

Posted: 12/16/2022

Revised: 12/20/2022

 **DRAFT**



**BOROUGH OF LONGPORT
COMMISSION WORKSHOP MEETING
December 21, 2022
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 Ocean City Sentinel and The Press of Atlantic City on December 16, 2022. 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.

Members of the public will have the option to listen to meeting audio only. *Remote public participation is not permitted.* The public can access meeting audio by calling:

United States (Toll Free): 1-877-309-2073

United States: +1 (646) 749-3129

And entering the access code: 464-810-189.

Or you can join from your computer, tablet or smartphone with the following link:
<https://global.gotomeeting.com/join/464810189>. If you do not have the GoToMeeting Application, please access it with the following link:
<https://global.gotomeeting.com/install/464810189>.

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

Posted: 12/16/2022
Revised: 12/20/2022

THE FOLLOWING ITEMS ARE SCHEDULED FOR ACTION AT THE DECEMBER 21, 2022, REGULAR COMMISSION MEETING:

**BOROUGH OF LONGPORT
COMMISSION MEETING AGENDA
December 21, 2022**

This meeting was called pursuant to the provisions of the Open Public Meetings Law. Notices of this meeting were emailed to The Ocean City Sentinel and The Press of Atlantic City on December 16, 2022. 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.

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<https://global.gotomeeting.com/install/464810189>.

1. Flag Salute
2. Meeting called to order- OPMA notice announced
3. Roll Call
4. Emergency exit announcement/Public Speaking time limit
5. Approval of Minutes – December 7, 2022, Board of Commissioners Workshop and Regular Meeting. Minutes have been previously distributed for Commissioners' Review.
6. **RESOLUTIONS – CONSENT AGENDA – Resolutions R2022-150 through R2022-159**
Public Comment – Limited to 3 Minutes per Person, please state name and address.
 - **R2022-150** – Authorizing the Appointment of a Municipal Administrator
 - **R2022-151** – Authorizing Execution of Interlocal Services Agreement with the City of Ventnor for Sharing of Construction Code Officials
 - **R2022-152** – Resolution Authorizing a Municipal Services Fee
 - **R2022-153** – Resolution Authorizing Award of Contract for a 2023 Chevy Tahoe Using the Educational Services Commission of New Jersey Cooperative

- **R2022-154** – Resolution Awarding Professional Service Contract – Borough Bond Counsel
 - **R2022-155** – A Resolution Appointing a Conflict Prosecutor and Conflict Public Defender for the Borough of Longport
 - **R2022-156** – Authorizing a Change Order to a Non Fair and Open Professional Services Contract for Planning and Grant Assistance
 - **R2022-157** – Resolution Awarding Professional Service Contract – Website Annual Maintenance Contract
 - **R2022-158** – Risk Management Consultant – Atlantic County Municipal Joint Insurance Fund
 - **R2022-159** – Authorizing Transfer of Appropriations
7. Bill List/ Financial Summary Report
 8. Municipal Administrator’s Report
 9. Borough Solicitor’s Report
 10. Borough Engineer’s Report
 11. Commissioners’ Reports
 12. Public Comment
 13. Adjournment

**BOROUGH OF LONGPORT
ATLANTIC COUNTY
NEW JERSEY**

RESOLUTION 2022-150

**AUTHORIZING THE APPOINTMENT OF A
MUNICIPAL ADMINISTRATOR**

WHEREAS, the Code of the Borough of Longport, Article XI, Chapter 31 – Section 26, provides for the appointment of a Municipal Administrator; and

WHEREAS, A. Scott Porter has served in the position of Municipal Administrator for Borough of Longport since October 1, 2019; and

WHEREAS, the Board of Commissioners of the Borough deem it necessary and advisable to reappoint A. Scott Porter to the position of Municipal Administrator for the Borough for a one-year term commencing January 1, 2023, at an hourly rate of \$48.80 per hour; and

WHEREAS, the duties and responsibilities shall be as enumerated in Article XI, Chapter 31, which chapter shall govern this appointment;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Borough of Longport, Atlantic County, New Jersey that A. Scott Porter shall be appointed as Municipal Administrator for the term commencing January 1, 2023, at an hourly rate of \$48.80 per hour.

