

The regular meeting of the Board of Commissioners of the Borough of Harvey Cedars, NJ was called to order by Mayor Oldham at 4:30pm. Commissioners Imperiale and Rice were present.

The Mayor asked all to rise for the Pledge of Allegiance.

The Mayor stated to the best of his knowledge all the requirements of the Sunshine Law have been met. Pursuant to the applicable portions of the New Jersey Open Public Meetings Act, adequate notice of this meeting has been given. The schedule of this meeting of the Board of Commissioners of the Borough of Harvey Cedars is listed in the notice of meetings posted on the bulletin board located in the Borough Hall and the Borough’s website and was published on December 26, 2020 in the Asbury Park Press and on December 31, 2020 in the Beach Haven Times.

Motion to approve the minutes of the previous meeting held on October 1, 2021 was made by Commissioner Imperiale, seconded by Commissioner Rice.

The Mayor read the following ordinance by title and number and stated that proof of publication is on hand and the ordinance has been posted.

ORDINANCE #2021-18 SECOND READING

AN ORDINANCE OF THE BOROUGH OF HARVEY CEDARS APPROPRIATING THE SUM OF \$15,000 FROM THE GENERAL CAPITAL IMPROVEMENT FUND FOR CERTAIN CAPITAL IMPROVEMENTS IN THE BOROUGH OF HARVEY CEDARS

Motion to open public discussion: Commissioner Rice
Second: Commissioner Imperiale

There were no public questions or comments.

Motion to close public discussion: Commissioner Rice
Second: Commissioner Imperiale

Motion to adopt: Commissioner Rice
Second: Commissioner Imperiale

Vote: Ayes – Oldham, Rice, Imperiale

A copy of the full ordinance as adopted is filed in the ordinance book.

The Mayor read the following resolutions by title only and asked for motions to adopt after reading each title. Copies of the full resolutions are attached hereto and made a part hereof:

RESOLUTION #2021-089:

GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT

Motion to adopt: Commissioner Rice
Second: Commissioner Imperiale

RESOLUTION #2021-090:

APPROVAL OF CORRECTIVE ACTION PLAN FOR THE 2020 AUDIT

Motion to adopt: Commissioner Rice
Second: Commissioner Imperiale

RESOLUTION #2021-091:

AUTHORIZING THE 2021 BEST PRACTICES CHECKLIST FOR THE BOROUGH OF HARVEY CEDARS

Motion to adopt: Commissioner Imperiale
Second: Commissioner Rice

RESOLUTION #2021-092:

AUTHORIZING THE UTILITY COLLECTOR TO ADJUST CERTAIN WATER/SEWER CHARGES

Motion to adopt: Commissioner Rice
Second: Commissioner Imperiale

RESOLUTION #2021-093: Bills

Motion to approve bills for payment: Commissioner Rice
Second: Commissioner Imperiale

RESOLUTION #2021-094: Fire Company President Craig Coddington presented to the Board an application for membership into the Fire Company. After a discussion of the approval process, the Board of Commissioners unanimously approved membership into the High Point Volunteer Fire Company to **Robert Baker, Jr.**

PRIVILEGE OF THE FLOOR –

Police Chief Burnaford reported the First Aid Squad contacted him about the Verizon manholes that are sticking-up on the south bound lane at the north end of town; Commissioner Rice has also received complaints; the Mayor said the County told him Verizon has been contacted, however the County also said Verizon takes a while to respond. The Chief said he advised the First Aid Squad to also contact Verizon.

Fire Company President Craig Coddington said the Fire Company's Mack Pumper truck was donated to the Fire Museum.

The Board had discussions with the public about beach access with a Polaris from the street, beach drive over access, hard pack and mats for drive overs, and the use of golf carts on the street.

Commissioner Rice thanked the CFO and Clerk for completing the Best Practices Survey in order for the Borough to receive all of its allotted State Aid.

Motion to adjourn: Commissioner Rice
Second: Commissioner Imperiale

Meeting adjourned at 4:49pm.

