

**BOROUGH OF LONGPORT WORKSHOP COMMISSION MEETING  
MUNICIPAL BUILDING, 2305 ATLANTIC AVE  
LONGPORT, NJ 08403  
FRIDAY, NOVEMBER 18, 2022 – 9:00 AM**

The meeting was called to order at 9:00 am.

Municipal Clerk Kyle read the Opening Statement pursuant to the Open Public Meetings Act. A notice of this meeting was emailed to the Press of Atlantic City and The Ocean City Sentinel on November 14, 2022. In addition, copies of notices were posted on the bulletin board and filed in the office of the municipal clerk. Notices on the bulletin board have remained continuously posted.

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

Borough Solicitor Affanato, Administrator Porter, Engineer Dennis, CFO Kelly, and Municipal Clerk Kyle also present. Library Director Gerhard also in attendance.

Mayor Russo stated the location of the emergency exits and discussed opportunities for public comment.

Administrator Porter:

Administrator Porter said that the municipal budget process for the upcoming year would start within the next two weeks. He added that the goal is introduce the new 2023 budget in February. He added that most of the annual professional appointments would be prepared for the December 7<sup>th</sup> regular commission meeting. He explained that the street opening repair project would begin soon and that the Borough would be caught up on this project.

Borough Solicitor Affanato:

Borough Solicitor Affanato discussed new State requirements that all rental units and businesses have proof of liability insurance. He added that he is reviewing the Borough's rental Code and those of other municipalities. He requested feedback from the Governing Body to see if it had any recommendations or changes regarding rental regulations. He also discussed a new rental self-certification process. There was further discussion on rental regulations and short-term rentals.

Solicitor Affanato also discussed beach tag fees for 2023. He noted that holiday tags are currently for sale at the regular rate. There was discussion on increasing beach tag fees as well as adding daily beach tag sales.

Borough Engineer Dennis:

Borough Engineer Dennis said that there are four capital projects that were scheduled to begin soon including work on Monmouth Avenue, the water tank, Atlantic Avenue, and the street-opening repair project. He discussed the second phase of Winchester Avenue and that the Borough is looking for matching grant funds for this project. He noted that some of the upcoming construction projects will have minor impacts on traffic. There was further discussion that if there are any issues that the public should call Borough Hall or the engineer's office. Mayor Russo asked about the electric vehicle charging

station and Administrator Porter provided him with an update on the project as well as the need for an ordinance regarding the new charging station parking spaces and fees.

Mayor Russo:

Mayor Russo announced that a Longport fire truck will be included as part of the upcoming Ventnor Holiday Parade.

Commissioner Leeds:

Commissioner Leeds stated that there will be a paper shredding event open to Longport and Margate residents tomorrow from 9 am to 12 noon at the Margate City Public Works Yard. He also discussed Ordinance 2022-18 that is on the regular meeting agenda for a first reading/ introduction. He discussed the ordinance rates. CFO Kelly explained that that Municipal Auditor Garcia did an analysis regarding the borough's water/ sewer service rates and based on the upcoming water and sewer construction work, including renovation of the water tower, that it was recommended to raise the rates. She added that excess fees have not changed. There was further discussion on this topic.

Commissioner Lawler:

Commissioner Lawler discussed the appointment of new members to the Longport Planning and Zoning Board. There was further discussion on this topic.

Municipal Clerk Kyle:

Nothing further to report.

Miscellaneous:

Solicitor Affanato discussed an ordinance on the regular meeting agenda for a first reading/ introduction for the police department to designate an Open Public Records Act records custodian.

**Motion to Adjourn** – Commissioner Leeds, seconded by Commissioner Lawler. All in Favor – Yes. None Opposed. Meeting adjourned at 9:26 am.

**BOROUGH OF LONGPORT COMMISSION MEETING  
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LONGPORT, NJ 08403  
FRIDAY, NOVEMBER 18, 2022**

The meeting was called to order with the flag salute at 9:27 am. Mayor Russo asked that the meeting begin with a moment of silence in memoriam of long-time Longport Planning and Zoning Board member Joel Goldman.

Municipal Clerk Kyle read the Opening Statement pursuant to the Open Public Meetings Act. A notice of this meeting was emailed to the Press of Atlantic City and The Ocean City Sentinel on November 14, 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.

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

Borough Solicitor Affanato, Administrator Porter, Engineer Dennis, CFO Kelly, Chief Culmone, and Municipal Clerk Kyle also present. Library Director Gerhard also in attendance.

Emergency exits and public comment information provided by Mayor Russo.

Best Practices Inventory Discussion – this item for discussion was postponed to the next scheduled regular meeting of December 7, 2022.

Municipal Clerk Kyle announced that the Longport Public Library will be hosting a Tree and Menorah Lighting on December 9<sup>th</sup> at 6 pm behind Borough Hall.

Approval of Minutes:

Municipal Clerk Kyle requested a motion to approve the minutes from the October 19, 2022, Workshop and Regular Commission Meetings. Commissioner Leeds made a motion, seconded by Commissioner Lawler, to approve the minutes from the October 19, 2022, meeting. ALL AYES- none opposed.

**ORDINANCES – SECOND READING/ PUBLIC HEARING on Ordinance O2022-16 – An Ordinance Amending Chapter 161 – Vehicles and Traffic of the Code of the Borough of Longport, Atlantic County, New Jersey, as it Pertains to Handicapped Parking.**

Bob English of 130 N. 32<sup>nd</sup> Avenue asked how the process worked for a handicapped parking space, including if there is a re-application process. Chief Culmone addressed his question.

