irace	()	()	()	()
Kahle	()	()	()	()
Proto	()	()	()	()
Solan	()	()	()	()
Coffey	()	()	()	()

I certify that the foregoing Resolution #2017-103 was adopted by the Oceanport Governing Body at the Regular Meeting held May 18, 2017

JEANNE SMITH, RMC
BOROUGH CLERK

**RESOLUTION OF THE BOROUGH OF OCEANPORT
AUTHORIZING PAYMENT OF BILL LIST FOR MAY 18, 2017**

**RESOLUTION #2017-104
05-18-17**

WHEREAS, the Governing Body has considered the payment of said bills as set forth on the bill list at its public meeting of May 18, 2017.

BE IT RESOLVED, by the Mayor and Council that the bills be paid as on the attached bill list dated May 18, 2017 totaling \$1,493,798.45.

CERTIFICATION OF FUNDS

I, Catherine D. LaPorta, Chief Financial Officer, of the Borough of Oceanport, do hereby certify that funds are available for the purpose stated herein.



Catherine D. LaPorta, CFO

Motion:	Second:			
ROLL CALL	YES	NO	ABSTAIN	ABSENT
Cooper	()	()	()	()
Gallo	()	()	()	()
Irace	()	()	()	()
Kahle	()	()	()	()
Proto	()	()	()	()
Solan	()	()	()	()
Coffey	()	()	()	()

I certify that the foregoing Resolution #2017-104 was adopted by the Oceanport Governing Body at the Regular Meeting held May 18, 2017

JEANNE SMITH, RMC
BOROUGH CLERK

**BOROUGH OF OCEANPORT
BILL LIST**

18-May-17

PAYEE

AMOUNT

PAYROLL ACCOUNT

\$ 105,758.32 9th pay

2017 EXPENDITURES - MANUAL CHECKS

SHORE REGIONAL SCHOOL TAXES

\$327,803.17

OCEANPORT LOCAL SCHOOL TAXES

\$738,100.17

CAPITAL TRUST TOTAL

DOG REGISTRY TOTAL

\$234.00

OFF DUTY

\$84.36

TRUST OTHER TOTAL

ESCROW TRUST TOTAL

\$97,390.55

OPEN SPACE TRUST TOTAL

\$14,215.63

SUI

\$100.66

2016 VOUCHERS PAID THIS MEETING

\$7,697.34

2017 VOUCHERS PAID THIS MEETING

\$202,414.25

TOTAL

\$1,493,798.45

I CERTIFY THAT THE ABOVE ITEMS ARE TRUE AND CORRECT AS PRESENTED
TO THE MAYOR AND COUNCIL FOR PAYMENT



P.O. Type: All
Range: First to Last
Format: Detail without Line Item Notes

Open: N Paid: N Void: N
Rcvd: Y Held: Y Aprv: N
Bid: Y State: Y Other: Y Exempt: Y

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Amount	Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
00444 JOHNNY ON THE SPOT INC														
	17-00227	01/01/17	MARIA GATTA PARK		B									
			10 MARIA GATTA MAY 2017	103.60	7-06-	-900-100		B OPEN SPACE	H	04/01/17	05/10/17		293202	N
			Vendor Total:	103.60										
ACME ACME LOCKSMITH SERVICE														
	17-00355	03/13/17	LOCKSMITH SERVICES		B									
			3 SERVICE FRONT DOOR BORO HALL	40.00	7-01-26-	310-251		B B&G SUPPLIES	R	03/13/17	05/10/17		3307	N
			Vendor Total:	40.00										
ACUTE2 ACUTE CARE MANAGEMENT SERVICES														
	17-00596	05/11/17	CASH GUARANTEE REDUCTION PH 1											
			1 CASH GUARANTEE REDUCTION PH 1	95,455.55	7-60-	-900-205		B RES. FOR DEV. ESCROW-ACCUTRACK	H	05/11/17	05/11/17			N
			Vendor Total:	95,455.55										
ADP ADP, INC														
	17-00528	05/03/17	PAYROLL SERVICES - APRIL											
			1 PAYROLL SERVICES 04/05/17	132.05	7-01-20-	130-205		B MISCELLANEOUS	R	05/03/17	05/10/17		41326376	N
			2 PAYROLL SERVICES 04/21/17	140.33	7-01-20-	130-205		B MISCELLANEOUS	R	05/03/17	05/10/17		492075262	N
				272.38										
			Vendor Total:	272.38										
AMERICAN AMERICAN WEAR, INC														
	17-00501	04/28/17	MONTHLY UNIFORMS											
			1 WEEK OF 04/04	53.90	7-01-26-	300-281		B UNIFORM RENTAL	R	04/28/17	05/10/17		270843	N
			2 WEEK OF 04/11	53.90	7-01-26-	300-281		B UNIFORM RENTAL	R	04/28/17	05/10/17		273382	N
			3 WEEK OF 04/18	53.90	7-01-26-	300-281		B UNIFORM RENTAL	R	04/28/17	05/10/17		275932	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Amount	Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoic e	1099 Excl
CAROL CAROL SMITH														
	17-00562	05/11/17	QRTL Y CELL PHONE REIMBURSEMENT		B									
	2		1ST QTR CELL PHONE	45.00		7-01-31-430-440		B TELEPHONE	R	05/11/17	05/11/17			N
	Vendor Total:			45.00										
CLARK CLARKE CATON HINTZ CORP														
	17-00485	04/28/17	HOUSING/FAIR SHARE											
	1		HOUSING/FAIR SHARE	680.21		7-01-21-180-301		B PLANNER SERVICES & FEES	R	04/28/17	05/10/17		68165	N
	Vendor Total:			680.21										
COMCA2 COMCAST (MODEM @ 222 MONMOUTH)														
	17-00568	05/11/17	MAY MODEM 222 MONMOUTH BLVD											
	1		MAY MODEM 222 MONMOUTH BLVD	77.61		7-01-31-430-440		B TELEPHONE	R	05/11/17	05/11/17			N
	Vendor Total:			77.61										
COMMU005 COMMUNICATIONS CONSTRUCTION														
	17-00514	04/28/17	REFUND UNUSED POLICE ESCROW											
	1		REFUND UNUSED POLICE ESCROW	84.36		7-60- -900-165		B RES FOR OFF DUTY POLICE	H	04/28/17	05/10/17			N
	Vendor Total:			84.36										
CONTE CONTE'S AUTOMATIC CAR WASH, INC														
	17-00479	04/28/17	2017 CAR WASH CONTRACT		B									
	2		2017 CAR WASH 1ST QUARTER	450.00		7-01-25-240-252		B CAR WASH CONTRACT	R	04/28/17	05/10/17			N
	Vendor Total:			450.00										
CRYST CRYSTAL SPRINGS														
	17-00574	05/11/17	WATER SERVICE											
	1		WATER SERVICE - MARCH	33.17		7-01-20-100-205		B MI SC EXPENSES	R	05/11/17	05/11/17		13702598 040117	N
	2		WATER SERVICE - APRIL	33.17		7-01-20-100-205		B MI SC EXPENSES	R	05/11/17	05/11/17		13702598 050117	N
				<u>66.34</u>										
	Vendor Total:			66.34										

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoic e	1099 Excl
CS C&S ELECTRICAL CONTRACTOR, INC												
17-00369	03/29/17	DWP SHOP REPAIRS										
1		DWP SHOP REPAIRS	85.00	7-01-26-310-253		B REPAIRS & EQUIPMENT	R	03/29/17	05/11/17		8212	N
17-00471	04/28/17	TENNIS COURT LIGHT COVER BBB										
1		TENNIS COURT LIGHT COVER BBB	127.72	7-06- -900-100		B OPEN SPACE	H	04/28/17	05/10/17		8282	N
Vendor Total:			212.72									
CTYCLK MONMOUTH COUNTY CLERK												
17-00576	05/11/17	Recording of Borough Docs										
1		Recording of Borough Docs	32.00	7-01-20-100-202		B ADMINISTRATIVE EXPENSES	R	05/11/17	05/11/17		2141929	N
Vendor Total:			32.00									
DEMAIO R.N. DEMAIO												
17-00521	04/28/17	paper products										
1		paper products - toilet paper	109.00	7-01-26-310-251		B B&G SUPPLIES	R	04/28/17	05/10/17		16545	N
2		paper products - black bags	312.50	7-01-26-300-273		B SUPPLIES	R	04/28/17	05/10/17		16545	N
3		paper products- roll towel	217.00	7-01-26-300-273		B SUPPLIES	R	04/28/17	05/10/17		16545	N
4		paper products- urinal screens	72.74	7-01-26-300-273		B SUPPLIES	R	04/28/17	05/10/17		16545	N
			711.24									
Vendor Total:			711.24									
DENOIA RICK J DeNOIA, JR												
17-00483	04/28/17	245 MONMOUTH BLVD CAT #56171										
1		245 MONMOUTH BLVD CAT #56171	1,060.00	7-60- -900-205		B RES. FOR DEV. ESCROW-ACCUTRACK	H	04/28/17	05/11/17		617	N
17-00548	05/03/17	1217 TURF DRIVE CATALOG #56175										
1		1217 TURF DRIVE CATALOG #56175	675.00	7-60- -900-205		B RES. FOR DEV. ESCROW-ACCUTRACK	H	05/03/17	05/11/17			N
17-00592	05/11/17	APRIL 2017 - Legal Services										
1		APRIL 2017 - Legal Services	500.00	7-01-21-180-255		B LEGAL EXPENSES	R	05/11/17	05/11/17		01117	N
Vendor Total:			2,235.00									

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoic e	1099 Excl
Item Description	Amount	Charge Account	Acct Type Description								
GMTROPHY G&M TROPHY COMPANY											
17-00464 04/26/17 Nameplate - Councilman Proto											
1 Nameplate - Councilman Proto	10.00	7-01-20-100-202	B ADMINISTRATIVE EXPENSES			R	04/26/17	05/10/17			N
Vendor Total:	10.00										
IDM I. D. M. MEDICAL SUPPLY INC											
17-00230 01/01/17 FIRST AID OXYGEN				B							
5 REFILL OXYGEN	84.92	7-01-25-260-295	B OXYGEN			R	01/01/17	05/10/17		D5046	N
Vendor Total:	84.92										
JCPL JERSEY CENTRAL POWER & LIGHT											
17-00545 05/03/17 APRIL STREET LIGHTING											
1 STREET LIGHTING	726.25	7-01-31-435-299	B STREET LIGHTING			R	05/03/17	05/10/17			N
2 STREET LIGHTING	582.32	7-01-31-435-299	B STREET LIGHTING			R	05/03/17	05/10/17			N
3 CLERK BOROUGH HALL	2,769.05	7-01-31-435-299	B STREET LIGHTING			R	05/03/17	05/10/17			N
4 OCEANPORT ESTATES	34.48	7-01-31-435-299	B STREET LIGHTING			R	05/03/17	05/10/17			N
5 COVE @ HORSENECK POINT	36.75	7-01-31-435-299	B STREET LIGHTING			R	05/03/17	05/10/17			N
6 HASKELL WAY	50.97	7-01-31-435-299	B STREET LIGHTING			R	05/03/17	05/10/17			N
7 ISELIN LANE	50.11	7-01-31-435-299	B STREET LIGHTING			R	05/03/17	05/10/17			N
	<u>4,249.93</u>										
Vendor Total:	4,249.93										
JEANNE JEANNE SMITH											
17-00547 05/03/17 Mileage Reimbursement - ClerkC											
1 Mileage Reimbursement - ClerkC	42.69	7-01-20-100-229	B COURSES			R	05/03/17	05/10/17			N
2 Toll s Reimbursement - ClerkC	6.00	7-01-20-100-229	B COURSES			R	05/03/17	05/10/17			N
	<u>48.69</u>										
Vendor Total:	48.69										
JENSE BOB JENSEN PLUMBING, INC											
17-00495 04/28/17 COMMUNITY GARDEN HOSE/WATER											
1 COMMUNITY GARDEN HOSE/WATER	169.00	7-01-26-310-253	B REPAIRS & EQUIPMENT			R	04/28/17	05/10/17		7005	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Amount	Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoic e	1099 Excl
LINK THE LINK NEWS, INC Continued														
	17-00175	01/01/17	PLANNING BOARD ADVERTISING		B									
	5		CANCEL PLANNING BOARD MEETING	7.70		7-01-21-180-213		B GENERAL EXPENSES	R	02/10/17	05/10/17		38670	N
	Vendor Total:			255.36										
MASER MASER CONSULTING, P. A.														
	16-01328	10/27/16	PLOT PLAN 163 MONMOUTH BLVD											
	1		PLOT PLAN 163 MONMOUTH BLVD	100.00		6-60- -900-205		B RES. FOR DEV. ESCROW-ACCUTRACK	H	10/27/16	05/11/17		359401	N
	17-00535	05/03/17	PLOT PLAN - 66 ALGONQUIN											
	1		PLOT PLAN - 66 ALGONQUIN	100.00		7-60- -900-205		B RES. FOR DEV. ESCROW-ACCUTRACK	H	05/03/17	05/11/17		403806	N
	Vendor Total:			200.00										
MASON W. B. MASON CO, INC														
	17-00525	04/28/17	OFFICE SUPPLIES											
	1		SUPPLIES - POLICE	162.02		7-01-25-240-211		B OFFICE SUPPLIES	R	04/28/17	05/10/17			N
	2		SUPPLIES - ADMINISTRATION	79.94		7-01-20-100-211		B OFFICE SUPPLIES	R	04/28/17	05/10/17			N
	3		SUPPLIES - CONSTRUCTION	51.39		7-01-22-195-201		B OTHER EXPENSES	R	04/28/17	05/10/17			N
				293.35										
	Vendor Total:			293.35										
MAX MAX LOPEZ														
	17-00559	05/11/17	QRTLY CELL PHONE REIMBURSEMENT		B									
	2		1st QTR CELL PHONE	45.00		7-01-31-430-440		B TELEPHONE	R	05/11/17	05/11/17			N
	Vendor Total:			45.00										
MCPW MONMOUTH COUNTY PUBLIC WORKS														
	17-00467	04/28/17	VIDEOTAPING CATCH BASINS											
	1		VIDEOTAPING CATCH BASINS	5,809.33		6-01-27-331-201		B SUPERSTORM SANDY	R	04/28/17	05/10/17			N
	Vendor Total:			5,809.33										