RECORD OF GOVERNING BODY VOTE ON FINAL PASSAGE						
COMMISSIONER	AYE	NAY	N.V.	AB	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:
12/21/2022

/s/ MONICA A. KYLE, RMC

**BOROUGH OF LONGPORT
RESOLUTION 2022-151**

**AUTHORIZING EXECUTION OF INTERLOCAL SERVICES AGREEMENT WITH THE CITY OF VENTNOR FOR
SHARING OF CONSTRUCTION CODE OFFICIALS**

WHEREAS, the Borough of Longport and the City of Ventnor have shared the services of a Construction Code Official and related Sub-code officials since 1999, and

WHEREAS, the Borough of Longport is desirous of continuing this interlocal shared services agreement with the Borough of Longport for an additional four (4) years with the City of Ventnor; and

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Longport that the interlocal services agreement with the City of Ventnor for furnishing the services of a Construction Code Official and related Sub-code officials is herein and hereby approved under said terms and conditions as noted in the interlocal services agreement for an additional four (4) year term for a total amount of \$46,650.00 per year.

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately.

I, MONICA A. KYLE, Municipal Clerk for the Borough of Longport, do hereby certify that the foregoing resolution was duly adopted at a regular meeting of the Governing Body of the Borough of Longport held this 21st day of December, 2022, and in witness whereof I have hereunder set my hand and official seal on this date written.

	MOTION	SECOND	YES	NAY	ABSTAIN	ABSENT
RUSSO						
LEEDS						
LAWLER						

ADOPTED: 12/21/2022 _____

Monica A. Kyle, RMC, Municipal Clerk

**BOROUGH OF LONGPORT
COUNTY OF ATLANTIC
STATE OF NEW JERSEY
R2022-152**

RESOLUTION AUTHORIZING A MUNICIPAL SERVICES FEE

WHEREAS, it is necessary for the efficient conduct of the business of the FREE PUBLIC LIBRARY OF THE BOROUGH OF LONGPORT that certain services be performed by the Borough of Longport staff for the FREE PUBLIC LIBRARY OF THE BOROUGH OF LONGPORT.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Borough of Longport that in exchange for the payment of Sixty Thousand (\$60,000.00) Dollars for the 2023 calendar year the following services shall be performed by the Borough of Longport staff:

1. Payroll and Accounting Services
2. Limited Maintenance Services by Public Works (limited to up to 3 hours per week for library projects and building maintenance issues)
3. Library Staff Access to Break Room, Staff bathroom
4. Use of the Postage Meter
5. Use of the Copier
6. Cleaning/Janitorial Services
7. Exterminator (Western)
8. Use of Library Room (No Charge)
9. Use of additional Borough facilities when available (Including, but not limited to Commission Chambers, Gazebo Area, Community Center)
10. Storage Space on third floor as well as closet by downstairs bathrooms for Library Materials
11. Snow removal
12. Utilities for Library and Historical Museum Building

RECORD OF GOVERNING BODY VOTE ON FINAL PASSAGE						
COMMISSION	AYE	NAY	N.V	AB	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. The foregoing resolution was adopted by not less than a Two- Thirds majority of the full membership.

DATE OF ADOPTION: 12/21/2022

/s/ MONICA A. KYLE, RMC, MUNICIPAL CLERK

BOROUGH OF LONGPORT

RESOLUTION 2022-153

RESOLUTION AUTHORIZING AWARD OF CONTRACT FOR A 2023 CHEVY TAHOE USING THE EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY COOPERATIVE

WHEREAS, the Educational Services Commission of New Jersey Co-op (#65MCESSCCPS) is a purchasing cooperative that consists of various municipalities throughout the State of New Jersey and the Borough of Longport is a Participating Member of the Educational Services Commission of New Jersey Cooperative; and

