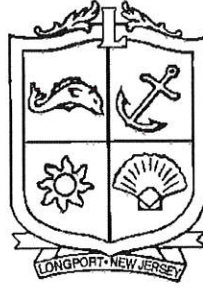


 **DRAFT**



**BOROUGH OF LONGPORT
COMMISSION WORKSHOP MEETING
June 17, 2020
4:00 pm**

This meeting was called pursuant to the provisions of the Open Public Meetings Law. Notices of this meeting were emailed to The Current and The Press of Atlantic City on June 12, 2020. In addition, copies of notices were posted on the bulletin board in the Municipal Building and filed in the office of the Municipal Clerk. Notices on the bulletin board have remained continuously posted.

This meeting will be held inside Commission Chambers and is open to the public. Face coverings will be required to enter Borough Hall and seating will be spaced to maintain 6 feet social distancing. Established guidelines for room capacity will be enforced in the event that the number of attendees exceeds permitted capacity.

Members of the public wishing to participate via Teleconference may by calling **(425) 436-6368** and using the following access code: **779021**. The public will have the ability to ask questions and comment during the Public Comment sections on the agenda.

1. Meeting called to order/OPMA notice announced
2. Roll call taken
3. Mayor Russo – Emergency Exits
4. Mayor Russo
5. Commissioner Leeds
6. Commissioner Lawler
7. Engineer
8. Solicitor
9. Municipal Administrator
10. Municipal Clerk
11. Miscellaneous
12. Adjournment

Posted: 6/12/2020

Revised: 6/15/2020

THE FOLLOWING ITEMS ARE SCHEDULED FOR ACTION AT THE JUNE 17, 2020 REGULAR COMMISSION MEETING:

**BOROUGH OF LONGPORT
COMMISSION MEETING AGENDA
June 17, 2020**

This meeting was called pursuant to the provisions of the Open Public Meetings Law. Notices of this meeting were emailed to The Current and The Press of Atlantic City on June 12, 2020. In addition, copies of notices were posted on the bulletin board in the Municipal Building and filed in the office of the Municipal Clerk. Notices on the bulletin board have remained continuously posted. Official Action May be Taken at this Meeting.

This meeting will be held inside Commission Chambers and is open to the public. Face coverings will be required to enter Borough Hall and seating will be spaced to maintain 6 feet social distancing. Established guidelines for room capacity will be enforced in the event that the number of attendees exceeds permitted capacity.

Members of the public wishing to participate via Teleconference may by calling **(425) 436-6368** and using the following access code: **779021**. The public will have the ability to ask questions and comment during the Public Comment sections on the agenda.

1. Flag Salute
2. Meeting called to order- OPMA notice announced
3. Roll Call
4. Mayor- Emergency exit announcement/Public Speaking time limit
5. Approval of Minutes- June 3, 2020, Workshop Meeting and the June 3, 2020, Regular Commission Meeting. Minutes have been previously distributed for Commissioners' Review.
6. **ORDINANCES – SECOND READING/ PUBLIC HEARING:**
Public Comment – Limited to 3 Minutes per Person, please state name and address.
 - **O2020-05** – An Ordinance Amending Ordinance 2019-22 Authorizing the Salaries, Wages and Compensation in the Year 2020 for Employees not Covered by Previous Ordinance or Union Contract
7. **RESOLUTIONS**
Public Comment – Limited to 3 Minutes per Person, please state name and address.
 - **R2020-81** – A Resolution Authorizing Work to GE Mechanical for Pump Replacement at 34th Avenue Pump Station

- **R2020-82** – A Resolution Authorizing the Filing of an Application for Funding Under the NJDOT Transportation Trust Fund FY2021

- 8.** Financial Summary Report/ Bill Pay List
- 9.** Commissioners' Reports
- 10.** Engineer's Report
- 11.** Solicitor's Report
- 12.** Municipal Administrator's Report
- 13.** Public Comment
- 14.** Adjournment

**BOROUGH OF LONGPORT
ORDINANCE 2020-05**

**AN ORDINANCE AMENDING ORDINANCE 2019-22 AUTHORIZING THE SALARIES, WAGES AND
COMPENSATION IN YEAR 2020 FOR EMPLOYEES NOT COVERED BY PREVIOUS ORDINANCE OR UNION
CONTRACTS**

Section 1: The within described salaries, wages and compensation paid to the following officials, officers and employees shall be computed from January 1, 2020.

