

**Borough of Surf City
Governing Body Meeting Minutes**

Mayor F. Hodgson called the meeting to order, reading the following statement: in compliance with the Open Public Meetings Act of the State of New Jersey, adequate notice of this meeting of the Borough Council has been provided to three newspapers and published in the January 30, 2020 issue of the Beach Haven Times. Due to the COVID-19 pandemic, this meeting took place on a remote platform called GoTo Meeting during the regularly scheduled time. Notice of directions and call-in information had been published in the December 3, 2020 edition of the Beach Haven Times and posted on the Borough website.

Roll call reflected the following members present: Councilman John G. Hadash, Councilman Peter Hartney, Councilman William D. Hodgson, Councilman James B. Russell, Councilwoman Jaqueline L. Siciliano & Mayor Francis R. Hodgson. Absent: none.

All present joined Mayor F. Hodgson in a salute to the Flag.

Councilman Russell moved to the approve Resolution 2021-01. Council President Klose seconded the motion. With a vote in the affirmative, the following was approved.

BE IT RESOLVED by the Borough Council of the Borough of Surf City that the Committee appointments for 2021 as made by Mayor Hodgson be and are as follows.

Water and Sewer	Klose, Siciliano, Russell
Streets and Roads	Siciliano, Hadash, Klose
Police	Wm. Hodgson, Hartney, Hadash
Public Property & Lifeguards	Russell, Hartney, Wm. Hodgson
Revenue and Finance	Wm. Hodgson, Siciliano, Klose
Beach Fees and Beach Protection	Hartney, Russell, Wm. Hodgson
Sanitation	Hadash, Siciliano, Wm. Hodgson
Environmental & Public Interest	Hartney, Russell, Klose

The following Council members voted aye: Mr. Hadash, Mr. Hartney, Mr. Wm. Hodgson, Mr. Klose, Mr. Russell & Mrs. Siciliano. Nays: none. Abstentions: none. Absent: none.

Councilman Hartney moved to the approve Resolution 2021-02. Councilman Russell seconded the motion. With a vote in the affirmative, the following was approved.

BE IT RESOLVED by the Borough Council of the Borough of Surf City that John H. Klose shall serve as President of Council for the year 2021.

The following Council members voted aye: Mr. Hadash, Mr. Hartney, Mr. Wm. Hodgson, Mr. Klose, Mr. Russell & Mrs. Siciliano. Nays: none. Abstentions: none. Absent: none.

Councilman Hartney moved to the approve Resolution 2021-03. Councilman Russell seconded the motion. With a vote in the affirmative, the following was approved.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Surf City that James Russell be and is hereby appointed a Class III member of the Land Use Board for a 1-year term expiring on December 31, 2021.

The following Council members voted aye: Mr. Hadash, Mr. Hartney, Mr. Wm. Hodgson, Mr. Klose, Mr. Russell & Mrs. Siciliano. Nays: none. Abstentions: none. Absent: none.

Council President Klose moved to the approve Resolution 2021-09. Councilman Wm. Hodgson seconded the motion. With a vote in the affirmative, the following was approved.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Surf City that the Fire Company President be and is hereby given authorization to apply on behalf of the Surf City Volunteer Fire Company for any permit necessary for Fire Company projects planned during the year 2021 and that no-fee permits be issued for same.

The following Council members voted aye: Mr. Hadash, Mr. Wm. Hodgson, Mr. Klose, & Mrs. Siciliano. Nays: none. Abstentions: none. Absent: none. Councilman Hartney & Councilman Russell recused themselves form this item of business.

Councilman Russell moved to the approve the following resolutions in the consent agenda. Councilman Hartney seconded the motion. With a vote in the affirmative, the following was approved.

RESOLUTION 2021-04

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Surf City that the following personnel appointments, as recommended by Mayor Hodgson, be and are hereby approved, effective January 1, 2021.

- Municipal Clerk, Administrator, Qualified Purchasing Agent, Christine Hannemann
- Pending Improvement Search Official, Supplemental Fire Services
- Coord, Community Development Block Grant Representative,
- Affirmative Action Public Agency Compliance Officer, ADA
- Municipal Coordinator, CRS Coordinator, Deputy Zoning Officer,
- Emergency Management Coordinator (exp. 12/31/2022)
- Water/Sewer Rents Collector, JIF Safety Coordinator, Michael P. Gross
- Recycling Coordinator, Tax Search Official.
- Tax Collector & Assistant Treasurer Carrie Haberstroh
- Chief of Police John N. Casella
- Police Liaison to the Mayor John N. Casella
- Zoning Officer Sandi Gomez

