

BOROUGH OF LONGPORT  
COMMISSION MEETING  
August 7, 2013, 2013

PURSUANT TO THE OPEN PUBLIC MEETINGS ACT, ADEQUATE NOTICE OF THIS MEETING HAS BEEN PROVIDED IN ACCORDANCE WITH THE LAW.

**AGENDA**

1. *Flag Salute- Meeting called to order*
2. *Open Public Meeting Announcement-Fire Exits-Public Speaking time limit*
3. *Motion to approve MINUTES for 7/24*
4. *1st Reading/Introduction*
  - O2013-17 An Ordinance Amending Chapter 15-Developmental Procedures of the Code of Longport as it Pertains to Floor Area Ration*
  - O2013-18 An Ordinance Amending Chapter 161-Vehicles and Traffic of the Code of Longport as it Pertains to Stop Intersections*
5. *Public Comment/Questions on Resolutions listed on this agenda (3 minutes/person)*
6. *Resolutions*
  - R2013-83 Award of Contract to Giles and Ransome Inc of Bensalem, PA for the Furnishing and Delivery of a Wheeled Front End Loader*
  - R2013-84 Resolution Establishing a Donated Leave Program*
7. *Bill Pay List*
8. *Commissioners' Reports*
9. *Public Comment*
10. *Adjournment*

**Posted: 8-6-2013**

**Revised: 8-7-2013**

**Announcements:**

*Sunset in the Park – 8/9 from 4 pm to 9 pm behind Borough Hall*

*Workshop – August 14 @ 8:45 am*

*Irish Concert sponsored by the Longport Historical Society 8/17 @ 7pm*

*Regular Meeting- August 21 @ 4:30 pm*

**BOROUGH OF LONGPORT  
COUNTY OF ATLANTIC**

**ORDINANCE 2013-17**

**AN ORDINANCE AMENDING CHAPTER 15 - DEVELOPMENTAL PROCEDURES  
AS IT PERTAINS TO FLOOR AREA RATIO (FAR)  
AND CHAPTER 167 – ZONING AS IT PERTAINS TO PUBLIC UTILITIES  
OF THE CODE OF THE BOROUGH OF LONGPORT  
ATLANTIC COUNTY NEW JERSEY**

**BE IT ORDAINED BY THE COMMISSIONERS OF THE BOROUGH OF LONGPORT that:**

**SECTION I:** The following definition in **Subchapter 15-37 Terms Defined** is revised as follows:

FLOOR AREA RATIO (FAR) - Floor Area Ratio shall be determined by dividing the sum total of FLOOR AREA, HABITABLE as defined in this Subchapter for each of levels of the structure by the total upland area of the lot. In this calculation, there shall be the following exemption and or qualifications in the FLOOR AREA, HABITABLE calculation:

1. Any detached or attached designated garage area are exempted
2. Any detached accessory structure utilized for storage or equipment purposes is exempted
2. Any area below FEMA Base Flood Elevation utilized solely for building access and not exceeding 100 s.f. for stairs or 125 s.f. for stairs and elevator is exempted.
3. Above FEMA Base Flood Elevation, the area allocated to stairways or stairways with elevator shall be included as habitable area for the first floor only. Above the first floor a maximum exemption in habitable area per floor shall be 100 s.f. for stairs only or 125 s.f. for stairs and elevator.

**SECTION II:** The following paragraph is added to **Subchapter 167-37 Public Utilities:**

- C. All Electrical Meters shall be attached to the principal structure and shall not be permitted to stand alone (meter boards). Temporary service poles shall still be permitted during active construction when no principal building exists. Such temporary poles shall be removed upon issuance of a Certificate of Occupancy or upon activation of electrical service to the principal structure.

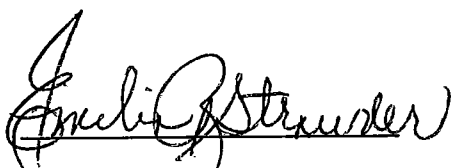
**SECTION III:** All other Ordinances or parts of Ordinances which are inconsistent with the provisions of this Ordinance, to the extent of such inconsistencies, are hereby repealed. Should any section, subsection, clause, or portion of this Ordinance be adjudged by a Court of competent jurisdiction as invalid, such judgment shall not affect, impair, or invalidate the remainder of this Ordinance.

