Borough of Longport

Incorporated 1898

AGENDA- January 4, 2012

In compliance with the Open Public Meeting Act, Chapter 231, P.L. 1975, the notice requirements have been satisfied as to the time, place and date of holding said meeting by posting notice on the bulletin board in the Borough Hall and by mailing same to the Press of Atlantic City and The Downbeach Current - November, 2011.

1. CALL **MEETING TO ORDER**, ROLL CALL, FLAG SALUTE, ANNOUNCEMENTS

2. **APPROVAL OF MINUTES** FOR COMMISSION MEETING 12/21/2011

3. **RESOLUTIONS**

R2012-01	**Cancel Water/Sewer Balances of $10 or Less for 2011**
R2012-02	**Cancel Tax Balances of $10 or Less for 2011**
R2012-03	**Authorizing Award/Non-Fair and Open Contract to Richard L. Carter, P.E.P.P. CME for Professional Services Relating to Municipal Engineer**
R2012-04	**Designating Depository Banks for Funds of the Borough of Longport and Authorizing Officials of the Borough to Sign Necessary Banking Documents**
R2012-05	**Authorizing Cash Management Plan**
R2012-06	**Temporary Budget for 2012**
R2012-07	**2012 National Wear Red for Women Day (2/3/2012)**

4. **BILL PAY LIST**
5. **COMMISSIONERS REPORTS**
6. **PUBLIC COMMENT**
7. **ADJOURNMENT**

POSTED: 1-3-2012 **REVISED: 1-4-2012**

Next Commission Meeting – Jan 18th, **4:30 pm** for the Workshop Session and **5 pm** for the Regular Session.

Senior Luncheon- *January 18th @ noon sponsored by Chickie's and Pete's*

BOROUGH OF LONGPORT
RESOLUTION 2012-01

CANCELWATER/SEWER BALANCES OF 10.00 OR LESS FOR 2011

WHERAS, it has been determined by the Utility Collector that the properties on Schedules "A & B" have a past due balance of $10.00 or less regarding Water/Sewer charges in the Fiscal year 2010, and;

WHEREAS, it is the desire of the Governing Body to have these balances cancelled as per N.J.S.A 54:5;

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Longport, County of Atlantic, State of New Jersey, that:

1. The Utility Collector is hereby authorized to cancel any and all balances of $10.00 or less for 2011 regarding Water / Sewer charges, as appears on Schedules "A & B" which is made apart hereof.

BE IT FURTHER RESOLVED, that a certified copy of this resolution, along with the attached schedule "A & B", be forwarded to the Municipal Clerk and Finance Officer.

ADOPTED_____

BOROUGH OF LONGPORT
RESOLUTION 2012-02

CANCEL TAX BALANCES OF 10.00 OR LESS
FOR 2011

WHERAS, it has been determined by the Tax Collector that the properties on Schedule "A" have a past due balance of $10.00 or less regarding Tax charges in the Fiscal year 2011, and;

WHEREAS, it is the desire of the Governing Body to have these balances cancelled as per N.J.S.A 54:5;

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Longport, County of Atlantic, State of New Jersey, that:

1. The Tax Collector is hereby authorized to cancel any and all balances of $10.00 or less for 2011 regarding Property Tax charges, as appears on Schedule, "A" which is made apart hereof.

BE IT FURTHER RESOLVED, that a certified copy of this resolution, along with the attached schedule "A", be forwarded to the Municipal Clerk and Finance Officer.