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Amount	Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoic e	1099 Excl
NJD LUR TREASURER: STATE OF NEW JERSEY														
	17-00585	05/11/17	Shellfish Mitig Shore Rd											
	1		Shellfish Mitig Shore Rd	810.50	7-06-	-900-100		B OPEN SPACE	H	05/11/17	05/11/17		170463840	N
	Vendor Total:			810.50										
PITNE PITNEY BOWES(66444240205)														
	17-00589	05/11/17	Refill postage meter											
	1		refill postage meter	1,000.00	7-01-20-	100-222		B POSTAGE	R	05/11/17	05/11/17			N
	Vendor Total:			1,000.00										
PROJAN PRO JANITORIAL SERVICES, LLC														
	17-00177	01/01/17	CUSTODIAL SERVICE				B							
	5		CUSTODIAL SERVICES - APRIL	1,858.26	7-01-26-	310-254		B CUSTODIAL SERVICE & MISC EXP	R	01/01/17	05/11/17		799	N
	Vendor Total:			1,858.26										
QCLAB EUROFIN S QC INC														
	17-00234	03/08/17	WATER TESTING				B							
	4		APRIL WATER TESTING	195.50	7-01-27-	335-301		B WATER WATCH COMMITTEE-OTHER	R	03/08/17	05/11/17		1884924	N
	Vendor Total:			195.50										
ROTO ROTO-ROOTER														
	17-00506	04/28/17	BBBP sewer clean up											
	1		BBBP sewer clean up	242.50	7-06-	-900-100		B OPEN SPACE	H	04/28/17	05/10/17		23335	N
	Vendor Total:			242.50										
SECURITY SECURITY WORLD INC														
	17-00531	05/03/17	MONITORING FOR LIBRARY											
	1		MONITORING FOR LIBRARY	360.00	7-01-26-	310-253		B REPAIRS & EQUIPMENT	R	05/03/17	05/10/17		52446	N
	Vendor Total:			360.00										

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoic e	1099 Excl
VB V&B AUTO REPAIR LLC												
17-00409	04/13/17		1 REPLACE HEADLI GHT ON UNI T 5	30.38	7-01-25-240-271	B CAR REPAIRS & SERVICE	R	04/13/17	05/10/17		6259	N
17-00435	04/13/17		1 OEM Durango repair	290.85	7-01-25-252-201	B OTHER EXPENSES	R	04/13/17	05/10/17			N
17-00530	05/03/17		1 REPAIR WIRE HARNESS U5	197.61	7-01-25-240-271	B CAR REPAIRS & SERVICE	R	05/03/17	05/10/17		6306	N
			Vendor Total:	518.84								
VERI VERIZON												
17-00534	05/03/17		1 732-389-9801	210.02	7-01-31-430-440	B TELEPHONE	R	05/03/17	05/10/17			N
17-00567	05/11/17		1 732-870-2021	26.84	7-01-31-430-440	B TELEPHONE	R	05/11/17	05/11/17			N
			Vendor Total:	236.86								
VERIZO VERIZON WIRELESS (OEM)												
17-00571	05/11/17		1 MAY OEM	38.01	7-01-25-252-201	B OTHER EXPENSES	R	05/11/17	05/11/17			N
			Vendor Total:	38.01								
VERIZON VERIZON WIRELESS												
17-00590	05/11/17		1 May POLICE WIRELESS	365.64	7-01-25-240-279	B VERIZON CARD CHARGES	R	05/11/17	05/11/17			N
			Vendor Total:	365.64								
VET TREASURER: STATE OF NJ HEALTH												
17-00582	05/11/17		1 March Dog Report	102.00	7-05- -900-031	B ANIMAL CONTROL	H	05/11/17	05/11/17			N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
VET TREASURER: STATE OF NJ HEALTH Continued												
	17-00582	05/11/17	March & April State Dog Report	Continued								
			2 April Dog Report	132.00	7-05-	-900-031	B ANIMAL CONTROL	H	05/11/17	05/11/17		N
				234.00								
			Vendor Total:	234.00								
WALL GEORGE WALL												
	17-00283	03/09/17	oil change for car 66									
			1 Vehicle Maintenance oil change	23.95	7-01-25-	265-271	B REPAIRS & MAINTENANCE	R	03/09/17	05/10/17	FOCS293659	N
	17-00529	05/03/17	REPLACE STEERING COLM UNIT 8									
			1 REPAIRS U8 LOWER STEERING COLM	483.01	7-01-25-	240-271	B CAR REPAIRS & SERVICE	R	05/03/17	05/10/17	FOCS294392	N
			Vendor Total:	506.96								
ZARAT DEMETRIO ZARATE												
	17-00561	05/11/17	QRTL Y CELL PHONE REIMBURSEMENT									
			2 1ST QRT CELL PHONE	45.00	7-01-31-	430-440	B TELEPHONE	R	05/11/17	05/11/17		N
			Vendor Total:	45.00								
<hr/>												
Total Purchase Orders:	80	Total P.O. Line Items:	125	Total List Amount:	322,136.79	Total Void Amount:	0.00					

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Hel d	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	6-01	7,697.34	0.00	7,697.34	0.00	0.00	7,697.34
	6-60	0.00	100.00	100.00	0.00	0.00	100.00
Year Total :		7,697.34	100.00	7,797.34	0.00	0.00	7,797.34
CURRENT FUND	7-01	202,414.25	0.00	202,414.25	0.00	0.00	202,414.25
	7-05	0.00	234.00	234.00	0.00	0.00	234.00
	7-06	0.00	14,215.63	14,215.63	0.00	0.00	14,215.63
	7-60	0.00	97,475.57	97,475.57	0.00	0.00	97,475.57
Year Total :		202,414.25	111,925.20	314,339.45	0.00	0.00	314,339.45
Total Of All Funds:		210,111.59	112,025.20	322,136.79	0.00	0.00	322,136.79

**RESOLUTION OF THE BOROUGH OF OCEANPORT
 MONMOUTH COUNTY, STATE OF NEW JERSEY
 AUTHORIZING REDUCTION TO THE PERFORMANCE GUARANTEES
 POSTED BY ACUTECARE HEALTH SYSTEM, LLC FOR ACUTECARE AT FORT MONMOUTH,
 1075 STEPHENSON AVE, BLOCK 110.01, LOT 1**

**Resolution #2017-105
 05-18-174**

WHEREAS, AcuteCare Health Systems, LLC has requested a Reduction of the Performance Guarantee posted for AcuteCare at Fort Monmouth located on Block 110.01, Lot 1, Borough of Oceanport; and

WHEREAS, pursuant with Resolution #2015-204, the guarantee required by AcuteCare Health Systems, LLC was for the total amount of \$294,229.92 of which \$29,422.99 was to be in the form of cash guarantee and the remaining \$264,806.93 in the form of a performance bond which was posted by AcuteCare Health Systems; and

WHEREAS, on March 29, 2017, AcuteCare Health Systems posted a replacement guarantee of the \$264,806.93 with \$235,383.94 in cash; and

WHEREAS, the following Performance Guarantee currently in place is:

1. Cash Guarantee in the amount of \$264,806.93

WHEREAS, William White, Borough Engineer, Maser Consulting, has reviewed and approved the reduction of the Performance Guarantee in a letter report dated April 28, 2017 in the following amount:

1. Reduction of the Performance Bond to not less than \$152,408.14
2. Reduction of the Cash Guarantee to not less than \$16,943.24

WHEREAS, the Borough Council of the Borough of Oceanport has considered the application and the report of the Borough's Engineer;

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Oceanport, County of Monmouth and State of New Jersey, that the current Performance Cash Guarantee of \$264,806.93 is hereby reduced to \$169,351.38.

BE IT FURTHER RESOLVED that the Mayor and Borough Clerk are authorized to sign or issue any appropriate documentation to give effect to the within resolution.

Motion:	Second:			
ROLL CALL	YES	NO	ABSTAIN	ABSENT
Cooper	()	()	()	()
Gallo	()	()	()	()
Irace	()	()	()	()
Kahle	()	()	()	()
Proto	()	()	()	()
Solan	()	()	()	()
Coffey	()	()	()	()

I certify that the foregoing Resolution #2017-105 was adopted by the Oceanport Governing Body at the Regular Meeting held May 18, 2017

 JEANNE SMITH, RMC
 BOROUGH CLERK

**RESOLUTION OF THE BOROUGH OF OCEANPORT
AUTHORIZING REDEMPTION OF TAX SALE CERTIFICATE #15-00006
FOR BLOCK 49, LOT 1 KNOWN AS 101 SMITH STREET**

**Resolution #2017-106
05-18-17**

WHEREAS, at the Borough Tax Sale held on November 16, 2015, a lien was sold on Block 49 Lot 1 otherwise known as 101 Smith St; and

WHEREAS, this lien, known as Tax Sale Certificate 15-00006 was sold to Tower as cust for Ebury Fund 2 NJ LLC at an interest rate of 0% and a premium of \$1,500, and;

WHEREAS, a representative for the owner has redeemed certificate 15-00006 in the amount of \$ 9,045.30.

NOW, THEREFORE, BE IT RESOLVED that the CFO be authorized to issue a check in the amount of \$9,045.30 payable to Tower as cust for Ebury Fund 2 NJ LLC, PO Box 54908, New Orleans LA 70154 for the redemption of Tax Sale Certificate 15-00006.

BE IT FURTHER RESOLVED, that the CFO be authorized to issue a check in the amount of \$1,500 (Premium) to the aforementioned lienholder.

Motion:			Second:	
ROLL CALL	YES	NO	ABSTAIN	ABSENT
Cooper	()	()	()	()
Gallo	()	()	()	()
Irace	()	()	()	()
Kahle	()	()	()	()
Proto	()	()	()	()
Solan	()	()	()	()
Coffey	()	()	()	()

I certify that the foregoing Resolution #2017-106 was adopted by the Oceanport Governing Body at the Regular Meeting held May 18, 2017

JEANNE SMITH, RMC
BOROUGH CLERK

**RESOLUTION OF THE BOROUGH OF OCEANPORT
AUTHORIZING REDEMPTION OF TAX SALE CERTIFICATE #16-00017
FOR BLOCK 84, LOT 10 KNOWN AS 13 BELMAR AVENUE**

**Resolution #2017-107
05-18-17**

WHEREAS, at the Borough Tax Sale held on August 22, 2016, a lien was sold on Block 84 Lot 10 otherwise known as 13 Belmar Ave; and

WHEREAS, this lien, known as Tax Sale Certificate 16-00017 was sold to Tower as cust for Ebury Fund 2 NJ LLC at an interest rate of 0% and a premium of \$1,300, and;

WHEREAS, a representative for the owner has redeemed certificate 16-00017 in the amount of \$ 1,005.39.