**SECTION IV:** This Ordinance shall take effect immediately upon passage and publication as required by Law.


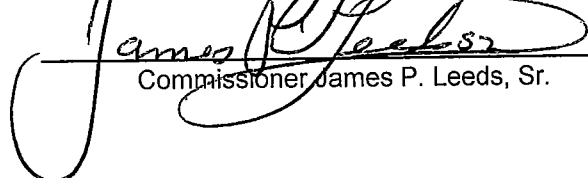
First Reading: 8-7-2013

Publication:

Final Reading: 9-18-2013



Emilia R. Strawder, RMC CMR  
Municipal Clerk

  
\_\_\_\_\_  
Mayor Nicholas M. Russo, Ed.D.  
\_\_\_\_\_  
Commissioner Daniel Lawler  
\_\_\_\_\_  
Commissioner James P. Leeds, Sr.

**ORDINANCE 2013-17**

**DATE OF FIRST READING: 8-7-2013**

DO NOT USE SPACE BELOW THIS LINE						
RECORD OF GOVERNING BODY VOTE ON FINAL PASSAGE						
COMMISSION	AYE	NAY	N.V	A.B.	MOT.	SEC.
RUSSO	X					
LEEDS	X				X	
LAWLER	X					X
<b>X Indicates Vote    NV-Not Voting    AB-Absent    MOT-Motion    SEC-Second</b>						

**MOTION TO CARRY (AWAITING PLANNING BD APPROVAL) 8-21-2013**

DO NOT USE SPACE BELOW THIS LINE						
RECORD OF GOVERNING BODY VOTE ON FINAL PASSAGE						
COMMISSION	AYE	NAY	N.V	A.B.	MOT.	SEC.
RUSSO	X				X	
LEEDS	X					
LAWLER	X					X

**DATE OF FINAL READING: 9-18-2013**

DO NOT USE SPACE BELOW THIS LINE						
RECORD OF GOVERNING BODY VOTE ON FINAL PASSAGE						
COMMISSION	AYE	NAY	N.V	A.B.	MOT.	SEC.
RUSSO	x				x	
LEEDS	x					x
LAWLER	ab					
<b>X-Indicates Vote    NV-Not Voting    AB-Absent    MOT-Motion    SEC-Second</b>						

This is a Certified True copy of the Original Ordinance on file in the Municipal Clerk's Office.

DATE OF ADOPTION: \_\_\_\_\_

/s/ EMILIA R. STRAWDER, RMC  
MUNICIPAL CLERK

**Amy Strawder**

**From:** classad@pressofac.com  
**Sent:** Thursday, September 19, 2013 5:06 PM  
**To:** clerk@longport-nj.us  
**Subject:** Ad proof 0090801440

1000 W. Washington Ave.  
PO Box 3100  
Pleasantville, NJ 08232-3100



<b>Order:</b>	0090801440	<b>Pubs:</b>	1	<b>Charges:</b>	\$0.00
<b>Phone:</b>	609-823-2731	<b>Class:</b>	200	<b>List Price:</b>	\$17.34
<b>Account:</b>	L22336	<b>Start Date:</b>	09/23/2013	<b>Payments:</b>	\$0.00
<b>Name:</b>	ML CK 3.25.97 DOT	<b>Stop Date:</b>	09/23/2013	<b>Total Price:</b>	\$17.34
<b>Firm:</b>	Longport - Legal	<b>Insertions:</b>	1	<b>Print By:</b>	CDD
		<b>Lines:</b>	34	<b>Ad Rep:</b>	CDD

**BOROUGH OF LONGPORT**

**NOTICE** is hereby given that the following Ordinances:

**ORDINANCE 2013-17  
AN ORDINANCE AMENDING  
CHAPTER 15 -  
DEVELOPMENTAL  
PROCEDURES OF THE CODE OF  
THE BOROUGH OF LONGPORT  
ATLANTIC COUNTY, NEW  
JERSEY AS IT PERTAINS TO  
FLOOR AREA RATIO**

