

BOROUGH OF LONGPORT
COMMISSION MEETING MINUTES

Jan 2, 2015

3 pm

PURSUANT TO THE OPEN PUBLIC MEETINGS ACT, ADEQUATE NOTICE OF THIS MEETING HAS BEEN PROVIDED IN ACCORDANCE WITH THE LAW.

AGENDA

Flag Salute- Meeting called to order- Roll Call: Russo, Leeds, Lawler in attendance

Open Public Meeting Announcement-Fire Exits-Public Speaking time limit

Approval of minutes for the 12/17/14 Commission meeting – Commissioner Leeds motioned to approve and seconded by Commissioner Lawler. ALL AYES/no opposed

ORDINANCE ((2nd Reading/Public Comment)

O2014-15 Amending Chapter 116-Noise,Fumes,Odors and Glare

Public Comment

Murray Bevitz, 15 S Colgate stated not in the best interest of the Borough and opposes the amendment.

Dolores DiCardi, 9 S Woodcrest, suggested to make the changes effective between the months of Oct to beginning of March (winter months)

Len Geria, 7 S 34th Ave, spearheaded the changes specifically for the use of daylight, safety and cost factors. Trash collections make as much noise with no complaints from anyone.

COMMISSIONER LEEDS MOTION TO WITHDRAW THE ORDINANCE AND THE MOTION WAS SECONDED BY COMMISSIONER LAWLER. ROLL CALL- RUSSO/YES, LAWLER/YES, LEEDS/YES

Public Comment/Questions on Resolutions listed on this agenda (3 minutes/person) No comment

Resolutions

R2015-01 Appointing a Deputy Municipal Clerk- KYLE

WHEREAS, it is in the interest of the Borough of Longport to fill the position of Deputy Municipal Clerk; and

NOW THEREFORE BE IT RESOLVED by the Governing Body of the Borough of Longport that Monica Kyle is hereby appointed to the position of Deputy Municipal Clerk and shall serve as such at all meetings of the Governing Body only.

All resolutions or parts of resolutions inconsistent herewith are hereby repealed and this resolution shall take effect immediately.

Deputy Clerk Carter has submitted his resignation as Deputy Clerk. Monica Kyle has been selected to replace him as she has taken the courses and only needs to test for the RMC license.

Mayor Russo motion/Commissioner Lawler seconded. ALL AYES- no oppose

R2015-02 Cash Management Plan

WHEREAS, it is the desire of the governing body to adopt a cash management plan to comply with the requirements of NJSA 40A:5-14 and to provide a guide to municipal officials and employees in carrying out their duties concerning the receipt and disbursement of all funds of the municipality.

WHEREAS, the following requirement shall be adhered to:

Statement of Purpose

1. *The Cash Management Plan is prepared pursuant to the provisions of NJSA 40A:5-14 in order to set forth the basis for the deposit and investment of certain public funds of the Borough of Longport, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits, Transfers and the Permitted Investments will be done to insure the safety, liquidity, and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.*

II. Authorized Depositories

The Municipality shall annually designate the legal depositories, funds in certificates of deposits, and other time deposits in banks by resolution in accordance with NJSA 40A: 5-15.1, that must be covered by the Governmental Unit Depository Protection Act, NJSA 17:9-14 et seq. (GUDPA). The Municipality is also authorized to invest its assets in the New Jersey Cash Management Fund and the New Jersey Asset and Rebate Management program. This resolution may be amended or supplemented from time to time, as the Municipality deems necessary. Such resolution shall be deemed a part of the Cash Management Plan.

III. Authorized Signatures

The Municipality shall annually establish by resolution and adopted at its annual reorganization meeting the required signatories to all bank accounts.

IV. Identification of Funds and Accounts to be Covered by the Plan

The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Borough of Longport:

Current Fund

Utility Fund

The following funds shall not be required to be maintained in interest bearing accounts:

Change Funds

Petty Cash Funds

Payroll Funds

Trust Funds – to the extent that the deposit of such funds to an interest bearing account would require by law the payment of interest to the provider of funds.

Checking Accounts – established for the express purpose of paying bills approved by the governing body. The balances in these funds shall be kept at the minimum amount required for the orderly operation of the account.

