

**BOROUGH OF LONGPORT WORKSHOP COMMISSION MEETING
MUNICIPAL BUILDING, 2305 ATLANTIC AVE
LONGPORT, NJ 08403
WEDNESDAY, JANUARY 15, 2020 – 4:00 PM**

The meeting was called to order.

Municipal Clerk Kyle read the Opening Statement pursuant to the Open Public Meetings Act. *The following was added after the Opening Statement: A notice of the relocation to the Longport Public Library was posted on the borough website, the bulletin board, and doors of Commission Chambers and Centennial Room on Tuesday, January 7, 2020.*

ROLL CALL:	Nicholas Russo	present
	James P. Leeds, Sr.	present
	Daniel Lawler	present

Administrator Porter, CFO Kelly, Alternate Borough Solicitor Agnellini, and Municipal Clerk Kyle also in attendance.

Emergency exit/fire drill and library announcement – Mayor Russo.

Mayor Russo –

Mayor Russo asked Municipal Clerk Kyle to discuss two items including a tree seedling that is being gifted by the New Jersey Department of Environmental Project from the famed 500-year-old Salem Oak Tree, which died this past summer. The NJ DEP is gifting tree seedlings to all municipalities in the State in an effort to continue the legacy of this tree. Mayor Russo discussed the possibility of finding a suitable municipal-owned location to plant the tree.

Municipal Clerk Kyle also discussed the Adopt-A-Beach program under the NJ Clean Communities program. The Governing Body was not interested in adding any additional signage to the beach, but would continue to discuss the possibility of implementing an Adopt-A-Beach program in Longport.

Commissioner Leeds –

Commissioner Leeds discussed the building department's monthly and yearly reports and noted that there has been a steady decline in the amount of construction permits issued. He noted that this decline in revenue would need to be taken into consideration when developing the upcoming budget.

Commissioner Lawler –

Commissioner Lawler asked if there was a need to discuss a municipal engineer at this meeting. Mayor Russo explained that a municipal engineer, by State statute, has a three-year appointment. He noted that last year, the engineer's appointment had included a one-year contract. He added that the engineer had expressed interest in renewing his contract for an additional year. Mayor Russo discussed several statutory municipal appointments and how they varied in length of time. He explained that the borough is currently negotiating with Mr. Carter to continue working to close out several projects. Further discussion continued on this topic. Commissioner Leeds suggested that Borough Solicitor Affanato and Alternate Solicitor Agnellini meet to discuss this topic. He also noted that he believed the Planning and

Zoning Board would retain Mr. Carter as its engineer. Mayor Russo stated that borough department heads should identify what engineering projects would need to be handled by Mr. Carter.

Commissioner Leeds discussed the potential hiring of a Recreation Manager/ Supervisor and would like to finalize the job position description for the Beach Patrol Chief to review. CFO Kelly was asked to develop a salary range for this position.

Commissioner Leeds also discussed short-term rentals, such as Air BnB, and putting together a subcommittee to address this topic and revise the borough's rental ordinance. Mayor Russo noted that current borough ordinance requires the issuance of a certificate of occupancy prior to renting. He further discussed some of the challenges regarding enforcement and suggested posting the borough's rules and regulation information on short-term rental websites as a means of notifying them of borough's ordinances. Mayor Russo suggested having the borough solicitor prepare a revised ordinance for the governing body's consideration. Commissioner Leeds noted that in the upcoming weeks he would work on having a draft prepared.

Engineer – Absent.

Municipal Administrator Porter –

There was discussion regarding a new HVAC system in the police department. Administrator Porter noted that a decision was needed regarding moving forward with this project. Commissioner Lawler discussed a HVAC system in the police department, adding that a new system could cost up to an estimated \$500,000. He explained that at previous workshop meetings there had been discussion on possibly building a new building as well as hiring a professional to provide an analysis or whether to repair the building or to build new. He also mentioned the possibility of placing the decision for a new borough hall on a ballot as a referendum question.

Mayor Russo discussed creating a small, exploratory, volunteer committee of residents to address this topic, consisting of approximately five to seven residents. Commissioner Leeds was in favor of creating a resident committee and also suggested reaching out to a professional planner for analysis at the same time. Commissioner Lawler also discussed visiting other municipalities that have gone through a similar process to learn from their experience.

Mayor Russo discussed how trailers for the police department could have served as a temporary fix to the situation. There was further discussion on the trailers. He stressed the importance of creating a safe workplace environment.

Municipal Administrator Porter noted that the office trailers currently located on site would be picked up as they were the wrong ones. He added that the delivery of replacement trailers was placed on hold temporarily, adding that in the meantime he had received a suggestion to use the court room on a temporary basis to house the police department. He explained that this option would mean continuing to hold commission meetings in the library. Commissioner Leeds discussed dividing the court room into half, to accommodate both the police department and commission meetings.