**ORDINANCE 2013-19  
AN ORDINANCE AMENDING  
ORDINANCE 2013-05  
SALARY, WAGES AND  
COMPENSATION FOR 2013**

were finally passed and adopted after Public Hearing by the Board of Commissioners of the Borough of Longport, Atlantic County, New Jersey at their Regularly Scheduled Commission Meeting held on September 18, 2013

**Emilia R. Strawder, RMC, CMR  
Longport Municipal Clerk**  
Printer Fee: \$17.34  
#0090801440  
Pub Date: September 23, 2013

**BOROUGH OF LONGPORT  
COUNTY OF ATLANTIC**

**ORDINANCE 2013-18**

**AN ORDINANCE AMENDING CHAPTER 161 - VEHICLES AND TRAFFIC  
OF THE CODE OF THE BOROUGH OF LONGPORT  
ATLANTIC COUNTY NEW JERSEY  
AS IT PERTAINS TO STOP INTERSECTIONS**

**BE IT ORDAINED BY THE COMMISSIONERS OF THE BOROUGH OF LONGPORT that:**

**SECTION 1:** The portion relating to 28<sup>th</sup> Avenue in **Chapter 161-17. Schedule 1. No Parking.** is revised to read as follows:

<b>Name of Street</b>	<b>Side(s)</b>	<b>Location</b>
28 <sup>th</sup> Avenue	East	From the extended southerly curb line of Sunset Avenue to a point 100 feet north of the extended northerly curb line of Ventnor Avenue.

**SECTION II:** The portion relating to 28<sup>th</sup> Avenue in **Chapter 161-17. Schedule 2. Limited Time and Angled Parking.** is revised to read as follows:


<b>Name of Street</b>	<b>Side</b>	<b>Time Limit</b>	<b>Location</b>
28 <sup>th</sup> Avenue	West	None	Forty-five degree angled parking from a point 102 feet south from the extended curb line of Sunset Avenue to a point 250 feet therefrom.

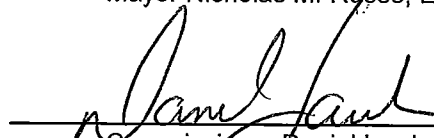
**SECTION III:** All other Ordinances or parts of Ordinances which are inconsistent with the provisions of this Ordinance, to the extent of such inconsistencies, are hereby repealed. Should any section, subsection, clause, or portion of this Ordinance be adjudged by a Court of competent jurisdiction as invalid, such judgment shall not affect, impair, or invalidate the remainder of this Ordinance.


**SECTION IV:** This Ordinance shall take effect immediately upon passage and publication as required by Law.


**SECTION V:** The Certification from the Municipal Engineer is attached hereto.

First Reading: 8-7-2013  
Publication: **8-10-13**  
Final Reading: 8-21-2013

  
\_\_\_\_\_  
Mayor Nicholas M. Russo, Ed.D.

  
\_\_\_\_\_  
Commissioner Daniel Lawler

  
\_\_\_\_\_  
Commissioner James P. Leeds, Sr.

  
\_\_\_\_\_  
Emilia R. Strawder, RMC CMR  
Municipal Clerk

**BOROUGH OF LONGPORT**  
**Atlantic County - New Jersey**  
**Resolution 2013 - 83**

**AWARD OF CONTRACT TO**  
**GILES AND RANSOME INCORPORATED**  
**OF BENSLEM, PENNSYLVANIA**  
**FOR THE**  
**FURNISHING AND DELIVERY OF A WHEELED FRONT END LOADER**  
**To the Public Works Department - 31<sup>st</sup> and Devon Avenues**

**WHEREAS**, the Municipal Clerk, on the publicly advertised date and time of July 23, 2013 at 2:00 PM, opened four (4) Bid Proposals for the **FURNISHING AND DELIVERY OF A WHEELED FRONT END LOADER to the Public Works Department** based on Specifications prepared by the Municipal Engineer; and