All amounts are annual unless otherwise noted and shall not exceed the following:

DEPARTMENT OF PUBLIC AFFAIRS AND PUBLIC SAFETY

COMMISSIONER	12,859
POLICE CHIEF	134,521.70

OFFICE OF THE BOROUGH CLERK

MUNICIPAL ADMINISTRATOR	40,000 TO 75,000 or 20.00 to 50.00
BOROUGH CLERK	45,000 TO 70,000
DEPUTY BOROUGH CLERK	1,000 TO 10,000
REGISTRAR	3,443
DEPUTY REGISTRAR	1,682
ALTERNATE DEPUTY REGISTRAR	536
MUNICIPAL COURT JUDGE	12,000 TO 17,500
PROSECUTOR	11,094
DEPUTY COURT ADMINISTRATOR	45,000 TO 55,000
EMERGENCY MANAGEMENT COORDINATOR	3,000 TO 5,000
DEPUTY EMERGENCY MANAGEMENT COORDINATOR	1,500 TO 2,900
PLANNING BOARD ADMINISTRATIVE OFFICER	1,653
PLANNING BOARD RECORDING SECRETARY	1,653
ZONING/CODE OFFICER	45,000 TO 70,000
CLERK TYPIST (HOURLY)	10.00 TO 19.00
COMPLIANCE INSPECTORS (HOURLY)	16.82 to 26.44 or 35,000 to 55,000
UNIFORM CONSTRUCTION CODE COORDINATOR	45,000 TO 70,000
FIRE CHIEF	7,105
ASSISTANT FIRE CHIEFS	4,755
FIRE CAPTAINS	1,997
FIRE LIEUTENANTS	908
UNIFORM FIRE OFFICIAL	1,752
EMS Director	908
UNIFORM FIRE INSPECTOR	292
FIRE DEPT STIPEND	UP TO 2,250
COMMUNITY RATING SYSTEM DIRECTOR	3,000 TO 5,000
SPECIAL LAW ENFORCEMENT OFFICER I & II	10.00 TO 26.00
ADMINISTRATIVE ASSISTANT-POLICE DEPT	20.00 TO 28.00
DOG LICENSE OFFICIAL	1,072

BEACH PATROL

CHIEF	19,000 to 28,000
CAPTAIN (MAXIMUM OF 85 DAYS)	160.00- 211.73*
BOAT HOUSE MAINTENANCE	156.18-162.00 PER DAY **

* INCLUDES CPR AND FIRST AID STIPEND OF \$3.00 PER DAY. EXCLUDES \$7.00 PER DAY FOR WORKING THROUGH LABOR DAY.

** THE LIFEGUARD FORCE, INCLUDING THE OFFICERS LIMITED TO 120 BOATHOUSE MAINTENANCE DAYS IN TOTAL.

ANY OFFICERS AND LIFEGUARDS EMT-CERTIFIED MUST USE HIS/HER EMT SKILL AND TRAINING IN EVENT OF A BEACH EMERGENCY, MAY RECEIVED AN ADDITIONAL STIPEND OF \$450, IF THE INDIVIDUAL WORKS A MINIMUM OF 40 DAYS IN THE 2020 SEASON.

DEPARTMENT OF REVENUE AND FINANCE

COMMISSIONER	12,859
CHIEF FINANCIAL OFFICER	50,000 TO 90,000
TAX ASSESSOR	10,000 TO 18,000
TAX COLLECTOR	50,000 to 65,000
DEPUTY TAX/UTILITY COLLECTOR	1,000 to 10,000
MEL/JIF COMMISSIONER	10,236
ALTERNATE PAYROLL CLERK	1,072
QUALIFIED PURCHASING AGENT	3,387
® REASSESSMENT COORDINATOR	9,000 TO 12,360
® FIELD ASSESSOR-REASSESSMENT	5,150

® **NOT REQUIRED EVERY YEAR**

DEPARTMENT OF PUBLIC WORKS

COMMISSIONER	12,859
LICENSE HOLDER	14,419
SUPERINTENDENT WATER UTILITY & PUBLIC WORKS (HOURLY)	34.00-38.00
ADMINISTRATIVE ASSISTANT	20,800 TO 45,000
Laborer (as needed)	10.00 to 13.00

SECTION II: The salaries of all officials and employees of the Borough shall be paid on a bi-weekly basis with the exception of those salaries paid *not less than quarterly* so as to conform with pension reporting procedures.