RESOLUTION #2021-089

GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT

WHEREAS NJSA 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS the Annual Report of Audit for the year 2020 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to NJSA 40A:5-6, and a copy has been received by each member of the governing body; and

WHEREAS RS 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS the Local Finance Board has promulgated NJAC 5:30-6.5, a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations"; and

WHEREAS the members of the governing body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations", as evidenced by the group affidavit form of the governing body attached hereto; and

WHEREAS such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to NJAC 5:30-6.5; and

WHEREAS all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of RS 52:27BB-52, to wit:

RS 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Borough of Harvey Cedars hereby states that it has complied with NJAC 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

PASSED ON: October 18, 2021

RESOLUTION #2021-090

**APPROVAL OF CORRECTIVE ACTION PLAN FOR
THE 2020 AUDIT**

WHEREAS the NJ Division of Local Government Services has promulgated requirements regarding the Annual Audit procedures which include that a Corrective Action Plan must be prepared and submitted within 60 days of the governing body's receiving said audit; and

WHEREAS the Chief Financial Officer of the Borough of Harvey Cedars has prepared the Corrective Action Plan addressing the findings and recommendations in the 2020 audit report.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Borough of Harvey Cedars that the aforementioned Corrective Action Plan for the 2020 Audit (annexed hereto) be and hereby is approved and adopted this 18th day of October 2021.

PASSED ON: October 18, 2021

Corrective Action Plan

Borough of Harvey Cedars
County of Ocean
Audit Report Year: 2020

Finance Office
Rebecca Wessler
Finance Officer

Finding #2020-01

At December 31, 2020, there exists 3 ordinances in the Borough's Water Sewer Capital fund and 2 ordinances in the General Capital Fund with cash deficits in excess of five years old.

Recommendation:

That the Borough seek the necessary funding, either through the issuance of bonds, notes, or budget appropriation, for capital ordinances with cash deficits in excess of five years old.

Explanation and Corrective Action:

Reviewed and will be funded through the budget process.

Implementation Date:

Immediately

RESOLUTION #2021-091

**AUTHORIZING THE 2021 BEST PRACTICES CHECKLIST FOR
THE BOROUGH OF HARVEY CEDARS**

WHEREAS the Best Practices Checklist was authorized through the Fiscal Year 2021 State Budget and is designed by Governor Christie's administration to provide standards by which local government officials can perform an assessment of municipal and county operations; and

WHEREAS the Best Practices Checklist will determine how much of the municipality's final 5% of State aid payment will be disbursed based upon the scoring of the checklist; and

WHEREAS a requirement of the checklist is for the governing body to acknowledge that the completed inventory was placed on an agenda of a public meeting to ensure that local officials have been apprised of all answers.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Borough of Harvey Cedars, County of Ocean, hereby acknowledges and authorizes the completed Best Practices Checklist for the year 2021 completed and submitted by the Chief Financial Officer, a copy of which is attached and is available for public inspection.

PASSED ON: October 18, 2021

RESOLUTION #2021-092

**AUTHORIZING THE UTILITY COLLECTOR TO ADJUST CERTAIN
WATER/SEWER CHARGES**

WHEREAS the Utility Collector of the Borough of Harvey Cedars processes quarterly utility bills based on the prior three months of water usage, and the Borough Superintendent reads and maintains monthly meter readings; and

WHEREAS the following property owners had high water usage for the 3rd quarter of 2021, and Public Works along with the Utility Collector investigated this usage and have agreed to issue credits for this one occasion:

- Rambo Trust – 9 West 79th Street – unresolved extra water usage

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Borough of Harvey Cedars that the Utility Collector is authorized to adjust and issue a one-time credit to the following utility account(s) based on average water usage from prior readings:

ACCOUNT#	WATER CREDIT	SEWER CREDIT
763-0	\$479.96	\$142.06

PASSED ON: October 18, 2021

RESOLUTION #2021-093

October 18, 2021
01:33 PM

BOROUGH OF HARVEY CEDARS
Bill List By P.O. Number

Page No: 1

P.O. Type: All	Open: N	Paid: N	Void: N	
Range: First to Last	Rcvd: Y	Held: Y	Aprv: N	
Format: Condensed	Bid: Y	State: Y	Other: Y	Exempt: Y