NOW, THEREFORE, BE IT RESOLVED that the CFO be authorized to issue a check in the amount of \$1,005.39 payable to Tower as cust for Ebury Fund 2 NJ LLC, PO Box 54908, New Orleans LA 70154 for the redemption of Tax Sale Certificate 16-00017.

BE IT FUTHER RESOLVED, that the CFO be authorized to issue a check in the amount of \$1,300 (Premium) to the aforementioned lienholder.

Motion:

Second:

ROLL CALL	YES	NO	ABSTAIN	ABSENT
Cooper	()	()	()	()
Gallo	()	()	()	()
Irace	()	()	()	()
Kahle	()	()	()	()
Proto	()	()	()	()
Solan	()	()	()	()
Coffey	()	()	()	()

I certify that the foregoing Resolution #2017-107 was adopted by the Oceanport Governing Body at the Regular Meeting held May 18, 2017

JEANNE SMITH, RMC
BOROUGH CLERK

**RESOLUTION OF THE BOROUGH OF OCEANPORT
AUTHORIZING REDEMPTION OF TAX SALE CERTIFICATE #16-00027
FOR BLOCK 139, LOT 14 KNOWN 138 S. PEMBERTON AVENUE**

**Resolution #2017-108
05-18-17**

WHEREAS, at the Borough Tax Sale held on August 22, 2016, a lien was sold on Block 139 Lot 14 otherwise known as 138 S Pemberton Ave; and

WHEREAS, this lien, known as Tax Sale Certificate 16-00027 was sold to US Bank as cust for Actlien Holding Inc at an interest rate of 0% and a premium of \$1,300, and;

WHEREAS, a representative for the owner has redeemed certificate 16-00027 in the amount of \$ 463.57.

NOW, THEREFORE, BE IT RESOLVED that the CFO be authorized to issue a check in the amount of \$463.57 payable to US Bank as cust for Actlien Holding Inc, 50 S 16th St Suite 2050, Philadelphia PA 19102 for the redemption of Tax Sale Certificate 16-00027.

BE IT FURTHER RESOLVED, that the CFO be authorized to issue a check in the amount of \$1,300 (Premium) to the aforementioned lienholder.

Motion:	Second:			
ROLL CALL	YES	NO	ABSTAIN	ABSENT
Cooper	()	()	()	()
Gallo	()	()	()	()
Irace	()	()	()	()
Kahle	()	()	()	()
Proto	()	()	()	()
Solan	()	()	()	()
Coffey	()	()	()	()

I certify that the foregoing Resolution #2017-108 was adopted by the Oceanport Governing Body at the Regular Meeting held May 18, 2017

JEANNE SMITH, RMC
BOROUGH CLERK

**RESOLUTION OF THE BOROUGH OF OCEANPORT
AUTHORIZING REDEMPTION OF TAX SALE CERTIFICATE #16-00003
FOR BLOCK 8, LOT 31 KNOWN AS 27 TECUMSEH AVENUE**

**Resolution #2017-109
05-18-17**

WHEREAS, at the Borough Tax Sale held on August 22, 2016, a lien was sold on Block 8 Lot 31 otherwise known as 27 Tecumseh Ave; and

WHEREAS, this lien, known as Tax Sale Certificate 16-00003 was sold to Tower as cust for Ebury Fund 2 NJ LLC at an interest rate of 0% and a premium of \$25,100, and;

WHEREAS, a representative for the owner has redeemed certificate 16-00003 in the amount of \$ 11,039.10.

NOW, THEREFORE, BE IT RESOLVED that the CFO be authorized to issue a check in the amount of \$11,039.10 payable to Tower as cust for Ebury Fund 2 NJ LLC, POBox 54908, New Orleans LA 70154 for the redemption of Tax Sale Certificate 16-00003.

BE IT FUTHER RESOLVED, that the CFO be authorized to issue a check in the amount of \$25,100 (Premium) to the aforementioned lienholder.

Motion:	Second:			
ROLL CALL	YES	NO	ABSTAIN	ABSENT
Cooper	()	()	()	()
Gallo	()	()	()	()
Irace	()	()	()	()
Kahle	()	()	()	()
Proto	()	()	()	()
Solan	()	()	()	()
Coffey	()	()	()	()

I certify that the foregoing Resolution #2017-109 was adopted by the Oceanport Governing Body at the Regular Meeting held May 18, 2017

JEANNE SMITH, RMC
BOROUGH CLERK

**RESOLUTION OF THE BOROUGH OF OCEANPORT
AUTHORIZING REDEMPTION OF TAX SALE CERTIFICATE #14-00015
FOR BLOCK 101, LOT 14 KNOWN AS 7 LAKE DRIVE**

**Resolution #2017-110
05-18-17**

WHEREAS, at the Borough Tax Sale held on September 26, 2014, a lien was sold on Block 101 Lot 14 otherwise known as 7 Lake Dr; and

WHEREAS, this lien, known as Tax Sale Certificate 14-00015 was sold to US Bank cust for PC4 Firstrust Bank at an interest rate of 0% and a premium of \$1,000, and;

WHEREAS, a representative for the owner has redeemed certificate 14-00015 in the amount of \$ 1,114.25.

NOW, THEREFORE, BE IT RESOLVED that the CFO be authorized to issue a check in the amount of \$11,039.10 payable to US Bank cust for PC4 Firstrust Bank, 50 S 16th St Suite 2050, Philadelphia PA 19102 for the redemption of Tax Sale Certificate 14-00015.

BE IT FUTHER RESOLVED, that the CFO be authorized to issue a check in the amount of \$1,000 (Premium) to the aforementioned lienholder.

Motion:	Second:			
ROLL CALL	YES	NO	ABSTAIN	ABSENT
Cooper	()	()	()	()
Gallo	()	()	()	()
Irace	()	()	()	()
Kahle	()	()	()	()
Proto	()	()	()	()
Solan	()	()	()	()
Coffey	()	()	()	()

I certify that the foregoing Resolution #2017-110 was adopted by the Oceanport Governing Body at the Regular Meeting held May 18, 2017

JEANNE SMITH, RMC
BOROUGH CLERK

**RESOLUTION OF THE BOROUGH OF OCEANPORT
AWARDING A NON-FAIR AND OPEN CONTRACT BETWEEN ROBERT KEADY, PE OF T&M ASSOCIATES
AND THE BOROUGH OF OCEANPORT FOR BOROUGH CONFLICT ENGINEER FOR
MUNICIPAL ENGINEERING SERVICES RELATED TO THE RPM DEVELOPMENT PROJECTS FOR
OFFICERS HOUSING, NORTH AND SOUTH POST, FORT MONMOUTH**

**RESOLUTION #2017-111
05-18-17**

WHEREAS, there is a need to appoint a Professional Engineer where a conflict exists with the Borough Engineer for matters requiring municipal engineering services for development projects; and

WHEREAS, RPM Developers has received Site Plan approval for the projects known as "Officers Housing, North and South Post" which will require municipal engineering services for oversight of the site plan improvements; and

WHEREAS, T&M Associates performed the engineering services for the project's application for Site Plan approval in their role as Conflict Engineer for the Oceanport Planning Board; and

WHEREAS, Robert Keady, P.E. of T&M Associates, 11 Tindall Road, Middletown, New Jersey 07748 has submitted to the Borough of Oceanport a proposal to perform said professional municipal engineering services through a fair and open process; and

WHEREAS, T&M Associates submitted to the Planning Board estimated inspection fees associated with this development (attached hereto) totaling Fifty Thousand Four Hundred Thirty-Four dollars and sixty four cents (\$50,434.64); and

WHEREAS, this contract constitutes a "Professional Service" contract under the provisions of the Local Public Contracts Law because the service is a recognized profession, licensed and regulated by the State of New Jersey, and therefore, may be awarded without competitive bidding pursuant to N.J.S.A. 40A:11-1, et seq.; and

WHEREAS, the anticipated term of this contract is May 18, 2017 through December 31, 2017 and may be extended one (1) time for up to a 12-month period as approved by this governing body; and

WHEREAS, the Borough having considered the matter, now wishes to award the contract for said services to Robert Keady, P.E. of T&M Associates, 11 Tindall Road, Middletown, New Jersey 07748.

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Oceanport, County of Monmouth, State of New Jersey that:

1. The Mayor and the Borough Clerk are hereby authorized and directed to execute an agreement with **Robert Keady, P.E. of T&M Associates, 11 Tindall Road, Middletown, New Jersey 07748** to provide municipal engineering services for the RPM Developers projects known as "Officers Housing, North and South Post" for the contract period May 18, 2017 through December 31, 2017 and may be extended one (1) time for a 12-month period.
2. The contract shall not exceed Fifty Thousand Four Hundred Thirty-Four dollars and sixty four cents (\$50,434.64) which costs shall be paid for through the developer's escrow account established for these projects.
3. That the Clerk shall publish a Notice of Award in an official newspaper of the Borough.
4. That the within Resolution shall be subject to the Borough CFO confirming that funds are available for the stated purpose.

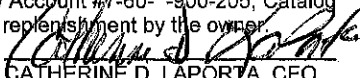
Motion:	Second:			
ROLL CALL	YES	NO	ABSTAIN	ABSENT
Cooper	()	()	()	()
Gallo	()	()	()	()
Irace	()	()	()	()
Kahle	()	()	()	()
Proto	()	()	()	()
Solan	()	()	()	()
Coffey	()	()	()	()

I certify that the foregoing Resolution #2017-111 was adopted by the Oceanport Governing Body at the Regular Meeting held May 18, 2017

JEANNE SMITH, RMC
BOROUGH CLERK

CERTIFICATION OF FUNDS

As required by N.J.A.C. 5:34-5.1 et. seq., and any other applicable requirement, I, Catherine D. LaPorta, Chief Financial Officer of the Borough of Oceanport, have ascertained that there are sufficient uncommitted funds in the Developer's Escrow Account #7-60- -900-205, Catalog #056142 not to exceed \$50,434.64 for the above referenced professional services contract subject to replenishment by the owner.


CATHERINE D. LAPORTA, CFO



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OPRT-R0210

May 12, 2016

Via Email (jsmith@oceanportboro.com)

Jeanne Smith, Planning Board Secretary
Borough of Oceanport
315 E. Main Street
Oceanport, NJ 07757

**RE: Application #PB 2015-11
RPM Development – North Post
Block 110.02, Lot 1
Preliminary & Final Major Site Plan & Subdivision
Performance Bond Estimate - REVISED**

Dear Ms. Smith:

Attached is a copy of the Performance Guarantee Estimate – REVISED for the above referenced site plan and subdivision based on plans prepared by MidAtlantic Engineering Partners, consisting of thirty-two (32) sheets, dated March 6, 2015, last revised April 27, 2016.

Bonds are required to be posted as follows:

	Cash	90% Surety	Inspection Fee
• Performance Guarantee	\$79,356.54	\$714,208.86	\$33,065.23

Please note that the water and sanitary sewer work has not been included as they will not be Borough owned utilities.

If you have any questions or need additional information, please do not hesitate to contact me.

Very truly yours,

T&M ASSOCIATES

ROBERT R. KEADY, JR., P.E., C.M.E.
OCEANPORT BOROUGH SPECIAL PROJECTS ENGINEER

CLAIRE K. PETRUZZELLA, P.E., P.P., C.M.E.
PRINCIPAL ENGINEER

CKP:

c: Raymond T. Poerio, Borough Administrator (via email: rpoerio@oceanportboro.com)
Rick J. DeNoia, Esq., Board Attorney (via email: DeNoiaLaw@aol.com)
Brendan McBride, RPM Development, LLC, Applicant (via email: bmcbride@rpmdev.com)
James E. Berube, Jr., Applicant's Attorney (via email: jeb@jamesberubelaw.com)
Louis L. Zuegner IV, P.E., Applicant's Engineer (via email: llz@midlanticeng.com)

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YOUR GOALS. OUR MISSION.

OPRT-R0200

January 29, 2016

Via Email (jsmith@oceanportboro.com)

Jeanne Smith, Planning Board Secretary
Borough of Oceanport
315 E. Main Street
Oceanport, NJ 07757

**RE: Application #PB 2014-11
RPM Development – South Post
Block 110.03, Lots 1 & 2
Final Major Site Plan & Subdivision
Performance Bond Estimate**

Dear Ms. Smith:

Attached is a copy of the Performance Guarantee Estimate for the above referenced subdivision plan based on plans prepared by MidAtlantic Engineering Partners, consisting of twenty (20) sheets, dated April 15, 2015, last revised October 28, 2015.

Bonds are required to be posted as follows:

	<u>Cash</u>	<u>90% Surety</u>	<u>Inspection Fee</u>
• Performance Guarantee	\$40,396.59	\$363,569.31	\$16,831.91

Please note that the water and sanitary sewer work has not been included as they will not be Borough owned utilities.