Mayor Russo requested that a press release be prepared looking for residents who would be interested in serving on a volunteer basis to provide input regarding the future of borough hall.

Alternate Borough Solicitor Agnellini agreed with Mayor Russo's suggestion for a volunteer committee. He also discussed that if a new building should be built that there are a number of things to take into consideration including what services would the municipality provide in the future. He explained that the State has been legislating consolidation of services and municipalities.

Administrator Porter discussed adding a resolution (R2020-27) to the regular meeting agenda to allow remediation work to begin in the Centennial Room. He also requested that an ordinance pertaining to salary and wages be added to the regular meeting agenda for a first reading and introduction (O2020-02).

Administrator Porter also requested that the resolution (R2020-24) for an Alternate Borough Solicitor be addressed as the first resolution at the regular commission meeting.

Municipal Clerk – Municipal Clerk Kyle discussed Resolution 2020-01, previously approved at the January 3, 2020, commission meeting, would require clarification during the regular commission meeting to add Borough Solicitor Affanato's law firm to the resolution.

Miscellaneous - None.

ADJOURNMENT

MOTION- LAWLER, SECOND-LEEDS. All AYES- none opposed.

(4:37 pm)

**BOROUGH OF LONGPORT COMMISSION MEETING
MUNICIPAL BUILDING, 2305 ATLANTIC AVE
LONGPORT, NJ 08403
WEDNESDAY, JANUARY 15, 2020**

The meeting was called to order with the flag salute at 4:45 pm.

Municipal Clerk Kyle read the Opening Statement pursuant to the Open Public Meetings Act. *The following was added after the Opening Statement: A notice of the relocation to the Longport Public Library was posted on the borough website, the bulletin board, and doors of Commission Chambers and Centennial Room on Tuesday, January 7, 2020.*

ROLL CALL:	Nicholas Russo	present
	James P. Leeds, Sr.	present
	Daniel Lawler	present

Alternate Borough Solicitor Agnellini, Administrator Porter, CFO Kelly, and Municipal Clerk Kyle also in attendance.

Emergency exit/fire drill/ public speaking limit/ library announcement – Mayor Russo.

Proclamation – Pacifico “Pat” Agnellini, Esq.

Approval of minutes- Municipal Clerk Kyle requested a motion for approval of the minutes from the December 12, 2019, Commission Workshop Meeting and December 18, 2019, Regular Commission Meeting. Commissioner Leeds made a motion, seconded by Commissioner Lawler, to approve the minutes of the December 12, 2019, Commission Workshop Meeting and December 18, 2019, Regular Commission Meeting. ALL AYES- none opposed.

Mayor Russo made a motion to add the following to the regular commission meeting agenda: **Resolution 2020-27 – A Resolution Authorizing Award of Contract for Disaster Recovery Services Using the Educational Services Commission of New Jersey Cooperative and Ordinance 2020-02 – An Ordinance Authorizing Salaries, Wages and Compensation for the Certified Municipal Court Administrator** and to change the order of the resolutions to have the following resolution considered first **Resolution 2020-24 – A Resolution Appointing an Alternate Borough Solicitor – Pacifico Agnellini, Esq.**, seconded by Commissioner Lawler. All In Favor – All Ayes. None Opposed.

Ordinances – Second Reading/ Public Hearing of **Ordinance 2020-01 – An Ordinance Amending 2019-22 Salary, Wages and Compensation in the Year 2020:**

Number	Title
01	An Ordinance Amending 2019-22 Salary, Wages and Compensation in the Year 2020
Purpose	The purpose of this Ordinance is to amend the salary, wages and compensation for the year 2020 for the Tax Assessor in the Department of Revenue and Finance.

Public Hearing	No one from the public wished to speak.
Motion	Motion to Approve – Mayor Russo, seconded by Commissioner Lawler to approve Ordinance #O2020-01.
Roll Call Vote	Mayor Russo – Yes. Comm. Leeds – Yes. Comm. Lawler - Yes. ALL AYES. None opposed.

Ordinances – First Reading/ Introduction of **Ordinance 2020-02 – An Ordinance Authorizing Salaries, Wages and Compensation for the Certified Municipal Court Administrator**. A second reading and public hearing is scheduled to be held on February 19, 2020, at the regular Board of Commissioners Meeting. The regular meeting will take place following the conclusion of the workshop meeting. The workshop meeting begins at 4 pm.