SECTION III: Each full-time employee, except for those employees covered by a collective bargaining agreement or a management contract shall receive longevity pay, according to and in compliance with the Borough of Longport Personnel Policies and Procedures Manual and Employee Handbook, in addition to their regular salary.

SECTION IV: Firefighters and Emergency Medical Technicians (EMT) may receive a stipend. The Fire Chief shall develop criteria for payment of an annual stipend to certain Firefighters/EMT's of the Longport Volunteer Fire Department. Those criteria shall be presented to the Director of Public Safety and Public Affairs on an annual basis for the Director's approval. In no event shall any such stipend paid

by the Borough of Longport in accordance with this ordinance be considered as salary or other remuneration. The payments set forth herein shall not be considered salary, nor shall such payments be considered to in any way construe the creating of a paid or partially paid fire department or ambulance squad with the Borough of Longport. No person receiving such stipend shall be considered by virtue of that stipend alone an employee of the Borough. Payments of stipends are subject to production of adequate documentation of current certification. No individual may receive fire department stipends totaling more than \$2250.

SECTION V: EMS Duty Crew Stipends: May 22 – September 6 (or on an as needed basis)

The following stipends will be paid on a bi-weekly or monthly basis. All stipends will be in compliance with the EMS Duty Crew SOP. The range for the following titles are as follows per shift:

- Driver: Non Firefighter - \$ 75.00 - \$150.00
 - Certified FFI by NJ Division of Fire Safety -\$75.00 - \$ 150.00
- EMT: Non Firefighter -\$75.00 - \$ 150.00
 - Certified FFI by NJ Division of Fire Safety - \$75.00 - \$ 150.00

*The cumulative amount for any paid fire department stipend and/or duty crew may not exceed \$17,235.00 per year.

All ordinances or parts of ordinances, inconsistent herewith are hereby repealed.

Vote on First Reading: 6/3/2020

Publication Date: 6/6/2020

DO NOT USE SPACE BELOW						
OFFICIAL RECORD OF GOVERNING BODY VOTING ON 1 st Reading/Introduction						
COMMISSIONERS	MOTION	SECOND	AYE	NAY	NV	AB
Russo		X	X			
Leeds			X			
Lawler	X		X			
XX-indicates vote NV-not voting AB. - Absent						

Vote on Second Reading: 6/17/2020

Publication Date:

DO NOT USE SPACE BELOW						
OFFICIAL RECORD OF GOVERNING BODY VOTING ON FINAL PASSAGE						
COMMISSIONERS	MOTION	SECOND	AYE	NAY	NV	AB
Russo						
Leeds						
Lawler						
X-indicates vote NV-not voting AB. - Absent						

Borough of Longport
Signature page for Salary Ordinance 2020-05
Page 4 of 4

Monica Kyle, RMC, CMR
Municipal Clerk

Mayor Nicholas Russo

Commissioner James P. Leeds, Sr.

Commissioner Daniel Lawler

BOROUGH OF LONGPORT
Resolution 2020-81

**AUTHORIZING WORK TO
GE MECHANICAL
FOR PUMP REPLACEMENT at 34TH AVE PUMP STATION**

WHEREAS, one (2) informal quotes were received by the Public Works Supervisor from GE Mechanical and Arthur R. Henry, Inc.; and

WHEREAS, upon review of said response by the Municipal Administrator and Public Works Supervisor, it was determined that **GE Mechanical** provided the most responsible proposal, price and other factors being considered; and

WHEREAS, the Municipal Administrator and Public Works Supervisor are recommending award to GE Mechanical of Vineland, N.J. for the Total Amount of **\$11,910.00** as stated in their Proposal dated June 3, 2020.