Compensating Balances – maintained for the purpose of obtaining specific services from financial institutions. Such accounts shall be established only under terms of written agreements approved by the governing body.

V. Designation of Officials of the Borough of Longport Authorized to Make Deposits, Transfers and Investments Under the Plan.

The Chief Financial Officer of The Borough of Longport and the CFO's designee are hereby authorized and directed to deposit, transfer and/or invest the funds referred to in the Plan. The CFO or CFO designee shall each have the authority to transfer and invest funds in excess of requirement in accordance with this plan in insured obligations, overnight repurchase agreements, collateralized repurchase agreements and certificates of deposit with eligible public depositories qualified by this plan.

In the absence of the Chief Finance Officer, the CFO's designee is authorized to transfer required funds to the payroll and checking accounts for the purposes of, and to the extent necessary for, issuance of required payroll and payment of claims and payables.

Prior to making any such Deposits, Transfers, or any Permitted Investments, such officials of the Borough of Longport are directed to supply to all active depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan.

No municipal funds shall be disbursed by any municipal official prior to approval of the governing body except for:

Debt Service payments

Investments and/or Transfers to/from Longport Current, Utility or Trust Funds.

Payroll turnovers to agencies

Discount vouchers or immediate needs

Debt Service payments, discount vouchers and immediate needs must be ratified after payment.

VI. Responsibilities

The Chief Finance Officer or Designee of the Chief Finance Officer:

- a. Shall ensure that all funds held by the Borough are safeguarded in accordance with these procedures and applicable law.*
- b. Shall maximize the Borough's interest income by prudently investing funds in excess of immediate needs in assets providing a high level of security for both principal and interest earnings, and in accordance with the rules and regulations of the State of New Jersey and the Borough's Bond Documents.*
- c. Shall maintain records of all Borough bank accounts, investments, and certificate of deposits.*
- d. Shall insure adequate separation of duties between authority to transfer or invest funds and the responsibility for recording in, accounting for and reconciling the Borough's ledgers and other books of account.*
- e. Shall provide a monthly report that provides the summary of financial balances for revenues and appropriations.*
- f. Shall provide a report that summarizes investment made or redeemed in the past month, each organization holding local unit funds, and the amount of securities purchased or sold, class or type of securities purchased, book value, earned income, fees incurred, and market value of all investments as of the report date, and any other information that the governing body may request or the CFO deems prudent to report.*

VII. Liability

Provided that local unit funds are deposited or invested as designated or authorized by this cash management plan, the Chief Financial Officer and the CFO designee is relieved of any liability for any loss of such moneys due to the insolvency or closing of any depository designated by, or for the decrease in value of any investment authorized by, the cash management plan.

VIII. Audit

This plan, and all matters pertaining to the implementation of it, shall be subject to the Municipality's annual audit.

NOW, THEREFORE, BE IT RESOLVED, that the above cash management plan be adopted by the governing body of the Borough of Longport, effective for the 2015 calendar year.

*Commissioner Lawler motion/Commissioner Leeds seconded. ALL AYES-no oppose
R2015-03 Designating Depository Banks*

WHEREAS, it is necessary for the efficient conduct of the business of the Borough of Longport that suitable banks and institutions be designated as official investment\depositories of the Borough; and

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Longport as follows:

That the banks and institutions listed below, any branches of same whether or not specifically listed by location, and/or their successors in the event of merger or acquisition of any such institution by another, be and hereby are designated as official depositories or investment banks of the funds of the Borough of Longport