If you have any questions or need additional information, please do not hesitate to contact me.

Very truly yours,


DAVID M. MARKS, P.E., C.M.E.
OCEANPORT BOROUGH SPECIAL PROJECTS ENGINEER

DMM:CKP:dk

c: John Bennett, Borough Administrator (via email: JBennett@oceanportboro.com)
Rick J. DeNoia, Esq., Board Attorney (via email: DeNoiaLaw@aol.com)
Brendan McBride, RPM Development, LLC, Applicant (via email: bmcbride@rpmdev.com)
James E. Berube, Jr., Applicant's Attorney (via email: jeb@jamesberubelaw.com)
Louis L. Zuegner IV, P.E., Applicant's Engineer (via email: llz@midatlanticeng.com)
Kevin Shelly, P.E., Applicant's Engineer (via email: kshelly@midatlanticeng.com)

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YOUR GOALS. OUR MISSION.

OPRT-R0200

August 3, 2016

Via Email (jsmith@oceanportboro.com)

Jeanne Smith, Planning Board Secretary
Borough of Oceanport
315 E. Main Street
Oceanport, NJ 07757

**RE: Application #PB 2014-11
RPM Development – South Post
Block 110.03, Lots 1 & 2
Final Major Site Plan & Subdivision
Monument Performance Bond Estimate**

Dear Ms. Smith:

Attached is a copy of the Monument Performance Guarantee Estimate for the above referenced subdivision plan based on Major Subdivision Plans prepared by MidAtlantic Engineering Partners, consisting of two (2) sheets, dated January 18, 2016, last revised January 20, 2016.

Bonds are required to be posted as follows:

	<u>Cash</u>	<u>90% Surety</u>	<u>Inspection Fee</u>
• Performance Guarantee	\$270.00	\$2,430.00	\$112.50

If you have any questions or need additional information, please do not hesitate to contact me.

Very truly yours,

T&M ASSOCIATES

ROBERT R. KEADY, JR., P.E., C.M.E.
OCEANPORT BOROUGH SPECIAL PROJECTS ENGINEER

CLAIRE K. PETRUZZELLA, P.E., P.P., C.M.E.
PRINCIPAL ENGINEER

CKP:

c: Raymond T. Poerio, Borough Administrator (via email: rpoerio@oceanportboro.com)
Rick J. DeNoia, Esq., Board Attorney (via email: DeNoiaLaw@aol.com)
Brendan McBride, RPM Development, LLC, Applicant (via email: bmcbride@rpmdev.com)
James E. Berube, Jr., Applicant's Attorney (via email: jeb@jamesberubelaw.com)
Louis L. Zuegner IV, P.E., Applicant's Engineer (via email: llz@midlanticeng.com)
Kevin Shelly, P.E., Applicant's Engineer (via email: kshelly@midatlanticeng.com)

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| YOUR GOALS. OUR MISSION.

OPRT-R0210

August 3, 2016

Via Email (jsmith@oceanportboro.com)

Jeanne Smith, Planning Board Secretary
Borough of Oceanport
315 E. Main Street
Oceanport, NJ 07757

**RE: Application #PB 2015-11
RPM Development -- North Post
Block 110.02, Lot 1
Preliminary & Final Major Site Plan & Subdivision
Monument Performance Bond Estimate**

Dear Ms. Smith:

Attached is a copy of the Monument Performance Guarantee Estimate for the above referenced subdivision plan based on Major Subdivision Plans prepared by MidAtlantic Engineering Partners, consisting of four (4) sheets, dated February 3, 2016.

Bonds are required to be posted as follows:

	<u>Cash</u>	<u>90% Surety</u>	<u>Inspection Fee</u>
• Performance Guarantee	\$1,020.00	\$9,180.00	\$425.00

If you have any questions or need additional information, please do not hesitate to contact me.

Very truly yours,

T&M ASSOCIATES

ROBERT R. KEADY, JR., P.E., C.M.E.
OCEANPORT BOROUGH SPECIAL PROJECTS ENGINEER

CLAIRE K. PETRUZZELLA, P.E., P.P., C.M.E.
PRINCIPAL ENGINEER

CKP:

c: Raymond T. Poerio, Borough Administrator (via email: rpoerio@oceanportboro.com)
Rick J. DeNoia, Esq., Board Attorney (via email: DeNoiaLaw@aol.com)
Brendan McBride, RPM Development, LLC, Applicant (via email: bmcbride@rpmdev.com)
James E. Berube, Jr., Applicant's Attorney (via email: jeb@jamesberubelaw.com)
Louis L. Zuegner IV, P.E., Applicant's Engineer (via email: llz@midlanticeng.com)
Kevin Shelly, P.E., Applicant's Engineer (via email: kshelly@midatlanticeng.com)

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**RESOLUTION OF THE BOROUGH OF OCEANPORT
AUTHORIZING VETERAN'S TAX EXEMPTION APPROVAL FOR TERRY S. RUSSELL**

**Resolution #2017-112
05-18-17**

WHEREAS, the owner for Block 136 Lot 23.01 has filed an application for total exemption on taxes due to a total and permanent veteran disability, and

WHEREAS, the owner is entitled to the exemption as a result of the total and permanent veteran disability per NJSA 54:4-3.30, and

WHEREAS, the Tax Assessor has approved said application in the year 2017 and every year the applicant is qualified,

NOW, THEREFORE, BE IT RESOLVED, the Tax Collector for the Borough of Oceanport recommends that the taxes on Block 136 Lot 23.01, otherwise known as 1262 Turf Drive, effective January 1, 2017, currently owned by Terry S & Susan L Russell be canceled and therefore exempt for the duration of ownership and as long as the applicant meets all qualifications for said exemption.

Dated: May 3, 2017

Interpretative Statement:

The above property owner has requested and received an exemption from taxes due to a total and permanent disability of a war veteran. Since the request was granted during the tax year 2017 and after taxes were levied on their property, I need to obtain an approved resolution dismissing taxes for January 1, 2017 through to the end of 2017. Starting in 2018, taxes will be exempt from the levy.

Motion:		Second:			
ROLL CALL	YES	NO	ABSTAIN	ABSENT	
Cooper	()	()	()	()	
Gallo	()	()	()	()	
Irace	()	()	()	()	
Kahle	()	()	()	()	
Proto	()	()	()	()	
Solan	()	()	()	()	
Coffey	()	()	()	()	

I certify that the foregoing Resolution #2017-112 was adopted by the Oceanport Governing Body at the Regular Meeting held May 18, 2017

JEANNE SMITH, RMC
BOROUGH CLERK

**RESOLUTION OF THE BOROUGH OF OCEANPORT
AUTHORIZING REFUND FOR OVERPAYMENT OF PROPERTY TAXES
BLOCK 130, LOT 4 ALSO KNOWN AS 1202 TURF DRIVE**

**Resolution #2017-113
05-18-17**

WHEREAS, the following property is due a refund due to a homestead benefit refund to a veteran exempt property; and

WHEREAS, the Tax Collector is recommending that the amount of overpayment due be refunded

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Oceanport that the Tax Collector is hereby authorized to refund overpayment due to a double payment from the listed entity as follows:

Block 130 Lot 4 1202 Turf Dr	2017 2Q	\$606.13
Overpayment due to homestead benefit		

Refund to:

James A & Janis R Palumbo
1202 Turf Dr
Oceanport NJ 07757

Motion:

Second:

I certify that the foregoing Resolution #2017-113 was adopted by the Oceanport Governing Body at the Regular Meeting held May 18, 2017

ROLL CALL	YES	NO	ABSTAIN	ABSENT
Cooper	()	()	()	()
Gallo	()	()	()	()
Irace	()	()	()	()
Kahle	()	()	()	()
Proto	()	()	()	()
Solan	()	()	()	()
Coffey	()	()	()	()

JEANNE SMITH, RMC
BOROUGH CLERK

**RESOLUTION OF THE BOROUGH OF OCEANPORT
MONMOUTH COUNTY, STATE OF NEW JERSEY
ADOPTING THE BOROUGH OF OCEANPORT PURCHASING POLICY**

**Resolution #2017-114
05-18-17**

WHEREAS, the Governing Body of the Borough of Oceanport desires to establish a policy and manual for purchases of equipment, services and material for the operations of the Borough in accordance with the Local Public Contracts Law, *N.J.S.A. 40A:11-1 et.seq.*; and

WHEREAS, the attached Purchasing Policy Manual has been written to establish procedures that maximize the purchasing power and value of public funds and ensure the purchasing process is conducted in accordance with *N.J.S.A. 40A:11-1 et. seq.*; and

WHEREAS, the guidelines in this policy promote efficiency, effectiveness, equity, and fairness in public purchasing; and

WHEREAS, this Procurement Policy supersedes all prior Procurement Policy changes adopted by the Borough and replaces any prior policies in their entirety.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Oceanport, Monmouth County, State of New Jersey that it hereby approves and adopts the Purchasing Policy and Manual in the form attached hereto and revokes all prior policies in their entirety effective upon the passing of this resolution.

BE IT FURTHER RESOLVED, that changes or revisions to the procedures hereby adopted shall be made only by resolution of the Governing Body.

Motion:	Second:			
ROLL CALL	YES	NO	ABSTAIN	ABSENT
Cooper	()	()	()	()
Gallo	()	()	()	()
Irace	()	()	()	()
Kahle	()	()	()	()
Proto	()	()	()	()
Solan	()	()	()	()
Coffey	()	()	()	()

I certify that the foregoing Resolution #2017-114 was adopted by the Oceanport Governing Body at the Regular Meeting held May 18, 2017

JEANNE SMITH, RMC
BOROUGH CLERK

**RESOLUTION OF THE BOROUGH OF OCEANPORT
ACCEPTING THE TAX COLLECTOR'S ANNUAL UNAUDITED REPORT**

**RESOLUTION #2017-115
05-18-17**

WHEREAS, N.J.S.A. 54:4-91 requires that the Tax Collector shall submit an annual statement of receipts to the governing body.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Oceanport that the following Collector's Annual Report of Receipts for the Year Ending December 31, 2016, be hereby acknowledged and accepted as submitted.

**TAX COLLECTION OFFICE
FOR THE YEAR ENDING DECEMBER 31, 2016**

Monmouth Alliance – In Lieu of Taxes	\$1,909.00
Oceanport Assoc – In Lieu of Taxes	\$58,844.23
Return Check Fee	\$80.00
Interest	\$54,187.79
2017 Taxes Prepaid	\$316,209.48
2016 Taxes	\$21,596,096.18
2015 Taxes	\$247,439.37
2013 Taxes	\$1,414.32
2012 Taxes	\$4,248.72
Cost of Advertising	\$962.46
Outside Liens Redeemed	\$179,212.88
Premium Collected from Tax Sale	\$214,400.00
6% Penalty	\$4,966.23
Due to TRWRA	\$9,713.88
TOTAL FOR THE YEAR ENDING 12-31-16	\$22,689,684.54

Motion:

Second:

ROLL CALL	YES	NO	ABSTAIN	ABSENT
Cooper	()	()	()	()
Gallo	()	()	()	()
Irace	()	()	()	()
Kahle	()	()	()	()
Proto	()	()	()	()
Solan	()	()	()	()
Coffey	()	()	()	()

I certify that the foregoing Resolution #2017-115 was adopted by the Oceanport Governing Body at the Regular Meeting held May 18, 2017

JEANNE SMITH, RMC
BOROUGH CLERK

**RESOLUTION OF THE BOROUGH OF OCEANPORT
AUTHORIZING THE SOLICITATION OF REQUESTS FOR PROPOSALS
FOR PROFESSIONAL PLANNING SERVICES FOR THE DEVELOPMENT OF
A LAND USE AND DEVELOPMENT ORDINANCE**

**Resolution #2017-116
05-18-2017**

WHEREAS, the Borough of Oceanport has determined that the Borough’s land use, zoning and development ordinances need to be consolidated into one Land Use and Development Ordinance that will address areas including but not limited to, new laws, conditions, conflicts between current ordinances, new technologies and an update of the Zoning Schedules and Zoning Map to reflect new development area of Fort Monmouth; and

WHEREAS, the Borough requires licensed professional planning services to conduct said services for the Borough that has an anticipated aggregate value in excess of the required pay to play threshold; and

WHEREAS, the proposed contract is for "Professional Services", a service performed by a person in a recognized profession that is regulated by law, and may be awarded without competitive bidding in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11 et seq.; and,

WHEREAS, the Borough desires to pursue such services through a fair and open process;

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Oceanport, County of Monmouth, and State of New Jersey that the advertisement of “Request for Proposals”, for professional planning services for the consolidation of the Borough of Oceanport’s land use, zoning and development ordinances into one Land Use and Development Ordinance for the Borough of Oceanport is authorized.