Borough Superintendent, Driver #1, Carpenter	Robert McGowan
Equipment Operator, Recycling Coordinator	
Water/Sewer Foreman, Plumber #1	Mike Ingling
W/S Maintenance Operator	Arthur Yahn
Laborer – Streets & Roads, Sanitation	Alex Buck
Laborer – Streets & Roads, Sanitation	Ryan Boyd
Laborer – Streets & Roads, Sanitation	Dennis McCarthy
Laborer – Streets & Roads, Sanitation	Davonte Olivio
Laborer – Streets & Roads, Sanitation	Kenneth Wilson
Laborer, Custodian Class 3	Lenny Wilson
Laborer – Streets & Roads, Sanitation, Mechanic	Brian Miller
Laborer – Streets & Roads, Sanitation	
Laborer - Water/Sewer, Plumber # 2	Shane Nooney
Laborer - Water/Sewer, Plumber # 2	Jason LaVoie
Pre and post-season part-time lifeguard operations	Mark Dileo
Pre and post season badge checker part time operations	Renee Pawlishak
Part time clerk in the municipal offices	Amanda Dolack
Part time clerk in the municipal offices	Mark Errico

RESOLUTION 2021-05

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Surf City that the following personnel appointments, as recommended by Mayor Hodgson, be and are hereby approved, Effective January 1, 2021 terminating December 31, 2021.

Municipal Court

Court Administrator	Tracey Figueiras
Court Recorder/Machine Operator	Jenna Letts

RESOLUTION 2021-06

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Surf City that the following personnel appointments, as recommended by Mayor Hodgson, be and are hereby approved.

Land Use Board

Class II Member

1-year term expiring on December 31, 2021

Sandra Klose

Class IV Members

4-year term expiring December 31, 2024

John McMenamin & Paul Hoover

Alternate Member #1
2-year term expiring December 31, 2021
George Wachter

RESOLUTION 2021-07

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Surf City that the following personnel appointments, as recommended by Mayor Hodgson, be and are hereby approved.

Joint Environmental Commission
1-year term expiring on 12/31/2021 David Wright
1-year term expiring on 12/31/2021 Cathleen Engelsen

RESOLUTION 2021-08

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Surf City that the following personnel appointments, as recommended by Mayor Hodgson, be and are hereby approved.

Board of Health
3-year term expiring on 12/31/2023 Mary Lee Little
3-year term expiring on 12/31/2023 Sandra Klose

RESOLUTION 2021-10

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Surf City that the Administrator be and is hereby given authorization to apply on behalf of the Municipality for any permit necessary for Municipal Projects planned during the year 2021 and that no-fee permits be issued for same.

RESOLUTION 2021-11

Adopt Temporary Budget

WHEREAS, N.J.S.A. 40A:4-19 provides for the making of temporary appropriations for the first quarter of the fiscal year; and

WHEREAS, the Governing Body of the Borough of Surf City in the County of Ocean, desires to provide for an orderly method in which to meet claims during the period prior to the adoption of the 2021 budget.

NOW, THEREFORE, BE IT RESOLVED that the appropriations, as attached hereto, which do not exceed twenty-six and one quarter (26.25%) percent of the 2021 appropriations exclusive of Debt Service, Capital Improvement Fund and Public Assistance, are hereby adopted as the 2021 Temporary Budget and Temporary Capital Budget.

RESOLUTION 2021-12

BE IT RESOLVED by the Borough Council of the Borough of Surf City that the Council

Meetings of the Borough for the year 2021 shall be held on any Wednesday of each month and will be conducted on a remote platform called GoTo Meeting. All attendees are asked to mute their phones until the open public comment portion of the meeting.

You can join the meeting from your computer, tablet, or smartphone. New to GoToMeeting? Get the app now and be ready when your first meeting starts:
<https://global.gotomeeting.com/install/696598629>

You can also dial in using your phone by following the prompts. United States (Toll Free):
1 866 899 4679 or United States: +1 (571) 317-3116

The meeting code for all meetings is: 696 598 629.