WHEREAS, it is in the interest of the Borough to utilize the Cars, Crossovers, Class1-3 Pickup Trucks/Chassis, Sport Utility Vehicles and Vans (Bid ID # ESCNJ 20/21-09) from the Educational Services Commission of New Jersey Cooperative; and

WHEREAS, the Chief of Police Frank Culmone and Jenna Kelly, CFMO/QPA, Chief Financial Officer have reviewed the bid from the Educational Services Bid ID # ESCNJ 20/21-09, Cars, Crossovers, Class1-3 Pickup Trucks/Chassis, Sport Utility Vehicles and Vans with the award to vendor Mall Chevrolet; and

WHEREAS, it is recommended that the Borough Commission approve the purchase of one (1) 2023 Chevy Tahoe and accessories for use by the Police Department from Mall Chevrolet; and

BE IT FURTHER RESOLVED, by the Borough Commission of Borough of Longport, New Jersey that the purchase of one (1) 2023 Chevrolet Tahoe and accessories, to be purchased from Mall Chevrolet, 75 Haddonfield Road, Cherry Hill, NJ 08002 in the total amount of \$64,459.86 and that the Borough Chief Financial Officer is authorized to issue a purchase order for said vehicle and accessories as stated above and in accordance with the terms of the Educational Services Commission of New Jersey Contract for Cars, Crossovers, Class1-3 Pickup Trucks/Chassis, Sport Utility Vehicles and Vans Bid # ESCNJ 20/21-09.

RECORD OF GOVERNING BODY VOTE ON FINAL PASSAGE						
COMMISSION	AYE	NAY	N.V	AB	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. The foregoing resolution was adopted by not less than a Two- Thirds majority of the full membership.

DATE OF

ADOPTION:

12/21/2022

/s/ MONICA A. KYLE, RMC, MUNICIPAL CLERK

**BOROUGH OF LONGPORT
RESOLUTION #2022-154
RESOLUTION AWARDING PROFESSIONAL SERVICE CONTRACT
BOROUGH BOND COUNSEL**

WHEREAS, the Borough of Longport has the need for a Borough Bond Counsel;
and,

WHEREAS, the local Public Contracts Law (N.J.S.A.40:11-1 et seq) exempts professional services from public advertising for bids which may be awarded by resolution of the governing body; and,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Borough of Longport, in the County of Atlantic and the State of New Jersey, as follows:

1. The Mayor of the Borough of Longport is hereby directed to execute and deliver a professional service contract for a one-year term commencing January 1, 2023 to December 31, 2023, as follows:

Description of Professional Service:	Bond Counsel
Name of Professional:	Fleishman Daniels Law Offices, LLC
Cost:	\$165/ per hour (attorney time) \$85.00/per hour (legal assistant time)
Not to Exceed:	\$10,000.00
Term:	One (1) Year

2. Funds are available for this purpose and the required certificate of availability of funds issued by the Borough’s Chief Financial Officer is annexed hereto.

3. A brief notice stating the nature, duration, service, reference to the contract regarding the amount and that this resolution and the contract are on file and available for public inspection in the Borough of Longport Clerk’s Office.

4. All resolutions inconsistent herewith are hereby repealed, and this resolution shall be effective immediately.

RECORD OF GOVERNING BODY VOTE ON FINAL PASSAGE:						
COMMISSION	AYE	NAY	N.V.	AB	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:
12/21/2022

/s/ MONICA KYLE, RMC, MUNICIPAL CLERK

**BOROUGH OF LONGPORT
RESOLUTION #2022-155**

**A RESOLUTION APPOINTING A CONFLICT PROSECUTOR AND CONFLICT
PUBLIC DEFENDER FOR THE BOROUGH OF LONGPORT**

WHEREAS, the Board of Commissioners of the Borough of Longport, Atlantic County, has determined that the following Municipal Court appointments are needed: Conflict Prosecutor and Conflict Public Defender.

NOW THEREFORE, be it resolved by the Board of Commissioners of the Borough of Longport that:

(1) In accordance with NJSA 2B:25-4(a) Jerry Steiner, Esq. is hereby appointed Conflict Municipal Public Defender for the Borough of Longport for a one-year term from January 1, 2023 to December 31, 2023.