BE IT FURTHER RESOLVED, that the Borough Clerk is directed to advertise for RFPs in accordance with Borough Code Chapter 35-8 and pursuant to N.J.S.A. 19:44A-20.4, et.seq.

Motion:	Second:			
ROLL CALL	YES	NO	ABSTAIN	ABSENT
Cooper	()	()	()	()
Gallo	()	()	()	()
Irace	()	()	()	()
Kahle	()	()	()	()
Proto	()	()	()	()
Solan	()	()	()	()
Coffey	()	()	()	()

I certify that the foregoing Resolution #2017-116 was adopted by the Oceanport Governing Body at the Regular Meeting held May 18, 2017

JEANNE SMITH, RMC
BOROUGH CLERK

**BOROUGH OF OCEANPORT
ORDINANCE NUMBER #973**

**BOND ORDINANCE PROVIDING FOR VARIOUS 2017
GENERAL CAPITAL IMPROVEMENTS, BY AND IN THE
BOROUGH OF OCEANPORT, IN THE COUNTY OF
MONMOUTH, STATE OF NEW JERSEY; APPROPRIATING
\$1,600,000 THEREFOR AND AUTHORIZING THE
ISSUANCE OF \$1,520,000 BONDS OR NOTES TO
FINANCE PART OF THE COST THEREOF**

**BE IT ORDAINED AND ENACTED BY THE BOROUGH COUNCIL OF
THE BOROUGH OF OCEANPORT, IN THE COUNTY OF MONMOUTH, STATE OF
NEW JERSEY** (not less than two-thirds of all the members thereof affirmatively
concurring), **AS FOLLOWS:**

SECTION 1. The improvements or purposes described in Section 3 of this bond ordinance are hereby authorized to be undertaken by the Borough of Oceanport, in the County of Monmouth, State of New Jersey (the "Borough") as general capital improvements. For the said improvements stated in Section 3, there is hereby appropriated the principal amount of \$1,600,000, including the sum of \$80,000 as the aggregate amount of down payments for said improvements or purposes required by the Local Bond Law, N.J.S.A. 40A:2-1 et seq. (the "Local Bond Law"). The \$80,000 aggregate amount of down payments is now available therefor from the capital improvement fund by virtue of provisions in a previously adopted budget or budgets of the Borough for down payment or for capital improvement purposes.

SECTION 2. For the financing of said improvements or purposes described in Section 3 hereof and to meet the part of said \$1,600,000 appropriation not provided for by application hereunder of said down payments, negotiable bonds of the Borough are

hereby authorized to be issued in the principal amount of \$1,520,000 pursuant to the Local Bond Law. In anticipation of the issuance of said bonds and to temporarily finance said improvements or purposes, negotiable notes of the Borough in a principal amount not exceeding \$1,520,000 are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

SECTION 3. (a) The improvements hereby authorized and purposes for the financing of which said bonds or notes are to be issued, include, but are not limited to, as follows:

<u>Description</u>	<u>Appropriation</u>	<u>Authorization</u>	<u>Down Payment</u>	<u>Useful Life</u>
(i) <u>Various Road and Drainage Improvements</u> , To The Following Roadways, Including But Not Limited To, Bridgewater Drive, Shore Drive, Allenhurst Avenue, Sagamore Avenue, Tecumseh Avenue And Deal Avenue, Which Shall Include, But Not Be Limited To, As Applicable, Excavation, Milling, Paving, Reconstruction And Boxing Out And Resurfacing Or Full Depth Pavement Replacement, And Where Necessary, The Sealing Of Pavement Cracks, The Repairing And/Or Installation Of Curbs, Sidewalks And Driveway Aprons, Installation Of Curb Ramps, Resetting Utility Castings And Drainage Grates, Sanitary Sewer Improvements, Water Line Improvements, Outfall Improvements, Valve Improvements or Analysis, Drainage Improvements, Roadway Painting, Landscaping And Other Aesthetic Improvements; And	\$635,000	\$603,250	\$31,750	16.70 years
(ii) <u>Acquisition of Various Equipment For The Public Works Department</u> Including, But Not Limited To,	\$858,000	\$815,100	\$42,900	9.63 years

<u>Description</u>	<u>Appropriation</u>	<u>Authorization</u>	<u>Down Payment</u>	<u>Useful Life</u>
<p>(i) <u>Various Road and Drainage Improvements</u>, To The Following Roadways, Including But Not Limited To, Bridgewater Drive, Shore Drive, Allenhurst Avenue, Sagamore Avenue, Tecumseh Avenue And Deal Avenue, Which Shall Include, But Not Be Limited To, As Applicable, Excavation, Milling, Paving, Reconstruction And Boxing Out And Resurfacing Or Full Depth Pavement Replacement, And Where Necessary, The Sealing Of Pavement Cracks, The Repairing And/Or Installation Of Curbs, Sidewalks And Driveway Aprons, Installation Of Curb Ramps, Resetting Utility Castings And Drainage Grates, Sanitary Sewer Improvements, Water Line Improvements, Outfall Improvements, Valve Improvements or Analysis, Drainage Improvements, Roadway Painting, Landscaping And Other Aesthetic Improvements; And</p> <p>Acquisition Of A 4X4 Pick Up Truck With Plow, Two (2) Single Axle Dump Trucks, A Front End Loader With A Tin Claw, A Street Sweeper And Sewer Jet, And The Acquisition And Installation, As Applicable, Of Various Additional Equipment; And</p>	\$635,000	\$603,250	\$31,750	16.70 years
<p>(iii) <u>Acquisition of Various Equipment For The Police And Fire Departments</u> Including, But Not Limited To, The Acquisition And Installation, As Applicable, Of Mobile Video Recording Systems For Various Police Vehicles, And The Acquisition And Installation, As Applicable Of Seven (7) Self-Contained Breathing Apparatus (SCBA) For The Fire Department; And</p>	\$72,000	\$68,400	\$3,600	8.75 years
<p>(iv) <u>Various General Capital</u></p>	\$35,000	\$33,250	\$1,750	5 years

<u>Description</u>	<u>Appropriation</u>	<u>Authorization</u>	<u>Down Payment</u>	<u>Useful Life</u>
(i) <u>Various Road and Drainage Improvements</u> , To The Following Roadways, Including But Not Limited To, Bridgewater Drive, Shore Drive, Allenhurst Avenue, Sagamore Avenue, Tecumseh Avenue And Deal Avenue, Which Shall Include, But Not Be Limited To, As Applicable, Excavation, Milling, Paving, Reconstruction And Boxing Out And Resurfacing Or Full Depth Pavement Replacement, And Where Necessary, The Sealing Of Pavement Cracks, The Repairing And/Or Installation Of Curbs, Sidewalks And Driveway Aprons, Installation Of Curb Ramps, Resetting Utility Castings And Drainage Grates, Sanitary Sewer Improvements, Water Line Improvements, Outfall Improvements, Valve Improvements or Analysis, Drainage Improvements, Roadway Painting, Landscaping And Other Aesthetic Improvements; And <u>Improvements</u> To Various Municipal Buildings And Grounds In And Throughout The Borough Including, But Not Limited To, Roof Capital Repairs.	\$635,000	\$603,250	\$31,750	16.70 years
TOTALS	<u>\$1,600,000</u>	<u>\$1,520,000</u>	<u>\$80,000</u>	

(b) All such improvements or purposes set forth in Section 3(a) shall include, but are not limited to, as applicable, all engineering and design work, surveying, construction planning, preparation of plans and specifications, permits, bid documents, construction inspection and contract administration, and all work, materials, equipment, labor and appurtenances necessary therefor or incidental thereto and all in accordance

with the plans and specifications therefor on file in the Office of the Clerk of the Borough and available for public inspection and hereby approved.

(c) The estimated maximum amount of bonds or notes to be issued for said improvement or purpose is \$1,520,000.

(d) The aggregate estimated cost of said improvements or purposes is \$1,600,000, the excess thereof over the said estimated maximum amount of bonds or notes to be issued therefor are the down payments available for said purposes in the aggregate amount of \$80,000.

SECTION 4. In the event the United States of America, the State of New Jersey, and/or the County of Monmouth make a contribution or grant in aid to the Borough for the improvements and purposes authorized hereby and the same shall be received by the Borough prior to the issuance of the bonds or notes authorized in Section 2 hereof, then the amount of such bonds or notes to be issued shall be reduced by the amount so received from the United States of America, the State of New Jersey, and/or the County of Monmouth. In the event, however, that any amount so contributed or granted by the United States of America, the State of New Jersey, and/or the County of Monmouth shall be received by the Borough after the issuance of the bonds or notes authorized in Section 2 hereof, then such funds shall be applied to the payment of the bonds or notes so issued and shall be used for no other purpose.

SECTION 5. All bond anticipation notes issued hereunder shall mature at such time as may be determined by the Chief Financial Officer of the Borough, provided that no note shall mature later than one (1) year from its date. The notes shall bear interest at such rate or rates and be in such form as may be determined by the Chief

Financial Officer. The Chief Financial Officer of the Borough shall determine all matters in connection with the notes issued pursuant to this bond ordinance, and the signature of the Chief Financial Officer upon the notes shall be conclusive evidence as to all such determinations. All notes issued hereunder may be renewed from time to time in accordance with the provisions of the Local Bond Law. The Chief Financial Officer is hereby authorized to sell part or all of the notes from time to time at public or private sale and to deliver them to the purchaser thereof upon receipt of payment of the purchase price and accrued interest thereon from their dates to the date of delivery thereof. The Chief Financial Officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the notes pursuant to this bond ordinance is made. Such report must include the principal amount, the description, the interest rate, the maturity schedule of the notes so sold, the price obtained and the name of the purchaser.

SECTION 6. The capital budget of the Capital Fund of the Borough is hereby amended to conform with the provisions of this bond ordinance, and to the extent of any inconsistency herewith, a resolution in the form promulgated by the Local Finance Board showing full detail of the amended Capital Fund capital budget and capital programs as approved by the Director of the Division of Local Government Services in the New Jersey Department of Community Affairs will be on file in the Office of the Clerk and will be available for public inspection.

SECTION 7. The following additional matters are hereby determined, declared, recited and stated:

(a) The improvements or purposes described in Section 3 of this bond ordinance are not current expenses and are improvements or purposes which the Borough may lawfully undertake as general improvements or purposes, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.

(b) The average period of usefulness of said improvements or purposes within the limitations of said Local Bond Law, according to the reasonable life thereof computed from the date of the said bonds authorized by this bond ordinance, is 12.29 years.

(c) The supplemental debt statement required by the Local Bond Law has been duly made and filed in the Office of the Clerk of the Borough and a complete executed duplicate thereof has been filed in the Office of the Director of the Division of Local Government Services in the New Jersey Department of Community Affairs, and such statement shows that the gross debt of the Borough as defined in the Local Bond Law is increased by the authorization of the bonds or notes provided for in this bond ordinance by \$1,520,000 and the said obligations authorized by this bond ordinance will be within all debt limitations prescribed by said Local Bond Law.

(d) An aggregate amount not exceeding \$320,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purposes or improvements hereinbefore described.

SECTION 8. Unless paid from other sources, the full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. Unless paid from other sources, the

obligations shall be direct, unlimited obligations of the Borough, and the Borough shall be obligated to levy *ad valorem* taxes upon all the taxable property within the Borough for the payment of the obligations and the interest thereon without limitation as to rate or amount.

SECTION 9. The Borough hereby declares the intent of the Borough to issue the bonds or bond anticipation notes in the amount authorized in Section 2 of this bond ordinance and to use proceeds to pay or reimburse expenditures for the costs of the purposes described in Section 3 of this bond ordinance. This Section 9 is a declaration of intent within the meaning and for purposes of Treasury Regulations §1.150-2 or any successor provisions of federal income tax law.

SECTION 10. The Borough Chief Financial Officer is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Borough and to execute such disclosure document on behalf of the Borough. The Borough Chief Financial Officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Borough pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the "Rule") for the benefit of holders and beneficial owners of obligations of the Borough and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Borough fails to comply with its undertaking, the Borough shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

SECTION 11. The Borough covenants to maintain the exclusion from gross income under Section 103(a) of the Code of the interest on all bonds and notes issued under this ordinance.

SECTION 12. This bond ordinance shall take effect twenty (20) days after final adoption, and approval by the Mayor, as provided by the Local Bond Law.