Number	Title
02	An Ordinance Authorizing Salaries, Wages and Compensation for the Certified Municipal Court Administrator
Purpose	The purpose of this Ordinance is authorize the salary, wages and compensation for the years 2019 and 2020 for the Certified Municipal Court Administrator.
Motion	Motion – Mayor Russo, seconded by Commissioner Lawler to introduce Ordinance #O2020-02.
All In Favor	ALL AYES. None opposed.

Public Comment on listed resolutions:

No one wished to comment.

RESOLUTIONS

Number	Title
2020-24	A Resolution Appointing an Alternate Borough Solicitor – Pacifico Agnellini, Esq. MOTION - RUSSO, SECOND- LEEDS, All AYES- none opposed.
2020-17	A Resolution of the Borough of Longport, County of Atlantic, State of New Jersey, Authorizing the Tax Assessor as Agent in Filing Petition of Appeals and Roll-back Complaint Forms MOTION - LEEDS, SECOND- LAWLER, All AYES- none opposed.
2020-18	A Resolution Authorizing a Cash Management Plan MOTION – LEEDS, SECOND – LAWLER, ALL AYES – none opposed.
2020-19	A Resolution Designating Depository Banks for Funds of the Borough of Longport and Authorizing Officials of the Borough to Sign Necessary Banking Documents

2020-20	MOTION-LEEDS, SECOND- LAWLER, All AYES- none opposed. A Resolution Setting Dates and Hours for Beach Picnicking and Barbecuing Year 2020 MOTION -LAWLER, SECOND- RUSSO, All AYES- none opposed.
2020-21	A Resolution Requesting the State of New Jersey to Provide Additional Funding for Dredging Projects MOTION - RUSSO, SECOND- LEEDS, All AYES- none opposed.
2020-22	A Resolution Recognizing the Importance of the 2020 Census MOTION – LEEDS, SECOND- LAWLER, All AYES- none opposed.
2020-23	A Resolution Authorizing the Borough of Longport Through the Longport Police Department to Participate in the Defense Logistics Agency, Law Enforcement Support Office, 1033 Program to Enable the Longport Police Department to Request and Acquire Excess Department of Defense Equipment MOTION -LAWLER, SECOND- RUSSO, All AYES- none opposed.
2020-25	A Resolution Authorizing Execution of a Shared Services Agreement with the City of Margate City for a Deputy Court Administrator MOTION – RUSSO, SECOND – LAWLER, ALL AYES – none opposed.
2020-26	A Resolution Authorizing Award of Contract to Gentilini Ford of 5555 John S. Penn Blvd., Woodbine, NJ 08270 for the Purchase of a 2020 F-250 Regular Cab Pickup Truck at Longport Public Works MOTION-RUSSO, SECOND- LAWLER, All AYES- none opposed.
2020-27	A Resolution Authorizing Award of Contract for Disaster Recovery Services Using the Educational Services Commission of New Jersey Cooperative MOTION -RUSSO, SECOND- LAWLER, All AYES- none opposed.

BILL PAY LIST/FINANCIAL SUMMARY REPORT

Commissioner of Finance and Revenue, Jim Leeds, Sr., asked if there were any questions on the bill pay list of January 15, 2020. There were none. MOTION – LEEDS, SECOND – LAWLER. ALL IN FAVOR- ALL AYES. NONE OPPOSED.

Commissioner of Finance and Revenue, Jim Leeds, Sr., asked if there were any questions on the financial summary report. There were none. MOTION – LEEDS, SECOND – RUSSO. ALL IN FAVOR- ALL AYES. NONE OPPOSED.

COMMISSIONERS REPORTS:

MAYOR RUSSO

Mayor Russo noted that there is a clarification to Resolution 2020-01 to add Mr. Affanato's lawfirm - **Affanato, Marut, LLC** to the resolution.

COMMISSIONER LAWLER

Commissioner Lawler - nothing further to report.

COMMISSIONER LEEDS

Commissioner Leeds – nothing further to report.

ENGINEER'S REPORT

Engineer – absent.

SOLICITOR'S REPORT

Alternate Borough Solicitor Agnellini noted that Borough Solicitor Affanato discussed a 60-day window for maintenance of the beach and that he was looking into either applying for the permit later in year or he will research the availability of longer time frames options. Mayor Russo noted that he sent a follow up email to the New Jersey Department of Environmental Protection regarding the borough's Municipal Public Access Plan. He said that he would continue to monitor the situation and follow up as needed with the NJ DEP.

MUNICIPAL ADMINISTRATOR'S REPORT

Administrator Porter noted that work is underway to address remediation on the second floor in the Centennial Room.

PUBLIC COMMENT

No one from the public wished to speak.

ADJOURNMENT

MOTION- LEEDS, SECOND-LAWLER. All AYES- none opposed.

(5:02 pm)