**ORDINANCE:**

Number	Title
2022-16	An Ordinance Amending Chapter 161 – Vehicles and Traffic of the Code of the

Purpose	Borough of Longport, Atlantic County, New Jersey, as it Pertains to Handicapped Parking  The purpose of this ordinance is to amend Schedule 2A Handicapped Parking of Chapter 161 to remove a no longer needed handicapped parking space.
Motion	Motion – Mayor Russo, seconded by Commissioner Lawler to Adopt Ordinance #O2022-16.
Roll Call Vote	Mayor Russo – YES. Commissioner Leeds – YES. Commissioner Lawler – YES. ALL AYES. None opposed.

The following ordinances were introduced for a first reading/ introduction:

**First Reading/ Introduction of Ordinance O2022-17 – An Ordinance Amending Article I Chapter 42-1.** *A second reading and public hearing will be held at the December 7, 2022, Regular Commission Meeting that will follow the 4 pm workshop meeting.*

**ORDINANCE:**

Number	Title
2022-17	An Ordinance Amending Article I, Chapter 42-1
Purpose	The purpose of this ordinance is to amend and add an additional Custodian of Records for the police department.
Motion	Motion – Mayor Russo, seconded by Commissioner Lawler to Introduce Ordinance #O2022-17.
All in Favor	ALL AYES. None opposed.

**First Reading/ Introduction of Ordinance O2022-18 – An Ordinance to Establish Water-Sewer Rates.** *A second reading and public hearing will be held at the December 7, 2022, Regular Commission Meeting that will follow the 4 pm workshop meeting.*

**ORDINANCE:**

Number	Title
2022-18	An Ordinance to Establish Water-Sewer Rates
Purpose	The purpose of this ordinance is to establish and adopt water and sewer service rates changed to each unit effective in the next billing cycle for the year 2023.
Motion	Motion – Commissioner Lawler, seconded by Commissioner Leeds to Introduce Ordinance #O2022-18.
All in Favor	ALL AYES. None opposed.

Public Comment or questions on listed resolutions:

There were no public comments or questions on the listed resolutions.

**RESOLUTIONS – CONSENT AGENDA (R2022-124 through R2022-132):**

Number	Title
2022-124	A Resolution Awarding Professional Service Contract (Employee Assistance Program) MOTION – RUSSO, SECOND- LAWLER, All AYES- none opposed.
2022-125	Award of Contract to Garden State Laboratories, Inc., Hillside, New Jersey, for the Water Testing of the Longport Water System at Various Locations MOTION – RUSSO, SECOND- LAWLER, All AYES- none opposed.
2022-126	A Resolution Establishing the Borough Employee Holiday Schedule for Year 2023 MOTION – RUSSO, SECOND- LAWLER, All AYES- none opposed.
2022-127	A Resolution of the Borough of Longport, County of Atlantic, State of New Jersey, Setting the 2023 Board of Commissioners Meeting Schedule MOTION – RUSSO, SECOND- LAWLER, All AYES- none opposed.
2022-128	Authorizing Transfer of Appropriations MOTION – RUSSO, SECOND- LAWLER, All AYES- none opposed.
2022-129	Award of Contract for the 2022 Various Street Opening Repairs to Ricky Slade Construction Inc., of Bridgeton, NJ MOTION – RUSSO, SECOND- LAWLER, All AYES- none opposed.
2022-130	Change Order of Contract to Leafy Green Landscaping, PO Box 534, Buena, NJ, 08310, for the 2022 Lawn Care & Spring Clean Up at Various Locations MOTION – RUSSO, SECOND- LAWLER, All AYES- none opposed.
2022-131	A Resolution Authorizing Contracts with Certain Approved Cooperative Pricing Agreements for Contracting Units Pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c) MOTION – RUSSO, SECOND- LAWLER, All AYES- none opposed.
2022-132	Authorizing a Tax Refund Due to Overpayment MOTION – RUSSO, SECOND- LAWLER, All AYES- none opposed.

**BILL LIST**

Commissioner Leeds asked if there were any questions on the Bill List. There were none. MOTION – LEEDS, SECOND – RUSSO. ALL IN FAVOR - ALL AYES. NONE OPPOSED.

**FINANCIAL SUMMARY REPORT**

Commissioner Leeds asked if there were any questions on the Financial Summary Report. There were none. MOTION – LEEDS, SECOND – LAWLER. ALL IN FAVOR - ALL AYES. NONE OPPOSED.

**ADMINISTRATOR’S REPORT:**

Nothing further to report.

**SOLICITOR’S REPORT:**

Nothing further to report.

**ENGINEER’S REPORT:**

Nothing further to report.

**COMMISSIONERS REPORTS:**

**MAYOR RUSSO**

Mayor Russo - nothing further to report.

**COMMISSIONER LEEDS**

Commissioner Leeds - nothing further to report.

**COMMISSIONER LAWLER**

Commissioner Lawler – nothing further to report.

**PUBLIC COMMENT**

Fran Kenny of 225 N. 36<sup>th</sup> Avenue requested an update on the bulkhead repair project on Amherst Avenue. Engineer Dennis provided an update. He added that the Borough is waiting for permit approval from the NJ Department of Environmental Protection, and that he was hoping to go out to bid soon for this project.

**ADJOURNMENT**

MOTION – COMMISSIONER LAWLER, SECOND – COMMISSIONER LEEDS. All AYES- none opposed.  
Adjournment – 9:38 am.