**WHEREAS**, the Municipal Engineer and Public Works Personnel have reviewed the Bid Proposal and determined that the four bids received were within the budgeted amount and complies in all respects to the Bid Specifications; and

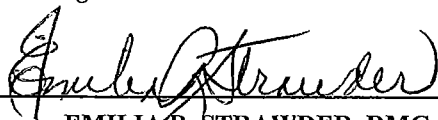
**WHEREAS**, the Bid Proposal contained a reference to additional optional equipment being included in the Bid amount, which equipment has been determined by the Public Works Personnel as necessary and an effective improvement to the original Bid Specifications.

**NOW, THEREFORE, BE IT RESOLVED** by the Longport Borough Board of Commissioners that the recommendation of the Municipal Engineer and Public Works Personnel is hereby accepted and that said Governing Body hereby awards, and the Mayor is hereby authorized to execute, a Contract for the **FURNISHING AND DELIVERY OF A WHEELED FRONT END LOADER to the Public Works Department - 31<sup>st</sup> Avenue at Devon Avenue** to **GILES AND RANSOME INCORPORATED** of Bensalem, Pennsylvania for their Total Amount Bid of **\$164,668.00**; and

**BE IT FURTHER RESOLVED** that a Certificate of Availability of Funds from the Municipal Chief Financial Officer is attached hereto.

**Adopted:**     8-7-2013

I, **Emilia R. Strawder, RMC CMR**, Municipal Clerk of the Borough of Longport, Atlantic County, N.J., do hereby certify the forgoing to be a true and correct copy of a Resolution adopted by the Board of Commissioners of the Borough of Longport at a Meeting of said Board of Commissioners held on August 7, 2013 and that said Resolution was adopted by not less than a two-thirds vote of the members of the Longport Borough Board of Commissioners



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**EMILIA R. STRAWDER, RMC CMR**  
**MUNICIPAL CLERK**

BOROUGH OF LONGPORT

RESOLUTION 2013-84

A RESOLUTION ESTABLISHING A DONATED LEAVE PROGRAM

WHEREAS, the Governing Body of the Borough of Longport has determined it is in the interest of the Borough to establish a Donated Leave Program for the well-being of the employees of the Borough of Longport; and

WHEREAS, no significant cost to the Borough will ensue from a Donated Leave Program as the program allows employees to donate their sick and vacation leave to other needy employees under certain terms and conditions incorporated from the Donated Leave Program established for State Employees (N.J.S.A. 4A:6-1.22); and

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Longport, County of Atlantic, and Stated of New Jersey, that:

1. A Donated Leave Program be established in accordance with N.J.S.A. 4A: 6-22, et seq.
2. The Donated Leave Program shall be subject to termination at the sole and exclusive discretion of the Governing Body of the Borough of Longport upon thirty (30) days prior notice posted on the public bulletin board in Borough Hall.
3. The Chief Financial Officer of the Borough of Longport be designated the Donated Leave Program Administrator and Certifying Officer for employee eligibility.

BE IT FURTHER RESOLVED, that appropriate Borough of Longport officials and employees take the necessary action to effectuate the purposes of this Resolution.

All resolutions or parts of resolutions inconsistent herewith are hereby repealed, and this resolution shall be effective in accordance with the law.

Adopted: 8-7-2013

I, **Emilia R. Strawder, RMC CMR**, Municipal Clerk of the Borough of Longport, Atlantic County, N.J., do hereby certify the forgoing to be a true and correct copy of a Resolution adopted by the Board of Commissioners of the Borough of Longport at a Meeting of said Board of Commissioners held on August 7, 2013 and that said Resolution was adopted by not less than a two-thirds vote of the members of the Longport Borough Board of Commissioners

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**EMILIA R. STRAWDER, RMC CMR**  
**MUNICIPAL CLERK**

BOROUGH OF LONGPORT  
DONATED LEAVE PROGRAM

**I. PURPOSE**

The Donated Leave Program permits eligible Borough of Longport employees to voluntarily donate vacation and sick leave days to co-workers and other Borough employees who have exhausted their own leave. Both the recipient and donor of donated leave time must meet eligibility requirements in order to participate. The Donated Leave Program will be administered to ensure the intent is met without interfering with any employee's privacy rights as otherwise protected by Federal or State laws, rules or regulations.