<i>NAME</i>	<i>ADDRESS</i>
<i>BANK OF AMERICA</i>	<i>2900 Atlantic Ave, Atlantic City, NJ</i>
<i>CAPE SAVINGS BANK</i>	<i>7806 Ventnor Ave, Margate, NJ</i>
<i>TD BANK</i>	<i>1120 Tilton Road, Northfield, NJ</i>
<i>CROWN BANK</i>	<i>100 New Road, Linwood, NJ</i>
<i>FIRST NATIONAL BANK OF ABSECON</i>	<i>2201 New Road, Northfield, Nj</i>
<i>FOX CHASE BANK</i>	<i>6059 Black Horse Pike, Egg Harbor Twp, NJ</i>
<i>HUDSON UNITED BANK</i>	<i>3219 Atlantic Brigantine Blvd, Brigantine, NJ</i>
<i>MINOTOLA NATIONAL BANK</i>	<i>2106 New Road, Linwood, NJ</i>
<i>NEW JERSEY ASSET & REBATE MANAGEMENT PROGRAM</i>	<i>821 Alexander Road, Princeton, NJ</i>
<i>OCEAN CITY HOME BANK</i>	<i>9219 Atlantic Ave, Margate, NJ</i>
<i>SUSQUEHANNA PATRIOT BANK</i>	<i>2106 New Road, Ste B1, Linwood, NJ</i>
<i>PARKE BANK</i>	<i>501 Tilton Road, Northfield, NJ</i>
<i>PNC BANK</i>	<i>801 Boardwalk, Atlantic City, NJ</i>
<i>SELECT BANK</i>	<i>501 Zion Road, #9, Egg Harbor Twp, NJ</i>
<i>SUN NATION BANK</i>	<i>7903 Ventnor Ave, Margate, NJ</i>
<i>THE BANK</i>	<i>610 Mill Road, Absecon, NJ</i>
<i>WELLS FARGO BANK</i>	<i>1301 Atlantic Ave, Atlantic City, NJ</i>
<i>MERRILL LYNCH WEALTH MANAGEMENT</i>	<i>3100 Hingston Ave, Egg Harbor Twp, NJ</i>
<i>UBS FINANCIAL SERVICES</i>	<i>1337 Tilton Road, Northfield, NJ</i>

New Jersey Asset & Rebate Management Program (NJ/ARM), to the extent authorized pursuant to applicable bond resolutions and the provisions of the New Jersey Arbitrage Rebate Management Trust Agreement associated therewith.

New Jersey Class Program (CLASS), to the extent authorized pursuant to applicable bond resolutions and the provisions of the New Jersey CLASS program.

State of New Jersey Cash Management Fund

That checks drawn on any account in which the Borough's funds are deposited hereunder be negotiable only upon signature by each of the following duly appointed or elected officials of the Borough for their terms of office. Chief Financial Officer; Clerk of the Borough; Mayor of the Borough, and Commissioners of the Borough. Each of said officials of the Borough be and hereby is authorized to execute checks drawn on such accounts, provided that at all times, one of the required signatures for signing checks consist of the Chief Financial Officer or the Borough Clerk.

The Chief Financial Officer of the Borough be and hereby is authorized to execute such documents as may be necessary to open accounts in such institutions on the Borough's behalf.

The Chief Financial Officer of his or her designee is authorized to effectuate any transfer of funds as required for the payment of debt service, immediate need payments, payroll, and regular payments approved by Commissioners at their formal commission meeting.

4. This resolution shall take effect only upon review and approval by the Borough of Longport Commissioners.

Commissioner Leeds motion/Commissioner Lawler seconded. ALL AYES-no oppose

R2015-04 Temporary Budget for 2015

WHEREAS, the total appropriations in the 2014 budget exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance is the sum of \$6,,268,946.19 in the Current Fund and \$962,400.00 in the Water/Sewer Utility Fund;

WHEREAS, twenty six and one quarter percent (26.25%) of the total appropriations in the 2014 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2015 budget is the sum of \$1,645,598.37 for the Current Fund and \$252,630.00 for the Water/Sewer Utility Fund;

THEREFORE, BE IT RESOLVED that the following appropriations shall constitute the temporary current and water and sewer budgets of the Borough of Longport for 2015:

CURRENT FUND

General Admin	OE	5,000
Human Resources	SW	9,180
Human Resources	OE	3,500
Mayor & Commissioners	SW	8,500
Mayor & Commissioners	OE	2,500
Clerk	SW	22,000
Clerk	OE	10,000
Finance	SW	9,180
Finance	OE	3,500
Audit		30,600
Data Processing		2,000
Tax Collection	SW	12,800
Tax Collection	OE	3,000
Tax Assessment	SW	5,100
Tax Assessment	OE	3,500
Legal	OE	60,000