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
20000964	09/29/20	GOLD0010	GOLD TYPE BUSINESS MACHINE INC	LPR	5,694.18	0.00	
21-00102	02/02/21	TUCKE010	TUCKERTON LUMBER COMPANY	B&G Supplies	66.41	0.00	B
21-00242	03/11/21	JOSEP010	JOSEPH FAZZIO INC	Metal Stock Salem Plant	586.07	0.00	
21-00479	05/21/21	QUINL005	QUINLAN, ESQ., KEVIN	04/15/21-05/19/21 LUB Invoices	516.67	0.00	
21-00559	06/11/21	MIRAC010	MIRACLE CHEMICAL COMPANY	Chlorine for water plants	860.86	0.00	B
21-00603	06/23/21	ATHLE010	ATHLETIC SPORTS SURFACES LLC	tennis court repair	10,560.00	0.00	
21-00623	06/30/21	OXYGE010	OXYGEN SUPPLY COMPANY	oxygen and acetylene rental	49.00	0.00	B
21-00655	07/07/21	SREG0020	S REGIONAL BOARD OF EDUCATION	2021-2022 Reg. School Taxes	250,826.67	0.00	B
21-00667	07/12/21	NESTL005	NESTLE WATERS NORTH AMERICAN	Spring water refills	43.90	0.00	B
21-00713	07/21/21	MARIN010	MARINE LUMBER & PILING, INC	Parts 78th Street Dock	321.59	0.00	B
21-00722	07/22/21	ACSH0010	AC SHULTES, INC.	Maintenance Inspection	1,350.00	0.00	
21-00741	07/30/21	BEACH050	BEACH HAVEN AUTOMOTIVE, INC	police vehicles	246.28	0.00	B
21-00780	08/10/21	ONEC0010	ONE CALL CONCEPTS INC	Monthly Mark Outs	31.46	0.00	B
21-00789	08/12/21	GOVER010	GOVERNMENT FORMS AND SUPPLIES	Brass Dog Tags for 2022 & 2023	145.00	0.00	
21-00808	08/18/21	AMERIO70	AMERICAN WEAR, INC.	dpw uniforms	424.00	0.00	B
21-00851	09/01/21	BEACH050	BEACH HAVEN AUTOMOTIVE, INC	shop supplies	99.99	0.00	B
21-00894	09/17/21	HIDGL005	HID GLOBAL CORPORATION	silicone supply kit	260.00	0.00	
21-00898	09/17/21	HOME0010	HOME DEPOT/GECF	building and grounds supplies	419.54	0.00	B
21-00905	09/17/21	BEACH050	BEACH HAVEN AUTOMOTIVE, INC	police vehicles	434.50	0.00	B
21-00923	09/22/21	SIRCH005	SIRCHIE ACQUISITION CO LLC	4"x7.5" evidence bag (500)	120.40	0.00	
21-00925	09/22/21	COMCA010	COMCAST CABLE	Monthly Invoice - w&s Charges	526.20	0.00	
21-00932	09/27/21	AMAZO005	AMAZON CAPITAL SERVICES, INC	Public Works Office	299.99	0.00	
21-00939	09/29/21	BURNA010	BURNAFORD, ROBERT	Reimbursement	1,124.97	0.00	
21-00940	09/29/21	GOLDS005	GOLDSTAR SOFTWARE INC	PSQL/Zen 13 License	130.00	0.00	
21-00952	09/30/21	TREAS040	TREASURER, STATE OF NJ	3rd qtr 2021 Marriage Licenses	50.00	0.00	
21-00953	09/30/21	NJDC0010	NJ DCA	3rd Qtr 2021 permits surcharge	831.00	0.00	
21-00956	10/01/21	COMCA010	COMCAST CABLE	Monthly Invoice - Police/Spc	17.50	0.00	
21-00957	10/01/21	LINCO010	LINCOLN FINANCIAL GROUP	2020 LOSAP contribution BLFAS	310.00	0.00	
21-00958	10/04/21	PAVIA005	PAVIA ENTERPRISES LLC	September Courier Service	291.96	0.00	
21-00960	10/06/21	NESTL005	NESTLE WATERS NORTH AMERICAN	water Delivery	102.88	0.00	
21-00961	10/06/21	MUNCL005	MUN CLERKS ASS'N OF ESSEX CO	Annual Mini Conference Reg	50.00	0.00	
21-00962	10/07/21	MAGEL010	LINE SYSTEMS	Monthly Invoice	1,598.21	0.00	
21-00965	10/08/21	JERSE035	JERSEY SHORE CCTV	camera service	603.00	0.00	
21-00967	10/08/21	BURNA010	BURNAFORD, ROBERT	Pants	267.00	0.00	
21-00968	10/08/21	GOLD0010	GOLD TYPE BUSINESS MACHINE INC	July 1 - Sept 30 2021 e ticket	146.20	0.00	
21-00969	10/08/21	LONG0010	LONG BEACH TOWNSHIP	911 Police Dispatch Agreement	37,290.12	0.00	
21-00970	10/08/21	QUINL005	QUINLAN, ESQ., KEVIN	2021-07 D'Aloia Atty Review	150.00	0.00	
21-00971	10/08/21	OWEN0010	OWEN, LITTLE & ASSOCIATES	2021-07 LUB Engineer Review	580.00	0.00	
21-00972	10/12/21	LANGU010	LANGUAGE LINE SERVICES, INC	Phone Interpretation	61.37	0.00	
21-00973	10/12/21	VERIZ040	VERIZON WIRELESS MDTs	Police MDT's	152.04	0.00	
21-00974	10/12/21	HIERIO10	HIERING, GANNON & MC KENNA	September legal fees	1,461.60	0.00	
21-00975	10/12/21	MEADO020	MEADOWBROOK INDUSTRIES LLC	September Trash & Recycling	29,011.26	0.00	
21-00976	10/12/21	SHORE020	SHORE BUSINESS SOLUTIONS	Copier Maintenance Fees	48.04	0.00	
21-00977	10/12/21	PCSLL005	PCS, LLC	Monthly Invoice	1,366.96	0.00	
21-00978	10/12/21	ARMAN005	ARMANDO V. RICCIO, LLC	Legal Services	507.50	0.00	
21-00979	10/12/21	DALE0010	DALE, DAINA	Reimbursements Indeed	194.49	0.00	
21-00980	10/12/21	BOROU010	BOROUGH OF BEACH HAVEN	1st/2nd qtr Construction 2021	18,903.23	0.00	
21-00981	10/13/21	HOLMA010	HOLMAN FRENIA ALLISON PC	Consulting	1,250.00	0.00	
21-00982	10/13/21	HOLMA010	HOLMAN FRENIA ALLISON PC	Audit Services	1,000.00	0.00	
21-00985	10/15/21	VERIZ030	VERIZON WIRELESS - CELL	Police Cell Phones	266.09	0.00	