ADOPTED_____

BOROUGH OF LONGPORT
COUNTY OF ATLANTIC
STATE OF NEW JERSEY
R 2012-03

AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT TO RICHARD L. CARTER, P.E., P.P., CME FOR PROFESSIONAL SERVICES RELATING TO MUNICIPAL ENGINEER

WHEREAS, the Borough of Longport has appointed Richard L. Carter as Municipal Engineer for a term from January 01, 2010 to December 31, 2012; and

WHEREAS, the payment of said services is provided for under a yearly Agreement, which original Agreement was dated January 01, 2010 to December 31, 2010; and

WHEREAS, it is the desire of the Governing Body to continue said Agreement from January 01, 2012 to December 31, 2012 at the same base rate of $72,000.00 per annum; and

WHEREAS, the extension of said Agreement shall constitute a non-fair and open contract pursuant to the provisions of N.J.S.A. 19-44-20.4; and

WHEREAS, the total value of said Agreement will exceed $17,500.00; and

WHEREAS, Richard L. Carter, P.E., P.P., CME has previously completed and submitted a Business Entity Disclosure Certification which certified that Richard L. Carter, P.E., P.P., CME had not made any reportable contributions to a political or candidate committee of the members of the Borough of Longport Commission in the previous one (1) year prior to his appointment as Municipal Engineer, and that the extension of this Agreement will prohibit Richard L. Carter, P.E., P.P., CME from making any reportable contributions through December 31, 2012; and

WHEREAS, a Certificate of Available Funds as prepared by the Municipal Chief Financial Officer is hereby attached to this Resolution in accordance with Law.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Borough of Longport that it hereby authorizes the Mayor to extend the existing Agreement with Richard L. Carter, P.E., P.P., CME for the period January 01, 2012 through December 31, 2012; and

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

Adopted: _____

I. Thomas D. Hiltner, Clerk of the Borough of Longport, Atlantic County, N.J., do hereby certify the forgoing 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 January 04, 2012 and that said Resolution was adopted by not less that a two-thirds vote of the members of the Longport Board of Commissioners

THOMAS D. HILTNER, RMC - MUNICIPAL CLERK

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BOROUGH OF LONGPORT

RESOLUTION #2012-04

RESOLUTION DESIGNATING DEPOSITORY BANKS FOR FUNDS OF THE BOROUGH OF LONGPORT AND AUTHORIZING OFFICIALS OF THE BOROUGH TO SIGN NECESSARY BANKING DOCUMENTS

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:

1. 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:

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

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.

Adopted:

BOROUGH OF LONGPORT

RESOLUTION #2012-05

A RESOLUTION AUTHORIZING A 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:

I. Statement of Purpose

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 2011 calendar year.

Adopted:

BOROUGH OF LONGPORT

RESOLUTION #2012-06
TEMPORARY BUDGET FOR YEAR 2012

WHEREAS, the total appropriations in the 2011 budget exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance is the sum of $5,765,427.43 in the Current Fund and $953,750 in the Water/Sewer Utility Fund;

WHEREAS, twenty six and one quarter percent (26.25%) of the total appropriations in the 2011 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2012 budget is the sum of $1,513,424.70 for the Current Fund and $250,359.37 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 2012:

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		28,000
Data Processing		2,000
Tax Collection	SW	8,160
Tax Collection	OE	2,500
Tax Assessment	SW	5,100
Tax Assessment	OE	2,500
Legal	OE	45,000
Engineer	OE	24,000
Land Use	SW	2,700
Land Use	OE	3,500
Uniform Construction	SW	50,000
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		65,000
Group Insurance		129,904.70
Police	SW	444,000
Police	OE	35,000
Dispatch	SW	70,000
Emergency Mgmt	SW	500
Emergency Mgt	OE	500
Community Rating System	SW	500
Community Rating System	OE	500
Fire	SW	9,000
Fire	OE	8,000
Prosecutor	SW	2,500
Public Works	SW	91,800
Public Works	OE	18,000
Solid Waste Collection		51,000
Solid Waste Tip Fees		20,000
Buildings & Grounds	OE	18,000
Animal Control	OE	5,400
Recreation	SW	1,000
Recreation	OE	4,000
Parks	OE	5,000
Beach	SW	4,000
Beach	OE	2,000
Beach Control	OE	4,000
Electric		42,000
Street Lights		23,000
Telephone		8,000
Natural Gas		15,000
Fuel		16,000
Social Security		60,000
Municipal Court	SW	45,000
Municipal Court	OE	2,000
Public Defender	SW	1,500
Subtotal Current Fund		1,513,424.70
Debt Service		
Bond Payment		
Bond Interest		68,000.00