**ADOPTED ON FIRST READING
DATED: April 6, 2017**

**JEANNE SMITH,
Clerk of the Borough of Oceanport**

**ADOPTED ON SECOND READING
DATED: May 18, 2017**

**JEANNE SMITH,
Clerk of the Borough of Oceanport**

APPROVAL BY THE MAYOR ON THIS _____ DAY OF _____, 2017.

**JOHN F. COFFEY, II
Mayor**

ORDINANCE #974
AN ORDINANCE OF THE BOROUGH OF OCEANPORT IN THE
COUNTY OF MONMOUTH SETTING THE SALARY RANGES OF CERTAIN BOROUGH OFFICERS AND
BOROUGH EMPLOYEES

BE IT ORDAINED by the Mayor and Council of the Borough of Oceanport, in the County of Monmouth, State of New Jersey that the purpose of this Ordinance is to amend the ordinance entitled "An Ordinance to Fix and Determine the Salaries of Certain Borough Officials" passed and approved on March 16, 1939, as last revised and passed on May 19, 2016. Said amendment shall provide for the creation of said positions where not previously established.

NOTE: Additions are underlined and deletions are marked by strike through.

SECTION 1. Administration & Finance

Borough Administrator	\$	80,000.	-	130,000.	
Deputy Borough Clerk	\$	36,000.	-	50,000.	
Administrative Asst., Clerk's Office	\$	28,000.	-	35,000.	
Administrative Asst., Clerk's Office	\$	<u>12.00.</u>	-	<u>25.00/hr</u>	
Payable/Payroll Clerk	\$	19,000.	-	30,000.	
Tax Office Clerk	\$	28,000.	-	40,000.	
Qualified Purchasing Agent	\$	1,500.	-	10,000.	
Admin. Asst., PD Records Clerk	\$	30,000.	-	59,000.	

SECTION 2. Statutory Employees (N.J.S.A. 40A:9-165)

Chief Financial Officer	\$	50,000.	-	62,000.	<u>80,000</u>
Tax Assessor	\$	5,000.	-	30,000.	
Tax Collector	\$	10,000.	-	40,000.	
Borough Clerk	\$	50,000.	-	80,000.	
<u>Part Time Borough Clerk</u>	\$	<u>20/hr.</u>		<u>60/hr.</u>	

SECTION 3. Department of Public Works

Superintendent	\$	10,000.	-	65,000.	
Foreman	\$	50,000.	-	80,000.	
Assistant Foreman	\$	38,000.	-	60,000.	<u>\$40,000.</u>
Senior Laborer	\$	35,000.	-	50,000.	<u>\$40,000.-60,000</u>
<u>Repair Mechanic</u>	\$	<u>35,000.</u>	-	<u>60,000.</u>	
<u>Worker</u>	\$	<u>40,000.</u>	-	<u>50,000.</u>	
<u>Labor 2</u>	\$	<u>35,000.</u>	-	<u>45,000.</u>	
Laborer Labor 1	\$	28,000.	-	40,000.	<u>30,000.</u>
<u>Street Sweeper/Sewer Jet Operator</u>	\$	<u>12.</u>	-	<u>25./hr</u>	
<u>Labor</u>	\$	<u>12.</u>	-	<u>25./hr</u>	

SECTION 4. Municipal Court

Municipal Court Judge	\$	15,000.	-	23,000.	
Court Administrator	\$	30,000.	-	75,000.	<u>80,000.</u>
Deputy Court Administrator	\$	20,000.	-	30,000.	<u>50.-125./hr</u>
Violations Clerk	\$	20,000.	-	25,000.	
Court Assistant	\$	15.00	-	25.00/hr	
Municipal Prosecutor	\$	10,000.	-	15,000.	
Public Defender	\$	100.00	-	200.00/hr	

SECTION 5. Recreation & Education

Recreation Coordinator	\$	9,000.	-	15,000.	
Action Camp Director	\$	2,000.	-	3,000.	<u>5,000.</u>
Recreation Aides & Assistants	\$	8.50	-	15.00/hr	
Library Aide	\$	8.50	-	12.00/hr	<u>15.00/hr</u>

SECTION 6. Planning & Development

Planning Board Attorney	\$	0.	-	10,000.	
Planning Board Secretary	\$	2,000.	-	8,000.	
<u>Planning Board Secretary</u>	\$	<u>12.</u>	-	<u>30./hr</u>	
Construction Official	\$	15,000.	-	30,000.	
Building Inspector/Sub Code Official	\$	8,000.	-	20,000.	
Plumbing Sub Code Official	\$	8,000.	-	15,000.	<u>20,000.</u>
Electrical Sub Code Official	\$	8,000.	-	15,000.	<u>20,000.</u>
Fire Sub Code Official	\$	4,000.	-	7,500.	<u>15,000.</u>
Housing Inspector	\$	4,000.	-	10,000.	
Code Enforcement Officer	\$	0.	-	10,000.	
Control Person/T.A.C.O.	\$	8,000.	-	45,000.	<u>50,000.</u>
<u>Fire Sub Code Official/Electrical, Bldg Insp</u>	\$	<u>4,000.</u>	-	<u>20,000.</u>	
<u>Engineer</u>	\$	<u>65,000.</u>	-	<u>125,000.</u>	

SECTION 7. Board of Health

Registrar	\$	1,000.	-	2,000.	
Deputy Registrar	\$	0.	-	500.	
Secretary	\$	400.	-	1,000.	

SECTION 8. Emergency Management

Emergency Management Coordinator	\$	3,000.	-	5,000.	
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SECTION 9. Clerical

<u>Administrative Assistant/Clerk</u>	\$	<u>30,000.</u>	-	<u>59,000.</u>	
Part Time Administrative Assistant	\$	<u>12.00/hr.</u>	-	<u>30.00/hr.</u>	

SECTION 10. Police Department

Chief	\$	110,000.	-	146,000.	
Captain	\$	108,000.	-	131,000.	<u>120,000.</u>
Lieutenant	\$	106,000.	-	128,000.	<u>117,000.</u>
Sergeants	\$	103,000.	-	125,000.	<u>114,000.</u>
Detective	\$	Stipend	-	250./mo	
Patrol XII	\$	104,000.	-	114,000.	<u>107,000.</u>
Patrol XI	\$	99,000.	-	99,000.	
Patrol X	\$	94,000.	-	94,000.	
Patrol IX	\$	97,000.	-	114,000.	<u>88,000</u>
<u>Patrol VIIIA</u>	\$	<u>97,000.</u>	-	<u>98,000.</u>	
Patrol VIII	\$	87,000.	-	98,000.	<u>82,000-92,000</u>
Patrol VII	\$	78,000.	-	84,000.	<u>76,000.</u>
Patrol VI	\$	71,000.	-	76,000.	<u>70,000.</u>
Patrol V	\$	63,000.	-	68,000.	<u>64,000.</u>
Patrol IV	\$	56,000.	-	60,000.	<u>58,000.</u>
Patrol III	\$	48,000.	-	52,000.	<u>50,960.</u>
Patrol II	\$	40,000.	-	46,000.	<u>46,000.</u>
Patrol I	\$	31,000.	-	40,000.	<u>40,000.</u>
Records Clerk	\$	30,000.	-	59,000.	
School Crossing Guards	\$	6,500.	-	11,000.	<u>12,000.</u>
<u>School Crossing Guards Daily Rate</u>	\$	<u>48.00</u>	-	<u>54.00</u>	
<u>School Crossing Guard ½ Day Rate</u>	\$	<u>24.00</u>	-	<u>27.00</u>	
Class II Special Officer	\$	8.	-	20./hr	
Class I Special Officer	\$	8.	-	20./hr	

SECTION 11. Casual Labor

Casual Labor	\$	8.	-	20./hr	
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SECTION 13. Elected Officials

Mayor	\$	1,500.
Councilperson	\$	1,500.

SECTION 2. All ordinances and resolutions or parts of ordinances and resolutions, inconsistent with this amending ordinance be and the same are hereby repealed.

SECTION 3. This amending ordinance shall become effective upon due passage and publication according to law.

ADOPTED ON FIRST READING
DATED: May 18, 2017

JEANNE SMITH,
Clerk of the Borough of Oceanport

ADOPTED ON SECOND READING
DATED: June 22, 2017

JEANNE SMITH,
Clerk of the Borough of Oceanport

APPROVAL BY THE MAYOR ON THIS _____ DAY OF _____, 2017.

JOHN F. COFFEY, II
Mayor

BOROUGH OF OCEANPORT

PURCHASING MANUAL

A GUIDE FOR ALL MUNICIPAL DEPARTMENTS, BOARDS AND
COMMISSIONS IN THE PREPARATION OF REQUESTS FOR
GOODS AND SERVICES

Raymond T. Poerio

BOROUGH ADMINISTRATOR

Jeanne Smith

QUALIFIED PURCHASING AGENT

Dated:

April 27, 2017

Adopted by Ordinance # _____

INTRODUCTION

The procedures in this manual, by authority of the Governing Body of Oceanport, are applicable to all Municipal Departments, Constitutional Officers, Agencies, Boards, Commissions and other offices, which operate within the framework of the Borough of Oceanport Budget.

The purpose of this manual is to outline the procedures, for procuring goods and services under the New Jersey Local Public Contracts Law. (N.J.S.A. 40A:11-1 et. seq.) and to assure all purchases of goods and services, and subsequent payments made through the Purchase Order process, are completed in compliance with the New Jersey Local Public Contracts Law (N.J.S.A. 40A11-1 et. seq.).

In public purchasing all acquisitions should be made in a manner that fosters maximum competition with the primary objective of obtaining suitable commodities, goods and services of the highest possible quality at reasonable and competitive prices.

All purchases of goods and/or services must have a basis of award as defined in the Local Public Contracts Law, N.J.S.A. 40A:11-1 et. seq. A basis of award is a: Purchase less than \$25.00 which is petty cash; Non-recurring purchase less than 15% of the Bid Threshold requires two quotes; Purchases between \$17,500.00 to above the bid threshold require a formal process; i.e. Bid, RFP or RFQ for a Commodity that is exempt from formal written bid (not necessarily exempt from Pay to Play reform); Purchase via State Contract , Emergency Contract , Purchase via Federal Supply Schedule or GSA (SPECIFIC AUTHORIZATION) Purchase from an authorized Cooperative.

Recognizing that purchasing is the responsibility of the Qualified Purchasing Agent, employees, volunteers, departments, boards, committees and commissions are charged with following the established procedures for the requisitioning of materials, supplies, goods and services as set forth in this manual.

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DEFINITIONS

LPCL - Local Public Contract Law 40A: 11-1 et. seq.

RULES - New Jersey Administrative Code N.J.A.C. 5:34-5 et-seq.

DCA/DLGS - New Jersey Department of Community Affairs/Department of Local Government Services

AGGREGATE - The sums expended or to be expended for the provision or performance of any goods or services in connection with the same immediate purpose or task, the furnishing of similar goods or services, during the same contract year through a contract award by a contracting agent.

COMPETITIVE CONTRACTING - The method described in sections 1 through 5 of PL1999, c.440 (c.40A: 11-4.1 through c.40A: 11-4.5) of contracting for specialized goods and services in which formal proposals are solicited from vendors; formal proposals are evaluated by the purchasing agent or counsel or administrator; and the governing body awards a contract to a vendor or vendors from among the formal proposals received.

CONFIRMING ORDER - A confirming order occurs when a department wishes to place an order for a needed item or service without subjecting the purchase to the normal purchasing procedures of the Municipality. Confirming orders are permitted only in bona fide emergency situation.

CONTRACT - Any agreement, including but not limited to a purchase order or a formal agreement, which is a legally binding relationship enforceable by law, between a vendor who agrees to provide or perform goods or services and a contracting unit which agrees to compensate a vendor, as defined by and subject to the terms and conditions of the agreement. A contract also may include an arrangement whereby a vendor compensates a contracting unit for the vendor's right to perform a service, such as, but not limited to, operating a concession stand.

CONTRACT YEAR - The period of 12 consecutive months following the award of a contract

EXTRAORDINARY UNSPECIFIABLE SERVICE (EUS) - Services, which are specialized and qualitative in nature requiring expertise, extensive training and proven reputation in the field of endeavor. Purchasing Agent must sign off. Resolution required.

LOWEST PRICE - The least possible amount, to be paid for goods or services that meet all requirements of a purchase request for a contracting agent.

LOWEST RESPONSIBLE BIDDER OR VENDOR - The bidder or vendor; (a) whose responses to a request for bids offer the lowest price and is responsive; and (b) who is responsible.