(2) In accordance with NJSA 2B:24-3 Kelley Blanchet, Esq. is hereby appointed Conflict Municipal Prosecutor of the Borough of Longport for a one-year term from January 1, 2023 to December 31, 2023.

I, MONICA KYLE, Borough Clerk of the Borough of Longport, do hereby certify the foregoing 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 December 21, 2022 and said resolution was adopted by not less than two-thirds vote of the members of the Board of Commissioners.

MONICA KYLE, RMC, MUNICIPAL CLERK

RECORD OF GOVERNING BODY VOTE ON FINAL PASSAGE						
COMMISSION	AYE	NAY	N.V	AB	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. The foregoing resolution was adopted by not less than a Two- Thirds majority of the full membership.

DATE OF

ADOPTION: 12/21/2022

/s/ MONICA A. KYLE, RMC, MUNICIPAL CLERK

BOROUGH OF LONGPORT
Atlantic County - New Jersey
Resolution 2022-156

**AUTHORIZING A CHANGE ORDER TO A NON FAIR AND OPEN PROFESSIONAL SERVICES
CONTRACT FOR PLANNING AND GRANT ASSISTANCE**

WHEREAS, on June 1, 2022 per Resolution 2022-66, the Borough of Longport awarded a Professional Services Contract to James M. Rutala Associates, for Planning and Grant Assistance.

WHEREAS, due to the extent of the work required as Planning and Grant Writer, the amount needs to be increased by \$20,000 with amount not to exceed \$30,000; and

WHEREAS, **James M. Rutala Associates** has completed and submitted a Business Entity Disclosure Certification for this Project which certifies that **James M. Rutala Associates** has not made any reportable contributions to a political or candidate committee in the Borough of Longport within the previous one year and, further, that this Contract will prohibit **James M. Rutala Associates** from making any reportable contributions through the term of this Contract; and

WHEREAS, this Resolution in conjunction with other awards to **James M. Rutala Associates** within a calendar year does exceed \$17,500.00; and

WHEREAS, a Certificate of Availability of Funds has been issued by the Municipal Chief Financial Officer and is attached to this Resolution.

NOW, THEREFORE BE IT RESOLVED by the Governing Body of the Borough of Longport that it hereby approves a Change Order of \$20,000.00 to the original Contract for **James M. Rutala Associates** for the providing Planning and Grant Assistance bringing the total amount to \$30,000.00

BE IT FURTHER RESOLVED that a Notice of this Professional Services Change Order shall be published at least once in the Atlantic City Press pursuant to the requirements of Chapter 198 of the New Jersey Laws of 1971.

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: _____

12/21/2022

/s/ MONICA KYLE, RMC

**BOROUGH OF LONGPORT
RESOLUTION #2022-157
RESOLUTION AWARDING PROFESSIONAL SERVICE CONTRACT
Website Annual Maintenance Contract**

WHEREAS, the Borough of Longport has the need to enter into an Annual Maintenance Contract with City Connections, LLC of Hazlet, NJ who is the provider of our current website www.longportnj.gov ; and

WHEREAS, the local Public Contracts Law (N.J.S.A.40:11-1 et seq) exempts professional services from public advertising for bids which may be awarded by resolution of the Governing Body.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Borough of Longport, in the County of Atlantic and the State of New Jersey, as follows:

1. The Mayor of the Borough of Longport is hereby directed to execute and deliver a professional service contract for a term of one year commencing January 1, 2023, to December 31, 2023, as follows:

Description of Professional Service: Website Annual Maintenance Contract

Name of Professional: CITY CONNECTIONS, LLC.

Cost: \$7035.00

2. Funds are available for this purpose and the required certificate of availability of funds issued by the Borough's Chief Financial Officer is annexed hereto.
3. A brief notice stating the nature, duration, service, reference to the contract regarding the amount and that this resolution and the contract are on file and available for public inspection in the Borough of Longport Clerk's Office.
4. All resolutions inconsistent herewith are hereby repealed, and this resolution shall be effective immediately.