Loan Repayment		50,000.00
Subtotal Debt Service		118,000.00
Total Current Fund		1,631,424.70
UTILITY FUND		
Utility	SW	125,359.12
Utility	OE	111,000.25
Social Security		14,000.00
Subtotal Utility Fund		250,359.37
Debt Service		
Bond Payment		
Bond Interest		
Subtotal Debt Service		
Total Utility		250,359.37

ADOPTED:

Borough of Longport
R2012-07

2012 National Wear Red Day for Women

WHEREAS, diseases of the heart are the nations' leading cause of death and stroke is the fourth leading cause of death;
WHEREAS, cardiovascular disease claims the lives of nearly 420,000 American females each year, approximately one death per minute;
WHEREAS, each year, nearly 52 % of all deaths due to cardiovascular disease and 60 % of stroke deaths occur in females;
WHEREAS, in 2008, the direct and indirect cost of cardiovascular diseases in the U.S. including stroke, was nearly $298 billion;
WHEREAS, nearly as many women die of heart disease, stroke, and all other cardiovascular diseases than the next four leading causes of death combined, including all cancers;
WHEREAS, February is designated as American Heart Month;
WHEREAS, Go Red for Women is the American Heart Association's national call to increase awareness about heart disease- the leading cause of death for women- and to inspire women to take charge of their heart health and reduce risk;
WHEREAS, all women should learn their own personal risk for heart disease, using tools such as the American Heart Association's My Life Check, Go Red for Women Heart CheckUp, Go Red BetterU-and by talking to their healthcare provider;
WHEREAS, taking action and making the right choices relating to proper nutrition, physical activity, and other healthy lifestyle choices are essential to living a heart healthy life; and
WHEREAS, by choosing to MAKE IT YOUR MISSION! You can save lives.
NOW, THEREFORE, We, the Governing Body of the Borough of Longport, in recognition of the importance of the ongoing fight against heart disease and stroke, do hereby proclaim Friday, February 3, 2012 to be **NATIONAL WEAR RED DAY FOR WOMEN** in the Borough of Longport and urge all citizens to show their support for women and the fight against heart disease and stroke by commemorating this day by the wearing of the color red. By increasing awareness, speaking up about heart disease and stroke, and empowering women to reduce their risk for cardiovascular disease, we can save thousands of lives each year.

Adopted:

BOROUGH OF LONGPORT
COMMISSION MEETING MINUTES 1.4.2012

In attendance: Mayor Nicholas Russo, Commissioner James P. Leeds, Sr., Commissioner Daniel Lawler, Solicitor Pacifico Agnellini, Municipal Engineer Richard Carter, Deputy Clerk Emilia Strawder and CFO Jenna Kelly. ABSENT: Municipal Clerk Tom Hiltner

WORKSHOP SESSION

Mayor Russo – Fundraiser for the Navy Seals scheduled for July 5th, Thursday @ 6:30 pm will consist of a three mile run and a ¼ mile ocean swim. Registration fee is $30. Another meeting is set for 1/11/12
Beach Badges- a sample of the season badge and senior badge for 2012 was shown to the Governing Body. The badge is designed to memorialize the 100th anniversary of the Longport Fire Dept.
Town clock- approximately $25,000 has been raised. The Mayor suggested the ceremony should be in the spring. A discussion was held regarding the electric lines (Electric Co. will be notified) and the street signs (County to be notified) being relocated for this project.
Recycling grant information was turned over to Commissioner Leeds for followup.

Commissioner Lawler – stated that Jeff Hesley will be invited into the regular meeting to give an update on the re-val assessment

Commissioner Leeds – stated that permits for new house construction and renovation projects have exceeded the last three years.