NOW, THEREFORE, BE IT RESOLVED by the Longport Borough Board of Commissioners that the aforementioned recommendation is hereby accepted and that said Governing Body hereby awards a Contract to the responsible responder, price and other factors being considered, **GE Mechanical** of Vineland, N.J. for the replacement of the pump for the 34th Ave Pump Station, for the Total Amount of **\$11,900** as stated in their Proposal dated June 3, 2020; and

BE IT FURTHER RESOLVED, that the Municipal Chief Finance Officer is hereby directed to issue the required Purchase Order to **GE Mechanical** ; and the Public Works Supervisor are hereby directed to authorize the Contractor to proceed with said work, all in accordance with their Proposal dated June 3, 2020; and

BE IT FURTHER RESOLVED that a Certificate of Available Funds has been issued by the Chief Financial Official and is attached to this Resolution as required by Law.

Adopted: 6/17/2020

I, Monica Kyle, 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 June 17, 2020 and that said Resolution was adopted by not less than a two-thirds vote of the members of the Longport Borough Board of Commissioners.

MONICA KYLE, MUNICIPAL CLERK

RECORD OF GOVERNING BODY VOTE ON FINAL PASSAGE						
COMMISSION	AYE	NAY	N.V	A.B.	MOT.	SEC.
RUSSO						
LEEDS						
LAWLER						
X-Indicates Vote		NV-Not Voting		AB-Absent		MOT-Motion
SEC-Second						

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

DATE OF ADOPTION: _____

/s/ MONICA KYLE, MUNICIPAL CLERK

**BOROUGH OF LONGPORT
COUNTY OF ATLANTIC
STATE OF NEW JERSEY
R 2020-82**

**AUTHORIZING THE FILING OF AN APPLICATION FOR
FUNDING UNDER THE NJDOT TRANSPORTATION TRUST FUND FY2021**

Preface:

This Resolution constitutes approval to submit a Grant Application and execute a Grant Contract with the New Jersey Department of Transportation for the **Roadway and Drainage Improvements to Atlantic Avenue - 22nd Avenue to 27th Avenue.**

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Borough of Longport, Atlantic County formally approves the Grant Application for the above stated Project; and

BE IT FURTHER RESOLVED that the Mayor and Municipal Engineer are hereby authorized to submit an electronic grant application identified as **Municipal Aid Application 0711- Rehabilitation of Atlantic Avenue** to the New Jersey Department of Transportation on behalf of the Borough of Longport; and

BE IT FURTHER RESOLVED that the Mayor and Municipal Clerk are hereby authorized to sign the Grant Agreement on behalf of the Borough of Longport and that their signature constitutes acceptance of the terms and conditions of the Grant Agreement and approves the execution of the Grant Agreement.

RECORDED VOTE OF GOVERNING BODY						
Commissioner	Motion	Second	Aye	Nay	Not Voting	Absent
RUSSO						
LAWLER						
LEEDS						

Date of Adoption: 6/17/2020

MONICA KYLE, RMC, MUNICIPAL CLERK

My Signature and Clerk's seal serve to acknowledge the above resolution and constitute acceptance of the terms and conditions of the Grant Agreement and approve execution of the Grant Agreement as authorized by the Resolution above.

Longport Borough Financial Report
 Current and Utility Fund-Summary Only

May-20

(Misc. revenues and manual checks may not be included. Figures may not have been reconciled to bank or financial reports as of the reading date of this report. The previous monthly bank statements are reconciled and on file in the Finance Office)

Current Fund		
Beginning Balance	4/30/2020	\$8,025,346.52
Revenues		
Taxes		2,277,770.67
Fees and Permits		375.00
Construction Fees		3,606.00
Beach Fees		76,150.00
Municipal Court		607.64
Interest on Investments		7,503.41
Police		0.00
Miscellaneous		49,607.01
Library		0.00
State Aid/Grants		0.00
Other - JIF Refund/Comcast/Ice Cream		633.10
Total Revenues	5/31/2020	\$2,416,252.83
Disbursements		
Checks/payroll/debt/ due to capital/grants		\$2,925,974.83
Transfer to Water & Sewer		
Total Disbursements	5/31/2020	\$2,925,974.83
Ending Balance	5/31/2020	\$7,515,624.52

Utility Fund		
Beginning Balance	4/30/2020	\$2,847,716.84
Revenues		
Water/Sewer Rents		\$26,276.21
Interest		2,525.44
Miscellaneous		350.00
Transfers from Current		0.00
Total Revenues	5/31/2020	\$29,151.65
Disbursements		
Checks/Payroll/Debt		\$27,888.11
Total Disbursements	5/31/2020	\$27,888.11
Ending Balance	5/31/2020	\$2,848,980.38