January	6, 13, 20, 27	July	7, 14, 21, 28
February	3, 10, 17, 24	August	4, 11, 18, 25
March	3, 10, 17, 24, 31	September	1, 8, 15, 22, 29
April	7, 14, 21, 28	October	6, 13, 20, 27
May	5, 12, 19, 26	November	3, 10, 17, 24
June	2, 9, 16, 23, 30	December	1, 8, 15, 22, 29

All regular business shall be addressed on the second Wednesday of each month commencing at 7:30 p.m., with exceptions. Action may or may not be taken. The agenda and documents relevant to the remote meetings will be made available at www.surfcitynj.org/savethetrip. Any persons with questions or comments for the public comment portion of the meeting may submit them to the Borough Clerk no later than 4:30 pm, on the day of the scheduled meeting by emailing frontdesk@surfcitynj.org. All persons will have the opportunity to be heard during the public comment portions of the meeting. Any questions about this process should be directed to (609)494-3064.

RESOLUTION 2021-13

BE IT RESOLVED by the Mayor and Council of the Borough of Surf City that all banks and savings and loan associations insured by the F.D.I.C. and the F.S.L.I.C. located in the County of Ocean, and the New Jersey Cash Management Fund be, and they are hereby, designated depositories of Borough Funds; and

BE IT FURTHER RESOLVED that the Treasurer (Chief Financial Officer) shall select the institution for the depository of funds based on the highest rate of interest paid or services rendered based on a competitive bid basis with no less than three bids received verbally or in writing; and

BE IT FURTHER RESOLVED that, if verbal or phone bids are utilized, the Treasurer (Chief Financial Officer) shall keep a permanent log on the calls, noting the institution contacted, time, date, title of person quoting rates and amount quotations are being received on;

and

BE IT FURTHER RESOLVED that all verbal and telephone quotations shall be received on the same business day.

RESOLUTION 2021-14

BE IT RESOLVED by the Borough Council of the Borough of Surf City that Mayor Francis R. Hodgson, Sr., President of Council John H. Klose, Municipal Clerk Christine Hannemann and Treasurer (Chief Financial Officer) Michael P. Gross, be and they are hereby authorized to sign all checks and drafts against the Current Account, Water/Sewer Account and Dog License Account; and

BE IT FURTHER RESOLVED that the Tax Collector Carrie Haberstroh and/or Treasurer (Chief Financial Officer) Michael P. Gross are hereby authorized to sign checks on the Tax Certificate Account; and

BE IT FURTHER RESOLVED that a facsimile signature is authorized for the Treasurer (Chief Financial Officer) Michael P. Gross.

BE IT FURTHER RESOLVED that the Chief Financial Officer Michael P. Gross and/or the Municipal Clerk Christine Hannemann be, and they are hereby authorized to sign all checks on the Payroll Account.

BE IT FURTHER RESOLVED that the Assistant Treasurer, Carrie Ann Haberstroh, be and hereby authorized to sign all checks and drafts against the Current Account, Water/Sewer Account, and Dog License Account in the absence of the Treasurer (Chief Financial Officer) Michael P. Gross.

BE IT FURTHER RESOLVED that the Court Administrator Tracey Figueiras and/or the Municipal Judge, Damian Murray be, and they are hereby authorized to sign all checks on the Municipal Court Account.

RESOLUTION 2021-15

BE IT RESOLVED by the Borough Council of the Borough of Surf City that the Mayor or President of Council and the Municipal Clerk are hereby authorized to sign all legal papers pertaining to the business of the Borough.

RESOLUTION 2021-16

BE IT RESOLVED by the Borough Council of the Borough of Surf City that the interest rate to be charged for all delinquent taxes, water rents, sewer rents and other liens of whatever nature shall be eight (8%) percent per annum for all delinquencies of under \$1,500.00; and

BE IT FURTHER RESOLVED that all interest rates on all such delinquencies of \$1,500.00 and over shall be eighteen (18%) percent per annum; and

BE IT FURTHER RESOLVED as provided by Statute, there shall be a ten (10) day grace

period. All payments must be physically received by the Finance Office by the close of the 10th calendar day to avoid being delinquent and subject to interest.

RESOLUTION 2021-17

WHEREAS, N.J.S.A. 40A:5-21 authorizes the re-establishment of a Petty Cash Fund in any county or municipality by application and resolution; and

WHEREAS, it is the desire of the Borough Council of the Borough of Surf City, County of Ocean, to re-establish such a fund for the Borough of Surf City in the amount of \$200.00; and

WHEREAS, the custodian of the fund is Michael P. Gross, C.M.F.O., who is bonded for the amount of \$100,000; such custodian shall maintain records for this fund in a manner conducive to proper accounting and auditing procedures.

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council hereby authorizes such action and that two copies of this resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval

RESOLUTION 2021-18

BE IT RESOLVED by the Borough Council of the Borough of Surf City that Carrie Haberstroh be and is hereby appointed as Certifying Agent for the Public Employees Retirement System, the Police Fire Retirement System, Defined Contribution Retirement Plan and the Deferred Compensation Retirement Plan.