**2. ELIGIBILITY REQUIREMENTS**

**A. FOR DONATED LEAVE RECIPIENTS**

To be eligible to participate in the program, the recipient must:

1. Suffer from a catastrophic health condition or injury,\* or be needed to care for an immediate family member\*\* suffering from a catastrophic health condition or injury; or require absence from work due to the donation of an organ (which shall include, for example, the donation of bone marrow).

*\*Definitions: For the employee, a catastrophic health condition or injury is defined as either. (1) a life threatening condition or a life threatening combination of conditions, or (2) a period of disability required by the employee's mental or physical health, or the health of the employee's fetus, which requires the care of a physician or other licensed healthcare practitioner who provides medical verification of the need for the employee's absence from work for 30 or more work days.*

*For an immediate family member, a catastrophic health condition or injury is defined as either (1) a life threatening condition or a life threatening combination of conditions, or (2) a period of disability required by his or her mental or physical health, which requires the care of a physician or other licensed healthcare practitioner who provides medical verification of the need for the family member's care by the employee for 30 or more work days.*

*\*\* The Administrative Code defines immediate family member as: an employee's spouse, domestic partner, child, legal ward, grandchild, foster child, father, mother, legal guardian, grandfather, grandmother, brother, sister, father-in-law, mother-in-law, and other relatives residing in the employee's household.*

2. Have completed at least one year of continuous Borough service.
3. Have exhausted all accrued sick, vacation, and administrative leave, compensatory time off, and any sick leave injury (SLI) benefits, if applicable.
4. Not have been disciplined for chronic or excessive absenteeism or lateness, or abuse of leave, in the preceding two-year period.
5. Provide acceptable medical documentation from a physician or other licensed healthcare provider indicating the nature, severity and anticipated duration of the condition or injury.



6. Complete and sign a recipient application. This application includes statements attesting that the recipient has neither threatened nor coerced, nor solicited nor offered anything of value, for the purpose of obtaining a donation of paid leave.

7. The recipient may elect to allow notice of his/her eligibility to be posted or circulated.

8. In the event the employee is unable to make an application for donated leave and give his/her consent, a family member or the employee's supervisor may do so on the employee's behalf.

After acceptance into the program, the recipient:

1. Must receive at least five donated sick or vacation days or a combination thereof before any time will be credited,
2. Is limited to a maximum of 260 donated leave days.
3. May not have any days credited on a retroactive basis for past pay periods.
4. Will continue to accrue sick and vacation leave while participating in the program.
5. May not collect Temporary Disability Insurance (TDI) benefits while using donated leave.

#### **B. FOR DONORS**

To participate in the donated leave program, a donor:

1. If the donor wishes to have his/her name released to the recipient if requested, the donor should contact the Borough's Human Resource Director.
2. May donate sick leave only if he/she will have at least 20 days of accrued sick leave remaining after the donation.
3. May donate vacation leave only if he/she will have at least 12 days of accrued vacation leave remaining after the donation.
4. May donate time only in whole day increments
5. May not donate more than 30 days to any one recipient.
6. May not revoke any leave donation.

#### **3. PROCEDURES**

##### **A. FOR DONATED LEAVE RECIPIENTS**

1. An employee wishing to receive donated leave must complete a Donated Leave Program Recipient Application, available from the Human Resources office and submit it along with all supporting medical documentation to the Human Resources Manager.
2. The local Human Resources Manager will review applications and medical documentation to determine recipient eligibility. Decisions regarding eligibility will be made on a case-by-case basis. An employee applying for donated leave must also follow established procedures for providing sick leave notification and verification, and a request for leave of absence to the appointing authority.

3. It is also advisable for the employee to apply for the protections of FMLA/FLA at the same time he/she requests a leave of absence. Failure to do so could result in the forfeiture of family leave because eligibility requirements are based on the calculation of hours worked, which does not include paid leave time such as sick, vacation, administrative leave, or any leave that is donated.