	Motion	Second	Yes	Nay	Abstain	Absent
Russo						
Leeds						
Lawler						

ADOPTED: 12/21/2022

Monica Kyle, RMC
MUNICIPAL CLERK

BOROUGH OF LONGPORT

RESOLUTION 2022-158

RISK MANAGEMENT CONSULTANT

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

WHEREAS, the Governing Body of the Borough of Longport is a member of the **Atlantic County Municipal Joint Insurance Fund**, a self insurance pooling fund, and;

WHEREAS, the Bylaws of said Fund require that each municipality appoint a RISK MANAGEMENT CONSULTANT to perform various professional services as detailed in the Bylaws and;

WHEREAS, the **JIF Bylaws indicate a fee Not To Exceed six percent (6%)** of the municipal assessment (as dictated by the accompanying agreement) which expenditure represents reasonable compensation for the services required and was included in the cost considered by the governing body and;

WHEREAS, NJSА 40A:11-5 (1) (m), specifically exempts the hiring of insurance consultants from competitive bidding as an extraordinary unspеcifiable service; and

WHEREAS, the experience, knowledge of public insurance and risk management issues and judgmental nature required of a Risk Management Consultant are clearly an extraordinary unspеcifiable service which therefore render competitive bidding impractical;

NOW THEREFORE, be it resolved that the governing body of the Borough of Longport does hereby appoint David F. Miller/ CJ Adams Co Ins. Inc., as its Risk Management Consultant in accordance with 40A:11-5 and;

BE IT FURTHER RESOLVED that the governing body is hereby authorized and directed to execute the Consultant's Agreement annexed hereto and to cause a notice of this decision to be published according to NJSА 40A:11-5 (1), (a), (i).

ATTEST: _____
(signature)

MUNICIPALITY REP: _____
(signature)

PRINT NAME: _____

PRINT REP NAME: _____

DATE: _____

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

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DATE OF ADOPTION:
12/21/2022

/s/ MONICA A. KYLE, RMC

BOROUGH OF LONGPORT

RESOLUTION # 2022-159

AUTHORIZING TRANSFER OF APPROPRIATIONS

WHEREAS, the Chief Financial Officer of the Borough of Longport deems that it is in the best interest of the Borough to transfer appropriations from the specific line items in the 2022 Current Funds and Utility Funds; and

WHEREAS, transfers are permitted by N.J.S.A.40A:4;

NOW THEREFORE BE IT RESOLVED that the following transfers are made:

CURRENT FUND

FROM:

TO:

Other Insurance Premiums \$5,000

Gasoline/Diesel \$5,000

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:

12/21/2022

/s/ MONICA KYLE, RMC

**Longport Borough Financial Report
Current and Utility Fund-Summary Only**

November-22

(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	10/31/2022	\$10,592,752.32
Revenues		
Taxes		2,803,770.82
Fees and Permits		150.00
Construction Fees		4,034.00
Beach Fees		1,506.00
Municipal Court		1,589.75
Interest on Investments		6,646.45
Miscellaneous		17,081.00
State Aid/Grants		6,379.05
Surplus Recognized		0.00
Total Revenues	11/30/2022	\$2,841,157.07
Disbursements		
Checks/payroll/debt/ due to capital/grants		\$4,030,196.97
Non-cash Surplus		0.00
Total Disbursements	11/30/2022	\$4,030,196.97
Ending Balance	11/30/2022	\$9,403,712.42

Utility Fund		
Beginning Balance	10/31/2022	\$2,933,651.85
Revenues		
Water/Sewer Rents		\$107,360.19
Interest		1,764.89
Miscellaneous		2,788.00
Transfers from Current for Capital		0.00
Total Revenues	11/30/2022	\$111,913.08
Disbursements		
Checks/Payroll/Debt		\$166,307.43
Total Disbursements	11/30/2022	\$166,307.43
Ending Balance	11/30/2022	\$2,879,257.50