RESOLUTION 2021-19

BE IT RESOLVED by the Borough Council of the Borough of Surf City that any contractors submitting bids shall submit proof of adequate insurance prior to performance of work or acceptance of bid and execution of contract.

RESOLUTION 2021-20

BE IT RESOLVED by the Borough Council of the Borough of Surf City that the newspapers chosen by the Borough Council for all legal advertising by the Borough shall be the Beach Haven Times, the Beacon, the Asbury Park Press and the Press of Atlantic City.

RESOLUTION 2021-21

BE IT RESOLVED by the Borough Council of the Borough of Surf City that Michael P. Gross, be and is hereby appointed to represent the Borough of Surf City as “Fund Commissioner” for the Ocean County Municipal Joint Insurance Fund and the Sustainable Energy Joint Meeting; and

BE IT FURTHER RESOLVED that said appointment shall be for a term of one year expiring on December 31, 2021.

RESOLUTION 2021-22

WHEREAS, the Borough of Surf City needs the services of the following professionals as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5:

Municipal Engineer, Municipal Prosecutor(s), Alternate Municipal Prosecutors, Municipal Auditor, Municipal Bond Counsel, Municipal Labor Counsel, Municipal Conflict Counsel, Municipal Public Defender, Municipal Appraiser and Alternate Conflict Prosecutor; and

WHEREAS, the Chief Financial Officer has determined and certified that the value of the acquisition may exceed \$17,500, the maximum amount of the contract to be awarded under this Resolution is set forth in the 2021 Municipal Budget: and

WHEREAS, funds are available for this purpose as certified by the Chief Financial Officer; and

WHEREAS, the listed individuals have submitted a proposal indicating they will provide the related services per their schedule of rates, as attached, or included in the agreement; and

WHEREAS, the listed individuals have completed and submitted a Business Entity Disclosure Certification, which certifies that they have not made any reportable contributions to a political or candidate committee in the Borough of Surf City in the previous one year, and that the contract will prohibit them from making any reportable contributions through the term of the contract, and

WHEREAS, the Local Public professional be made available for public inspection.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE BOROUGH OF SURF CITY, COUNTY OF OCEAN, STATE OF NEW JERSEY, as follows:

1. That the following be appointed for the Borough of Surf City for a term of one (1) year, commencing January 1, 2021 and ending December 31, 2021.

Municipal & Land Use Engineer Frank Little and the Firm Owen Little, Associates

Municipal Prosecutor Steven Zabarsky, Esq.

Alternate Prosecutors Ronald DeLigny, Esq., Barry Stieber, Esq., Paul Granick, Esq. and Brian Wilkie, Esq.

Municipal Auditor Holman, Frenia, Allison, P.C

Municipal Bond Counsel Michael Gluck and the Firm of Gluck, Walrath, LLP.

Municipal Labor Counsel James Holzapfel, Esq. and Steven Zabarsky, Esq., of the Firm of Citta, Holzapfel and Zabarsky

Municipal Public Defender Debra Rumpf, Esq

Alternate Conflict Prosecutor Bonnie Peterson, Esq
Municipal Appraiser Henry Mancini
Municipal Attorney Christopher J. Connor, Esq.
Land Use Attorney Kevin S. Quinlan, Esq.

2. The Mayor and Municipal Clerk are hereby authorized and directed to execute the attached agreements with said professionals.

3. These contracts are without competitive bidding and is awarded as a professional service in accordance with N.J.S.A. 40A:11-5(1)(a)(i) of the Local Public Contracts Law because it is for services to be performed by a person(s) authorized to practice a recognized profession.

4. A notice of this action shall be printed once in the official newspaper of the Borough of Surf City.

5. This resolution takes effect January 1, 2021.

6. A certified copy of this resolution shall be provided by the Borough Clerk to the Chief Financial Officer and to each professional.

7. That a certificate of availability of funds executed by the Chief Financial Officer is annexed hereto.

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

The following Council members voted aye: Mr. Hadash, Mr. Hartney, Mr. Wm. Hodgson, Mr. Klose, Mr. Russell & Mrs. Siciliano. Nays: none. Abstentions: none. Absent: none.

Mayor F. Hodgson called for any comments from the public. There were no comments.

Councilman Russell moved to adjourn the meeting. Councilman Hartney seconded the motion. With a vote in the affirmative, the meeting was adjourned.

Respectfully submitted,



Christine Hannemann, RMC/CMR/QPA
Borough Clerk/Administrator