ONLINE REQUISITION - Is an electronic document used to notify the Administration, Purchasing Department, and Finance Department of items or services that need to be contracted for and establishes the quantity, cost, potential vendor and the appropriation account[s] to be charged for the acquisition of the desired goods or services. It can be originated by the requester and then using the Borough's workflow or hierarchy rules, is processed electronically through the subsequent levels of approval, until it is finalized or approved and then converted to a purchase order.

PROCUREMENT CARD [aka Purchasing Card] – A physical card, similar to a credit card that represents an account governed by the rules codified by N.J.A.C.5:30-9A called “Disbursement without Vendor Certification”, subject to strict provision and limits on its use.

PROFESSIONAL SERVICES - Services rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law, and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training. Professional services may also mean services rendered in the provision or performance of goods or services that are original and creative in character in a recognized field of artistic endeavor. These contracts can only be entered into by Resolution.

PROPRIETARY - Goods or services of a specialized nature, that may be made or marketed by a person or persons having the exclusive right to make or sell them, when the need for such goods or services has been certified in writing by the governing body of the contracting unit to be necessary for the conduct of its affairs.

PUBLIC WORKS - Building, altering, repairing, improving or demolishing any public structure or facility constructed or acquired by a contracting unit to house local government functions or provide water, waste disposal, power, transportation, and other public infrastructures.

PURCHASE ORDER - A document issued by the contracting agent authorizing a purchase transaction with a vendor to provide or perform goods or services to the contracting unit, which when fulfilled in accordance with the terms and conditions of a request of a contracting agent and other provisions and procedures that may be established by the contracting unit, will result in payment by the contracting unit

QUALIFIED PURCHASING AGENT [QPA] - The individual duly assigned the authority, responsibility, and accountability for the purchasing activity of the contracting unit, and who has such duties as are defined by an authority appropriate to the form and structure of the contracting unit, and PL1971 c198 (c.90A:l 1-1 et seq.)

QUOTATION - The response to a formal or informal request, made by a contracting agent by a vendor, for provision or performance of goods or services. Two quotes are MANDATORY when the aggregate cost of the item/service is greater than or equal to 15% of the bid threshold unless otherwise exempted. Quotations may be in writing or taken verbally if a record is kept by the contracting agent. Written justification for lack of quotes shall be filed with the QPA.

REQUISITION – Is an internal document used to notify the Administration, Purchasing Department, and Finance Department of items or services that need to be contracted for and establishes the quantity, cost, potential vendor and the appropriation account[s] to be charged for the acquisition of the desired goods or services. It can be originated by the requester and then using the Borough’s workflow or hierarchy rules, is processed through the subsequent levels, until it is finalized or approved and then converted to a purchase order. It may also contain the authorization to proceed with the purchase.

	Bid Threshold	Quotation Threshold
Base Amount	\$17,500	\$2,625
With Qualified Purchasing Agent	\$40,000	\$6,000

RESPONSIBLE - Able to complete the contract in accordance with its requirements, including but not limited to requirements pertaining to experience, moral integrity, operating capacity, financial capacity, credit, and workforce, equipment, and facilities availability.

RESPONSIVE - Conforming in all materials respects to the terms and conditions, specifications, legal requirements, and other provisions of the request [BID, RFP, and RFQ].

SOLE SOURCE - One and only one source that possesses a unique product having singular characteristics or performance capability.

WINDOW CONTRACT - All contracts where the value is over the political contribution threshold (pay-to-play) of \$17,500 but less than the agency's higher bid threshold.

WORK - Any task, program, undertaking, or activity, related to any development, redevelopment, construction or reconstruction performed or provided pursuant to a contract with a contracting unit.

THRESHOLDS EFFECTIVE July 1, 2015:

Please note that the political contribution threshold (pay-to-play) of \$17,500 remains in place.

PAY TO PLAY - Limit is \$17,500 in the aggregate and ALL awards in excess of \$17,500 require a resolution. All procurement over \$17,500 and less than agency's higher bid threshold (window contracts) are subject to those laws.

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PURCHASING POLICY:

All goods or services contracted or purchased by any department, board, commission, agency or office of the Borough of Oceanport shall be in accordance with the procedures set forth herein. The Borough of Oceanport will not be bound by any purchase or contract made contrary to this policy, and any employee or representative of the Borough of Oceanport who violates this policy may face disciplinary action, as well as being held personal liable for any costs or obligations improperly incurred.

I. GENERAL PROCUREMENT POLICIES:

Legal Authorization and Authority of Purchasing Agent

The Governing Body in accordance with 40A: 9-30, appoints the Qualified Purchasing Agent with the authority to purchase on behalf of the Municipality such goods and services as are required for the proper function of the Municipality. Those purchases exceeding the Pay to Play and Bid thresholds require approval by resolution of the Governing Body. All other purchases are ultimately approved by the Borough Administrator.

The Qualified Purchasing Agent shall be responsible for the administration and oversight of the Procurement Card Program.

Pursuant to the LPCL, those expenditures which, one time or in the annual aggregate, are 15% of the then effective bid threshold, quotations shall be secured. The aggregate is applied Municipal wide. Pursuant to N.J.S.A. 40A:11-3a, a local unit is permitted to utilize an increased bid threshold if the local unit appoints a Qualified Purchasing Agent (QPA) and authorizes the QPA to negotiate and award contracts below the bid threshold. The Governing Body of the Borough of Oceanport adopted Resolution #2016-144 appointing Jeanne Smith as the QPA and increasing the bid threshold to the maximum as allowed by law.

Public funds from any account (grant, dedicated fund, regular O.E.) must be expended in accordance with the LPCL & Rules. The Chief Financial Officer certifies Availability of Funds prior to any obligations being incurred. CONFIRMING ORDERS ARE A VIOLATION OF THIS REGULATION AND ARE NOT AUTHORIZED.

Price Objectives:

While it is one of the objectives of this policy to be prudent with taxpayer dollars, it should be noted that the lowest cost for goods or services may not be in the best interest of the Borough where other factors impact the lowest *ultimate* cost.

A. Factors affecting the lowest ultimate cost:

1. Unless purchasing through State Contracts, or existing Municipal Contracts, already including shipping, a low price paid to a non-local vendor may be outweighed by transportation and packing charges
2. A low price paid for a large quantity may be outweighed by the cost of storage and handling, spoilage or obsolescence.
3. A low price obtained because of inferior materials could easily result in a higher cost due to unsatisfactory service and higher maintenance costs.

4. Poor planning or estimating may result in restocking charges.

B. Factors affecting net delivered cost:

1. Price quoted
2. F.O.B. point.
3. Discount; Prompt Payment Bonus.
4. Service offered by Vendor.
5. Delivery Date.

Methods of Securing Prices and Contracts:

A. Small Purchases, Petty Cash under \$25.00 - Other than Blanket Purchase Orders based on current quotes or contracts, departments should utilize a Petty Cash Fund. Check with the Finance Department to confirm availability.

B. Record of Quotations - Purchases that are single in nature or may in the annual aggregate, reach or exceed 15% of the bid threshold shall be supported by quotes. Where written quotations are solicited, they should be attached to the purchase request for the official record. If quotes are solicited by phone, a written summary on the purchase request is acceptable. Signature and date are required on Quotation Sheet.

Note: NJ Local Government statutes do not recognize "Sole Source" as an acceptable alternative to seeking quotes or bids.

C. State/Co-Op Contracts - The valid contract number, term of contract and authorized commodity and/ or service shall be confirmed prior to issuing a purchase order. State Rules require that the Governing Body authorize by Resolution State Contract purchases exceeding the bid threshold. This applies to single item or aggregate/open end annual purchases.

When a vendor submits a competitive price, which is lower than a State Contract vendor, the lower price may be accepted in a "quote" situation. However, where the expenditure (one time or aggregate) exceeds the bid threshold, bidding is required if the State Contract commodity/vendor is not utilized.

D. Blanket Purchase Orders - It is economical, labor and material-wise, to maintain Open Purchase Orders for routine, recurring items such as hardware supplies, etc. and other small dollar volume purchases.

To confirm the procedure:

1. Department/department enters in the Online Requisition system a requisition reflecting an estimate of monthly and/or quarterly usage.
2. Contract validity (State Contract, Bid or Quotes) is confirmed.
3. Purchasing processes Purchase Order/Voucher.

4. Using department[s] orders and receives commodity on an as-need basis, matches signed delivery slips and invoices for each individual purchase against the encumbered Purchase Order.
5. Upon exhaustion of the amount encumbered or applicable period (i.e. month) the using department completes partial payment voucher for the actual amount owed.
6. Department will match invoices to voucher, certify receipts and submit to Finance for payment.

E. Procurement Card – Procurement cards may only be used for emergency purchases after authorization by the Borough Administrator and Qualified Purchasing Agent pursuant with law:

F. Bids - The process of formal bidding requires the cooperation and interaction of various Municipal Officials. All bids have one basic "boiler plate" of statutorily required forms and statements and generally preferred instructions. The designated individual will prepare the bid package of statutory requirements, forms, proposal and your specifications. Specifications shall be broadly drafted to insure competition yet definitive enough to secure the needed goods or service.

Specification preparation should be coordinated between the purchaser and the Purchasing Agent. The specifications must be complete and in final form before requesting advertising for the bids. Quantities requested must be justifiable either through history or usage or specific to a pending project.

*****Please Note - Neither the Borough of Oceanport nor any of its departments, boards, commissions, agents or officers shall complete any credit application as a result of contract(s) resulting from bid awards.*****

G. Leases - Rules concerning duration of contracts, prohibitions and equipment changes are contained in the LPCL Rules. However, all leases or service agreements authorized by the LPCL shall be subject to competitive bidding if the cumulative amount to be expended during the duration of the multi-year lease exceeds the competitive bid threshold.

Emergency Purchases and Contracts:

A. No contracts shall be entered into, or funds committed or expended, on an emergency basis pursuant N.J.S.A. 40A: 11-6 unless the circumstances meet all of the following requirements.

1. An actual or imminent emergency must exist requiring the immediate delivery of the article or the performance of the services;
2. The emergency condition must affect the public health, safety or welfare and require the immediate delivery of the article or performance of the service to alleviate such effect;
3. The emergency purchasing procedure may not be used unless the need for the articles or services could not have been reasonably foreseen or the need for such articles has arisen notwithstanding a good faith effort to plan the purchase of any articles or services required.

4. The contract shall be of such limited duration as to meet only the immediate needs of the emergency; and

5. Under no circumstances shall the emergency purchasing procedure be used to enter into a multi-year contract.

B. Procedure for emergency purchases and contracts:

1. The affected department head must consult the Borough Administrator to proceed. If satisfied that the emergency exists, the Administrator is authorized to award a contract for said work or labor, materials, supplies or services.

2. A written requisition for the performance of work or labor or the furnishing of materials, supplies or services must be filed with the Purchasing Agent describing the nature of the emergency, the time of its occurrence and the need for invoking an emergency, certified by the department head or designee AND the Borough Administrator.

3. The Council will confirm the award of emergency contracts in excess of the bid threshold by resolution describing the imminent peril to life or property at the next meeting of the Governing Body by acting upon the submission from the Borough Administrator.

4. Payments for emergency purchases shall not exceed budgeted appropriations.

Procurement Card Program

Purchasing Cards or Electronic Transactions will not change or eliminate any provision of the Local Public Contract Laws and will be administered in accordance with the rules enumerated in N.J.S.A. 40A:5-16(c) notwithstanding the provisions of N.J.S.A. 40A:5-16(a) or N.J.A.C. 5:309A.1 et seq.

Purchasing cards will be only be issued to the Borough Administrator and use of such card will be made in consultation with the Purchasing Agent.

All authorized procurement card users will be required to complete training on the policies and procedures governing the use of the procurement card and shall complete and sign a contract of understanding that includes the financial and legal responsibility for misuse.

Procurement cards shall be issued in the name of a specific individual but under no circumstance shall be used to purchase personal property or services, including travel and dining expense.

Limits on cards will be established by amount, time and category of usage permissible. An authorized procurement card user is prohibited from using P-card to conduct personal business or for any circumstance that are not authorized in N.J.S.A. 40A:5-16(c) or N.J.A.C. 5:309A.1.

Procurement Cards may only be used in the manner as outlined above in section entitled "Procurement Card". It will be incumbent on the Purchasing Agent to reconcile all p-card transactions with receipts and invoices to document a transaction. It will be incumbent for the CFO to reconcile card activity along with payments made to the issuing financial institution.