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type	
21-00989	10/15/21	CENTR035	CENTRAL JERSEY HEALTH INS FUND	November Premium	Open	2,052.00	0.00	
21-00990	10/15/21	OWEN010	OWEN, LITTLE & ASSOCIATES	Monthly Invoices	Open	11,025.21	0.00	
21-00992	10/18/21	ATLAN030	ATLANTIC CITY ELECTRIC	Electric - W&S Charges	Open	6,455.61	0.00	
21-00993	10/18/21	ATLAN030	ATLANTIC CITY ELECTRIC	Electric - Current Charges	Open	5,046.23	0.00	
21-00994	10/18/21	OWEN010	OWEN, LITTLE & ASSOCIATES	Monthly Invoice	Open	400.00	0.00	
21-00995	10/18/21	PEDRO010	PEDRONI FUEL COMPANY	Fuel Charges	Open	1,558.32	0.00	
Total Purchase Orders:		56	Total P.O. Line Items:	0	Total List Amount:	398,185.50	Total Void Amount:	0.00

Totals by Year-Fund		Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
Fund Description	Fund						
Current Fund	0-01	6,004.18	0.00	6,004.18	0.00	0.00	6,004.18
Current Fund	1-01	367,782.48	0.00	367,782.48	0.00	0.00	367,782.48
Utility Operating	1-09	12,785.37	0.00	12,785.37	0.00	0.00	12,785.37
Year Total:		380,567.85	0.00	380,567.85	0.00	0.00	380,567.85
General Capital F	C-04	8,813.83	0.00	8,813.83	0.00	0.00	8,813.83
Utility Capital F	C-08	1,007.97	0.00	1,007.97	0.00	0.00	1,007.97
Year Total:		9,821.80	0.00	9,821.80	0.00	0.00	9,821.80
Dog trust Fund	T-15	145.00	0.00	145.00	0.00	0.00	145.00
Trust Fund	T-17	1,646.67	0.00	1,646.67	0.00	0.00	1,646.67
Year Total:		1,791.67	0.00	1,791.67	0.00	0.00	1,791.67
Total of All Funds:		398,185.50	0.00	398,185.50	0.00	0.00	398,185.50

BE IT RESOLVED by the Commissioners of the Borough of Harvey Cedars, County of Ocean, State of New Jersey, that the foregoing bill list dated October 18, 2021 be paid upon verification by the Chief Financial Officer that sufficient funds are available for the payment of the same.

PASSED ON: October 18, 2021