Solicitor Agnellini – Will have a meeting with Mr. Carter on Tuesday to discuss the bulkhead matter. Mr Carter has completed the historical research and has a draft ordinance that should be reviewed by Mr. Agnellini and possibly introduced. The Borough does not have a review process on bulkhead design. Mr. Agnellini suggests that, after he reviews and straightens out the language, the ordinance be introduced regarding bulkheads.

With no further business to discuss, Commissioner Lawler made motion to adjourn the workshop session and seconded by Commissioner Leeds. ALL AYES

REGULAR SESSION

Flag Salute conducted, Sunshine Notice read

ROLL CALL : (Same as in workshop)

Mayor Russo announced emergency exits and public speaking rule.

MINUTES OF THE 12.21.11 MEETING – Commissioner Leeds made motion to approve the minutes and seconded by Commissioner Lawler. MINUTES APPROVED.

RESOLUTIONS
R2012-01 CANCEL WATER/SEWER BALANCES OF 10.00 OR LESS FOR 2011

WHEREAS, it has been determined by the Utility Collector that the properties on Schedules "A & B" have a past due balance of $10.00 or less regarding Water/Sewer charges in the Fiscal year 2010, and;
WHEREAS, it is the desire of the Governing Body to have these balances cancelled as per N.J.S.A 54:5;
NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Longport, County of Atlantic, State of New Jersey, that:

1. The Utility Collector is hereby authorized to cancel any and all balances of $10.00 or less for 2011 regarding Water / Sewer charges, as appears on Schedules "A & B" which is made apart hereof.

BE IT FURTHER RESOLVED, that a certified copy of this resolution, along with the attached schedule "A & B", be forwarded to the Municipal Clerk and Finance Officer.

Commissioner Lawler made motion to approve R2012-01 and seconded by Commissioner Leeds.
MOTION APPROVED

R2012-02 CANCEL TAX BALANCES OF 10.00 OR LESS FOR 2011
WHEREAS, it has been determined by the Tax Collector that the properties on Schedule "A" have a past due balance of $10.00 or less regarding Tax charges in the Fiscal year 2011, and;
WHEREAS, it is the desire of the Governing Body to have these balances cancelled as per N.J.S.A 54:5;
NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Longport, County of Atlantic, State of New Jersey, that:

1. The Tax Collector is hereby authorized to cancel any and all balances of $10.00 or less for 2011 regarding Property Tax charges, as appears on Schedule, "A" which is made apart hereof.

BE IT FURTHER RESOLVED, that a certified copy of this resolution, along with the attached schedule "A", be forwarded to the Municipal Clerk and Finance Officer.

Commissioner Lawler made motion to approve R2012-02 and seconded by Commissioner Leeds.
MOTION APPROVED

R2012-03 AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT TO RICHARD L. CARTER, P.E., P.P., CME FOR PROFESSIONAL SERVICES RELATING TO MUNICIPAL ENGINEER
WHEREAS, the Borough of Longport has appointed Richard L. Carter as Municipal Engineer for a term from January 01, 2010 to December 31, 2012; and
WHEREAS, the payment of said services is provided for under a yearly Agreement, which original Agreement was dated January 01, 2010 to December 31, 2010; and
WHEREAS, it is the desire of the Governing Body to continue said Agreement from January 01, 2012 to December 31, 2012 at the same base rate of $72,000.00 per annum; and
WHEREAS, the extension of said Agreement shall constitute a non-fair and open contract pursuant to the provisions of N.J.S.A. 19-44-20.4; and

WHEREAS, the total value of said Agreement will exceed $17,500.00; and

WHEREAS, Richard L. Carter, P.E., P.P., CME has previously completed and submitted a Business Entity Disclosure Certification which certified that Richard L. Carter, P.E., P.P., CME had not made any reportable contributions to a political or candidate committee of the members of the Borough of Longport Commission in the previous one (1) year prior to his appointment as Municipal Engineer, and that the extension of this Agreement will prohibit Richard L. Carter, P.E., P.P., CME from making any reportable contributions through December 31, 2012; and