Engineer	OE	30,000
Land Use	SW	2,700
Land Use	OE	3,500
Uniform Construction	SW	52,000
Uniform Construction	OE	5,000
Other Code Enforcement	SW	500
Other Code Enforcement	OE	1000
Liability Insurance		55,000
Joint Insurance Fund		3,000
Workers Compensation		95,000
Group Insurance		149,638.37
Health Benefit Waiver		2400
Police	SW	444,000
Police	OE	35,000
Dispatch	SW	75,000
Emergency Mgmt	SW	2000
Emergency Mgt	OE	2000
Community Rating System	SW	2000
Community Rating System	OE	1000
Fire	SW	9,000
Fire	OE	8,000
Prosecutor	SW	4,000
Public Works	SW	95,000
Public Works	OE	28,000
Solid Waste Collection		51,000
Solid Waste Tip Fees		20,000
Buildings & Grounds	OE	26,000
Animal Control	OE	1,000
Recreation	SW	1,000
Recreation	OE	4,000
Parks	OE	5,000
Beach	SW	6,000

Beach	OE	3,000
Beach Control	OE	4,000
Electric		42,000
Street Lights		23,000
Telephone		10,000
Natural Gas		20,000
Fuel		20,000
Social Security		65,000
Municipal Court	SW	45,000
Municipal Court	OE	2,000
Public Defender	SW	1,500
DCRP		1000

Subtotal Current Fund		1,645,598.37
-----------------------	--	--------------

Debt Service

Bond Payment		450,000
Bond Interest		143,450
Note Interest		3,100
Loan Repayment		30,000
Subtotal Debt Service		626,550

Total Current Fund		2,272,148.37
--------------------	--	--------------

UTILITY FUND

Utility	SW	100,000.00
Utility	OE	132,630.00
Social Security		20,000.00

Subtotal Utility Fund		252,630
-----------------------	--	---------

Debt Service	
Note Interest	1,425
Bond Payment	75,000
Bond Interest	19,125
	<hr/>
Subtotal Debt Service	<hr/>
Total Utility	<u><u>348,180</u></u>

Mayor Russo motion/Commissioner Leeds seconded. ALL AYES-no oppose
R2015-05 Authorizing Water/Sewer Overage Payment Refund

WHEREAS, the below listed acted in good faith and paid the water and sewer bill for Block 72, lot 7 in the Borough of Longport; and

WHEREAS, the homeowner submitted a dispute to the Public Works Department; and

WHEREAS, Public Works calibrated the meter in question and found to be working improperly and said malfunction was verified by W/S Superintendent .

NOW, THEREFORE, BE IT RESOLVED by the Commission of the Borough of Longport that the following overpayment be refunded to to the below listed homeowner.

BE IT FURTHER RESOLVED that certified copies of this resolution be forwarded to the Tax Collector and the Finance Officer by the Borough Clerk.

REFUND TO:	BLOCK	LOT	AMOUNT	YEAR
Pedro & Mary Beredjiklian	72	7	\$ 275.00 (water)	2012
11 S 31 st Avenue			\$ 176.40 (sewer)	
		Total	\$ 451.40	

Commissioner Leeds motion/Commissioner Lawler seconded. ALL AYES-no oppose
Bill Pay List –read into record by Commissioner Leeds. Asked if anyone had any questions. No questions from the public. Commissioner Leeds made motion to approve and seconded by Commissioner Lawler. ALL AYES-no oppose

Commissioners’ Reports

The Mayor stated that there will be monthly reports for the police, building and engineer dept to give status of what each department has. This report will be presented at the next meeting and posted on the website.

Commissioners Leeds and Lawler had nothing to add


Public Comment

Murray Bevit, 15 S Colgate, congratulated Monica on her appointment as Deputy Municipal Clerk and stated that she does an excellent job in the Building Dept

Mrs. Magid, 1803 Beach Terrace, reported that there are no minutes posted on the website.

Adjournment

With no further business to discuss, Commissioner Lawler made motion to adjourn the meeting which was seconded by Commissioner Leeds. ALL AYES-no oppose

A handwritten signature in cursive script, reading "Emilia R. Strawder", is written over a horizontal line.

Emilia R. Strawder, RMC

Meeting adjourned at 3:27 pm