4. The Human Resources Manager will advise an employee in writing if he/she is determined to be eligible or ineligible for participation in the program. The notification will include the reason for ineligibility.

5. Human Resources manager will review the employee's current leave and payroll status and will determine if the individual is currently receiving Temporary Disability Insurance (TDI) benefits, and if so, the need to be terminated from TDI.

6. Upon approval of eligibility, the Human Resources will enter the recipient information and prepare a notice announcing the recipient's eligibility.

7. When an eligible recipient employee receives the minimum number of donated days (five days), the Human Resources manager will advise the employee

8. The use of intermittent donated leave is permissible so long as other eligibility criteria are met. While on intermittent donated leave, an employee must exhaust his/her annual leave allotment before any donated time may be used. The Borough of Longport will not permit the use of intermittent donated time while an employee has his or her own leave time available.

9. Upon the recipient's retirement, no supplemental compensation on retirement (SCOR) payment will be given for any sick days received through the leave donation program.

10. An incident is considered closed when the recipient is medically cleared to return to work on a full-time basis without restrictions, or when the individual reaches the lifetime maximum of 260 donated days, or when the approved leave of absence has expired and no additional leave is approved. Any remaining unused donated leave will be removed from the recipient's leave balances and be equally prorated back to all approved donors in full day increments. Should the prorated days amount to less than full day increments, the remaining leave will not be restored to any donor nor remain credited to the recipient; the donated leave time will be forfeited.

#### B. FOR DONORS

1. Once a donation has been submitted, the donor's benefit detail will reflect the pending donation, and that time will no longer be available for the donor's use.

2. Should the prorated days amount to less than full day increments, the remaining leave will not be restored to any donor, nor remain credited to the recipient; the donated leave time will be forfeited.

3. Once a donation has been submitted, the donor's benefit will reflect the pending donation and that time will no longer be available for the donor's use.

4. When the recipient returns to work without restrictions or otherwise terminates the use of donated leave, any remaining donated leave must be equally prorated back to all approved

donors in full day increments. Should the prorated days amount to less than full day increments, the remaining leave will not be restored to any donor, nor remain credited to the recipient; the donated leave time will be forfeited.

5. If prorated return of time is necessary, a donor who has retired or separated from the Borough service shall not be entitled to his/her share of the returned days.

**BOROUGH OF LONGPORT LEAVE DONATION PROGRAM**

# APPLICATION TO DONATE ANNUAL LEAVE

I am applying to make a voluntary donation of annual leave as indicated below.

**PLEASE PRINT OR TYPE**

**PART I - Applicant Information: To be completed by the applicant.**

1. Name:	2. Social Security Number:
<b>BOROUGH OF LONGPORT</b>	<b>DEPT</b>
6. Total hours of annual leave applying to donate:	
7. Designated recipient's name:	
8. Designated recipient's Dept:	
9. Applicant's signature:	10. Date:

**PART II - To Be Completed By Applicant's Appointing Authority or Designee.**

1. Applicant's balance of leave remaining after deducting the leave donation: <table style="width:100%; border:none;"> <tr> <td style="width:33%; padding: 5px;">1a. Vacation Leave:</td> <td style="width:33%; padding: 5px;">1b. Sick Leave:</td> <td style="width:33%; padding: 5px;">1c. Total:</td> </tr> <tr> <td style="text-align:center; padding: 5px;">_____</td> <td style="text-align:center; padding: 5px;">_____</td> <td style="padding: 5px;"></td> </tr> </table>			1a. Vacation Leave:	1b. Sick Leave:	1c. Total:	_____	_____	
1a. Vacation Leave:	1b. Sick Leave:	1c. Total:						
_____	_____							
3. The applicant is: _____ <b>ELIGIBLE</b> to make the indicated leave donation. _____ <b>NOT ELIGIBLE</b> to make the indicated leave donation. <b>QUESTIONS?</b> Please call the person named in item 7 below. 3a. Reason:								
6. Certified by:	7. Date:							
8. Title:								