WHEREAS, a Certificate of Available Funds as prepared by the Municipal Chief Financial Officer is hereby attached to this Resolution in accordance with Law.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Borough of Longport that it hereby authorizes the Mayor to extend the existing Agreement with Richard L. Carter, P.E., P.P., CME for the period January 01, 2012 through December 31, 2012; and

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

Commissioner Leeds stated that this resolution authorizes the continuation of his contract for another year. Mayor Russo wanted to make it a matter of record that he is happy with Mr. Carter's service to the Borough.

Mayor Russo made motion to approve R2012-03 and seconded by Commissioner Leeds. MOTION APPROVED

R2012-04

RESOLUTION DESIGNATING DEPOSITORY BANKS FOR FUNDS OF THE BOROUGH OF LONGPORT AND AUTHORIZING OFFICIALS OF THE BOROUGH TO SIGN NECESSARY BANKING DOCUMENTS

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:

1. 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:

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MERRILL LYNCH WEALTH MANAGEMENT, 3100 Hingston Ave, Egg Harbor Twp, NJ
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 Lawler made motion to approve R2012-04 and seconded by Commissioner Leeds. MOTION APPROVED.

R2012-05 A RESOLUTION AUTHORIZING A 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:

I.Statement of Purpose

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 2011 calendar year.

Commissioner Lawler made motion to approve R2012-05 and seconded by Mayor Russo. MOTION APPROVED

R2012-06 TEMPORARY BUDGET FOR YEAR 2012

WHEREAS, the total appropriations in the 2011 budget exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance is the sum of $5,765,427.43 in the Current Fund and $953,750 in the Water/Sewer Utility Fund;

WHEREAS, twenty six and one quarter percent (26.25%) of the total appropriations in the 2011 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2012 budget is the sum of $1,513,424.70 for the Current Fund and $250,359.37 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 2012:

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		28,000
Data Processing		2,000
Tax Collection	SW	8,160
Tax Collection	OE	2,500
Tax Assessment	SW	5,100
Tax Assessment	OE	2,500
Legal	OE	45,000
Engineer	OE	24,000
Land Use	SW	2,700
Land Use	OE	3,500
Uniform Construction	SW	50,000
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		65,000
Group Insurance		129,904.70
Police	SW	444,000
Police	OE	35,000

Dispatch	SW	70,000
Emergency Mgmt	SW	500
Emergency Mgt	OE	500
Community Rating System	SW	500
Community Rating System	OE	500
Fire	SW	9,000
Fire	OE	8,000
Prosecutor	SW	2,500
Public Works	SW	91,800
Public Works	OE	18,000
Solid Waste Collection		51,000
Solid Waste Tip Fees		20,000
Buildings & Grounds	OE	18,000
Animal Control	OE	5,400
Recreation	SW	1,000
Recreation	OE	4,000
Parks	OE	5,000
Beach	SW	4,000
Beach	OE	2,000
Beach Control	OE	4,000
Electric		42,000
Street Lights		23,000
Telephone		8,000
Natural Gas		15,000
Fuel		16,000
Social Security		60,000
Municipal Court	SW	45,000
Municipal Court	OE	2,000
Public Defender	SW	1,500
Subtotal Current Fund		1,513,424.70
Debt Service		
Bond Payment		
Bond Interest		68,000.00
Loan Repayment		50,000.00
Subtotal Debt Service		118,000.00
Total Current Fund		1,631,424.70

UTILITY FUND

Utility	SW	125,359.12
Utility	OE	111,000.25
Social Security		14,000.00
Subtotal Utility Fund		250,359.37
Debt Service		
Bond Payment		
Bond Interest		
Subtotal Debt Service		
Total Utility		250,359.37