Violations of policies governing the use of procurement cards shall result in appropriate remedial or disciplinary action without regard to the position held by the card user. Any violation of the policies governing use of the procurement card will result in immediate forfeiture of the ability to use such card and may result in other disciplinary action including but not limited to suspension, termination and criminal prosecution. The Borough will also retain all rights to any funds misappropriated and will seek restitution of said funds through garnishment of wages, forfeiture of benefits and legal actions in a court of law.

UNDER NO CIRCUMSTANCE SHALL ANY P-CARD OR ELECTRONIC TRANSACTION BE USED FOR PERSONAL USE!

Statutory & Other Requirements:

A. Required Affirmative Action Evidence - NO FIRM MAY BE ISSUED A CONTRACT UNLESS IT COMPLIES WITH THE AFFIRMATIVE ACTION REGULATIONS OF P.L. 1975, C. 127 AS AMENDED FROM TIME TO TIME, AND THE AMERICANS WITH DISABILITIES ACT.

1. Procurement, Professional and Service Contracts - All successful vendors must submit within seven (7) days of the notice of intent to award or the signing of the contract one of the following:

a. A photocopy of their Federal Letter of Affirmative Action Plan Approval, OR

b. A Photocopy of their Certificate of Employee Information Report, OR

c. A completed Affirmative Action Employee Information Report

(AA302 - Available upon request)

2. Construction Contracts - All successful contractors must submit, within three (3) days of the signing of the contract, an Initial Project Manning Report (AA201- Available upon request) for any contract award that meets or exceeds the bidding threshold.

B. Prevailing Wage Act

1. Applies to all work \$15,444 and above (quotations, PO, Bid).

2. Pursuant to N.J.S.A. 34:11-56.25 et. seq., successful bidders on projects for public work shall adhere to all requirements of the New Jersey Prevailing Wage Act.

3. The contractor shall be required to submit a certified payroll record. Such certified payroll record must be submitted within ten (10) days of the payment of wages. The contractor is also responsible for obtaining and submitting all subcontractors' certified payrolls in the form set forth in N.J.A.C. 12:60-6.1. It will be the contractor's responsibility to obtain any additional copies of the certified payroll form to be submitted by contracting the Office of Administrative Law, CN 049, Trenton, New Jersey 08625 or the New Jersey Department of Labor, Department of Workplace Standards.

Vendor Relations:

A. General

The Purchasing Agent promotes a program of fairness with all vendors. Salespeople are received courteously and as promptly as time permits. Appointments are recommended.

Purchasing Agent may arrange meetings between vendors and Municipal personnel when it appears to be to the advantage of the Municipality or when such a meeting is requested by an appropriate Municipal employee.

NO Municipal employee is required to make themselves available to accommodate the request of salespeople. However, if a meeting is to be denied, such will be acknowledged promptly and the suggestion offered to see the Borough Administrator or the QPA.

Prices and other proprietary information received from vendors will be considered confidential. During price solicitation, quotations received from one supplier shall not be divulged to another.

Only the QPA or Borough Administrator may advise unsuccessful bidders as to the disposition of their quotations or bids.

Vendors who wish to be considered for future solicitations should be advised to so state in writing on the firm's formal letterhead.

B. Gifts and Gratuities

MUNICIPAL EMPLOYEES AND OFFICERS ARE EXPRESSLY PROHIBITED FROM SOLICITING OR ACCEPTING ANY REBATE, MONEY OR ENTERTAINMENT, GIFT OR GRATUITY FROM ANY PERSON, COMPANY, AND FIRM OR CORPORATION TO WHICH ANY PURCHASE ORDER OR CONTRACT, IS, OR MIGHT BE, AWARDED.

The Municipality will not tolerate circumstances that produce, or reasonably appear to produce, conflicts between personal interests of an employee and the interests of the Municipality. Accordingly, the Municipality will take appropriate action and may terminate, at no charge to the Municipality, any purchase order or contract if it is found that gifts or gratuities were offered to any employee.

The Municipality may also take disciplinary action, including dismissal, against an employee who solicits or accepts gifts or gratuities.

C. Vendor Responsibilities

Vendors are urged to read all detailed specifications and all bid documents, to comply with all instructions and required conditions. If a vendor does not fully understand a request, any inquiry must be directed in writing to the Purchasing Agent.

Vendors shall quote firm contract prices only, F.O.B. "The Borough of Oceanport", location of the using agency, or as directed.

Vendor must assure that an original signature of an authorized representative of the firm is on any written proposal or bid.

Vendors are expected to promptly and accurately provide the proper quality of goods or services at a reasonable and competitive price.

Vendors are encouraged to provide information on new products, processes and materials along with demonstrations and samples when requested.

Suggestions that will help reduce cost, promote efficiency or improve supplier services are welcome. Cost reduction ideas should reduce costs without a corresponding reduction in quality of goods and services.

D. Selection

Vendors are to be selected on a competitive basis. Bids, quotations, and proposals will be solicited in accordance with the law and may be done by newspaper advertising, direct in mail request to prospective suppliers, in person, by telephone or posting on the Borough website at www.oceanportboro.com. Purchase Orders or contracts will be awarded to the lowest responsible and responsive vendor. All proposals or quotations may be rejected if in the Municipality's best interest to do so.

E. Payment

Vendors may offer a cash discount if their invoices are paid promptly. To take advantage of this policy and to maintain good vendor relations it is important upon completion of the order, that all required documents are forwarded to Finance. Upon receipt of goods or services, the receiving department head should submit all invoices and vouchers to Accounts Payable without delay.

F. Unsatisfactory Vendor Performance

All using agencies shall notify the Borough Administrator and Purchasing Agent in writing immediately of any failure by a vendor to comply with contract terms and conditions.

II. REQUISITIONS

General

A. Each department, board, agency, or office may be able to locate vendors able to fulfill the Borough's supply or service needs and obtain informal price quotations. Assistance will be provided by the Purchasing Agent upon request. The lowest, responsible vendor is to be submitted through the Online Requisition System as well as the other quotations. No order is to be placed or commitment made except by an approved written Purchase Order/Voucher or by the formal emergency purchase procedure.

B. The requisition must follow an approval path and should be submitted well in advance (two weeks is desired) of the time the goods and services are needed to allow sufficient time for review. Where a requesting department has already solicited quotes, the quotations or forms must be signed and submitted as a record of it.

C. Based on the total and aggregate dollar amount of the purchase(s), written specifications and sealed bids, or informal solicited quotations may be required. State approved contract vendors or cooperative pricing system vendors pursuant to N.J.S.A.40A:11-11 (5) may also be used to fulfill needs.

Before any formal commitment is made to a vendor, a Purchase Order/Voucher must be issued.

D. All Capital account requisitions require certification of funds by the Chief Financial Officer.

Instructions for Requisitions:

All authorized employees, departments, boards, committees and commissions will utilize the Online Requisition system. Written requisitions and/or vouchers will be accepted from anyone not authorized to use the Online Requisition System, or if authorization is given by the Administrator, Purchasing Agent or Finance Department.

A. If a Purchase Order/Voucher is to be sent to an address other than that where the remittance is to be made, please indicate by attaching the information in the appropriate section of the requisition.

B. Quantity - It is essential quantities be indicated to eliminate any confusion as to just how much of anything is required. When items are requested in units customary to the trade (i.e. cans, pails, drums, cartons, bottles, oz., lbs., etc.) the pack must also be shown in parenthesis following the description, i.e. (4 per carton)

C. Credits and discounts cannot be put on a request as a line item. You must net out the credit with one of your line items and show the math in the item description.

D. Description - When the correct details are not used in describing items required, or sufficient details such as stock number, model numbers, size, color, capacity, dimension, etc. are not given, Purchasing must contact the originator for further information. Careful preparation of the original request with as much detail as possible to describe items completely will avoid delays.

E. When registering for a class, conference, seminar or other meeting, not only should the individual be identified, but the name of the event, the date and location should also be included. If confirmation # has been assigned due to a phone registration that number should appear on the requisition.

F. If requisitioning on the basis of an invoice, some description must be made, generic terms are acceptable, of what the goods and services are and/or the program/event for which they were secured.

G. Missing quotations are another source of delay. If quotes have been secured, they must be uploaded to the Online Requisition System. The requisition may be held until the quotes have been received.

Content & Process for Purchasing Requisitions:

Each requisition shall outline the following:

1. The Commodity or service requested
2. The Appropriation Account number
3. The suggested supplier
4. The quantity needed and unit of measure
5. A full description of material or services
6. The approximate cost
7. Quotes if required [attached electronically]

8. State Contract Numbers if required

9. Any Special Instructions

The requisition is then submitted to the department head for approval and afterwards forwarded to the Qualified Purchasing Agent, followed by the Borough Administrator and then CFO/Treasure for review and authorizations. [This workflow may be changed at the discretion of the authorizing parties involved] Anyone of these individuals has authority to: 1) accept or reject a purchase requisition with cause, 2) require additional documentation, 3) utilize a different vendor or 4) find a product or service provider that qualifies as equal or better.

Once all approvals have been obtained, a Purchase Order [PO] will be generated and be returned to the originating department to be forwarded to the vendor. Note: under some circumstances, the PO may be sent out directly without being returned to the department.

Once the goods/and services have been provided, and or received, the requesting department MUST sign the "Approval For Payment" certifying all items specified in the PO were necessary for the department, acquired in conformity with the Ordinances of the Borough of Oceanport, all goods and services have been received and/or performed properly or in good condition, and each price charged is correct.

After the Approval for Payment has been signed, the original PO along with an invoice [and any other documentation necessary to effectuate payment] shall be delivered to the Finance office for payment.

III. THE PURCHASE ORDER/ VOUCHER

Process

Purchasing generates the numbered PO/Voucher after all approvals are secured in the electronic requisition system [Dept. Head, Administrator, QPA, and CFO]. Unless otherwise requested, as in the case of a "pick up", Purchasing or the department head mails the PO and any required enclosures to the vendor.

On receipt of the Purchase Order, the vendor performs accordingly in providing the goods or services directly to the requesting department. The vendor returns the signed voucher and original, itemized invoice(s) to the requesting department.

The Department Head authorizes payment of the voucher by signing the receiving certification only after reviewing the goods and services received for contract compliance and quality, and forwarding the required documents to Accounts Payable in Finance.

Once the purchase order has been fully executed, the Finance Office shall generate a bill list for approval by the Governing Body.

Requests for Duplicate Vouchers

All requests for duplicate vouchers must be sent to the Purchasing Department.

Partial Payment

Partials are a separate procedure, which must be coordinated with Finance.

Any questions concerning payment should be referred to the Finance Office for proper determination and resolution.

Asset Inventory Number

Items acquired may be assigned an asset inventory number as determined by the Borough Administrator.

IV. ADDITIONAL PURCHASING FUNCTIONS:

Sales Tax Exemption Certificates

By virtue of being a government unit, the Municipality is exempt from sales tax on all purchases (with the exception of Natural Gas). However, some vendors want the Municipality to provide a sales tax exemption certificate (NJ Form ST-4). A copy is available at Borough Hall. The Borough's Tax identification number is printed on the Purchase Order.

Surplus/Obsolete Municipal Personal Property

All municipal property is presumed to have some sale value or to be determined to have only scrap value. As such, N.J.S.A. 40A:11-36 requires that, upon Resolution of the Governing Body authorizing same, the Municipality must attempt to sell most surplus or unneeded equipment by public sale.

Items purchased by grant funds must be separately identified.

No employee, volunteer, officer or official of the Borough may legally sell such equipment except as provided by N.J.S.A. 40A:11-36. This includes existing equipment being replaced by new acquisitions.

If the estimated fair value of the property to be sold exceeds \$3,150.00 in any one sale, it shall be sold at a public sale to the highest bidder. Notice of the date, time and place of the public sale together with a description of the items to be sold and the conditions of sale must be published in a newspaper.

A private sale can be authorized by Governing Body Resolution only in the following cases:

Sale to any political sub-department

All proceeds from the sale of unneeded equipment are submitted to Finance for appropriate accounting.

Pay to Play Issues

It is the preference of the Governing Body to award contracts in excess of \$17,500, through a "Fair and Open" process in accordance with N.J.S.A. 19:44A-20.4 et. seq. and N.J.S.A. 19:44A-20.26 et. seq. Some contracts may be awarded in a "Non-Fair and Open" manner by authorization of the Governing Body by resolution. Please note that while an item or items may be exempt from public bidding, they may not necessarily be exempt from pay to play compliance. For further details, please contact the Purchasing Agent.

This manual is a living document and will be revised from time to time. New laws and or statutes shall supersede. The Borough Administrator is authorized to make minor changes in the process. Substantial changes shall be approved by the Governing Body. Please keep your manual current with any and all changes as approved.