Commissioner Lawler made motion to approve R2012-06 and seconded by Mayor Russo. MOTION APPROVED

R2012-07 2012 National Wear Red Day for Women

WHEREAS, diseases of the heart are the nations' leading cause of death and stroke is the fourth leading cause of death;

WHEREAS, cardiovascular disease claims the lives of nearly 420,000 American females each year, approximately one death per minute;

WHEREAS, each year, nearly 52 % of all deaths due to cardiovascular disease and 60 % of stroke deaths occur in females;

WHEREAS, in 2008, the direct and indirect cost of cardiovascular diseases in the U.S. including stroke, was nearly $298 billion;

WHEREAS, nearly as many women die of heart disease, stroke, and all other cardiovascular diseases than the next four leading causes of death combined, including all cancers;

WHEREAS, February is designated as American Heart Month;

WHEREAS, Go Red for Women is the American Heart Association's national call to increase awareness about heart disease- the leading cause of death for women- and to inspire women to take charge of their heart health and reduce risk;

WHEREAS, all women should learn their own personal risk for heart disease, using tools such as the American Heart Association's My Life Check, Go Red for Women Heart CheckUp, Go Red BetterU-and by talking to their healthcare provider;

WHEREAS, taking action and making the right choices relating to proper nutrition, physical activity, and other healthy lifestyle choices are essential to living a heart healthy life; and

WHEREAS, by choosing to MAKE IT YOUR MISSION! You can save lives.

NOW, THEREFORE, We, the Governing Body of the Borough of Longport, in recognition of the importance of the ongoing fight against heart disease and stroke, do hereby proclaim Friday, February 3, 2012 to be **NATIONAL WEAR RED DAY FOR WOMEN** in the

Borough of Longport and urge all citizens to show their support for women and the fight against heart disease and stroke by commemorating this day by the wearing of the color red. By increasing awareness, speaking up about heart disease and stroke, and empowering women to reduce their risk for cardiovascular disease, we can save thousands of lives each year.

Mayor Russo made motion to approve R2012-07 and seconded by Commissioner Lawler. MOTION APPROVED.

BILL PAY LIST (see attached)

Commissioner Lawler asked if anyone had any questions regarding the bill pay list. With no questions from the audience, Commissioner Lawler made motion to approve the bill pay list and seconded by Mayor Russo. MOTION APPROVED.

COMMISSIONERS REPORTS

Mayor Russo reported that Sgt. Steve Cianci from the police dept has officially retired and was presented his retirement badge and ID card. The Police Dept is currently in the process of hiring a replacement officer.
(See notes from workshop session regarding comments that the Mayor repeated for his report)

Commissioner Leeds had nothing to add to his report other than what was mentioned in the workshop session.

Commissioner Lawler requested that Jeff Hesley give a re-val update, but Hesley was assisting a resident at the Tax Counter. Commissioner Lawler requested a 10 minute break to allow time for Mr. Hesley to complete his resident assist.
Commissioner Lawler made motion for a 10 minute break. Mayor Russo seconded.
10 MINUTE BREAK****

Meeting called to order with a motion from Commissioner Lawler and second by Mayor Russo.

Tax Assessor Jeff Hesley reported that they are down to the last days of the re-val with Saturday probably being the last day. Preliminary letters of assessment will be mailed the 2nd or 3rd week in January and then allow time for people to discuss the evaluation. The report is in with the County Board of Taxation and there have been no problems – all citizens have been cooperative.

PUBLIC COMMENT

No comments from the public

WITH NO FURTHER BUSINESS TO DISCUSS , MAYOR RUSSO MADE MOTION TO ADJOURN THE MEETING AND SECONDED BY COMMISSIONER LAWLER.

MEETING ADJOURNED @ 5:17 PM

Emilia R. Strawder-Deputy Clerk

Nicholas M. Russo/ Mayor

James P. Leeds, Sr/Commissioner

Daniel Lawler/ Commissioner