

MINUTES
ORGANIZATION MEETING BOARD OF COMMISSIONERS January 5, 2017

Flag Salute

Municipal Clerk announced: Notice of the time and place of this meeting has been posted in the office of the Municipal Clerk, mailed to the BEACH HAVEN TIMES and ASBURY PARK PRESS; published on December 29, 2016; and filed with the Municipal Clerk.

AGENDA

The **Municipal Clerk** administered the Oath of Office to Joseph H. Mancini, Ralph H. Bayard and Joseph P. Lattanzi.

The **Municipal Clerk** asked for a Motion to appoint **Joseph H. Mancini** as Mayor:

Motion: Lattanzi

Ayes: Lattanzi, Bayard, Mancini

Second: Bayard

Nays:

AGENDA

DECLARATION: Appointments to LBT Land Use Board

The following shall be appointed as per N.J.S.A. 55D to the LBT Land Use Board as of January 2017, for the following terms:

Ralph H. Bayard, Class III Member:	1 year term
Ronald Pingaro, Class II Member:	1 year term
Lynne J. Schnell, Class IV Member:	4 year term
Richard Jones, Class IV Member, Alternate #2:	2 year term
E. Joseph Hummel, Class 1 Member (Mayor's Designee):	4 year term

ADOPTIONS & APPROVALS

1. Resolution 17-0105.01(a&b): Appoint various members of the Land Use Board:
 - a. Ralph H. Bayard: Class III - 1/1/17 through 12/31/17
 - b. Ronald Pingaro: Class II - 1/1/17 through 12/31/17

RESOLUTION 17-0105.01 (a)

A RESOLUTION APPOINTING A MEMBER TO THE LAND USE BOARD

BE IT RESOLVED THAT in accordance with law, the following Township Official be and is hereby appointed to serve on the Long Beach Township Land Use Board:

Commissioner Ralph H. Bayard as the Class III member for a term commencing January 1, 2017 and expiring December 31, 2017.

BE IT FURTHER RESOLVED that a certified copy of this Resolution will be forwarded to the Secretary of the Long Beach Township Land Use Board.

RESOLUTION 17-0105.01(b)

A RESOLUTION APPOINTING A MEMBER TO THE LAND USE BOARD

BE IT RESOLVED THAT in accordance with law, the following Township Official be and is hereby appointed to serve on the Long Beach Township Land Use Board:

Ronald Pingaro as the Class II member for a term commencing January 1, 2017 and expiring December 31, 2017.

BE IT FURTHER RESOLVED that a certified copy of this Resolution will be forwarded to the Secretary of the Long Beach Township Land Use Board.

2. Resolution 17-0105.02: Assign and designate the Commissioners/Directors to their respective Department

RESOLUTION 17-0105.02

BE IT RESOLVED by the Board of Commissioners of the Township of Long Beach, County of Ocean, State of New Jersey, at the Organizational Meeting of said Board this 5th day of January 2017 that Mayor Joseph H. Mancini be and is hereby assigned the Department of Public Affairs and Safety and is hereby designated as the Director of the Department of Public Affairs and Safety.

BE IT FURTHER RESOLVED that Commissioner Ralph H. Bayard be and is hereby assigned the Department of Public Works, Water/Sewer and Property and is hereby designated as the Director of the Department of Public Works, Water/Sewer and Property.

BE IT FURTHER RESOLVED that Commissioner Joseph P. Lattanzi be and is hereby assigned the Department of Revenue and Finance and is hereby designated as the Director of the Department of Revenue and Finance.

3. Resolution 17-0105.03: Designate departments / areas over which the Commissioners shall have supervision and direction

RESOLUTION 17-0105.03

BE IT RESOLVED by the Board of Commissioners of the Township of Long Beach, County of Ocean, State of New Jersey, at the Organizational Meeting of the Board of Commissioners held this 5th day of January 2017, that the Director of Public Affairs and Safety shall have the supervision and direction of the following departments:

Lifeguards, Beach Badge Program, Police Department, Liaison to Fire and First Aid Departments, State Uniform Construction Code Department, Land Use Board, Emergency Management, Municipal Court, Municipal Prosecutor, Public Defender, Municipal Clerk,

Publicity, Elections and Departmental Labor Negotiations and Personnel Matters.

BE IT FURTHER RESOLVED that the Director of Public Works, Parks and Property shall have supervision and direction of the following departments: Road Repairs and Maintenance, Street Lighting, Garbage and Trash Removal, Public Buildings and Grounds, Sanitary Landfill Expense, Beach Maintenance, Water/Sewer Infrastructure & Plant Operation and Maintenance, Engineering Services and Departmental Labor Negotiations and Personnel Matters.

BE IT FURTHER RESOLVED that the Director of Revenue and Finance shall have supervision and direction of the following departments: Financial Administration, Collection of Taxes, Assessment of Taxes, Annual Audit, Legal Services and Costs, Insurance and Bonds, Communications Administration (i.e. telephones, television channel, website, social media, computers), Purchasing, Health Department, Administration of Public Assistance, liaison, Contributions to various organizations, Water/Sewer Utility Billing Department, and Departmental Labor Negotiations and Personnel Matters.

4. Resolution 17-0105.04: Appoint the Certifying Agents for the administration of the Public Employees' Retirement System, the Police and Firemen's Retirement System, and the Civil Service Commission

RESOLUTION 17-0105.04

BE IT RESOLVED by the Board of Commissioners of the Township of Long Beach, County of Ocean, State of New Jersey, that Elizabeth Jones be and is hereby designated as certifying agent supervisor and that Jennifer Martin be and is hereby designated as a certifying agent to facilitate the administration of the Public Employees' Retirement System and the Police and Fireman's Retirement System in the Township of Long Beach i.e.; the responsibility of processing, at the local level, all documents pertaining to the Public Employees' Retirement enrollments, transfers of members accounts, retirement, withdrawals and claims; and

BE IT FURTHER RESOLVED that the Board of Commissioners of the Township of Long Beach do hereby authorize Lynda J. Wells as the appointing authority and Kyle Ominski as authorized representative to facilitate the administration of the Civil Service Commission in the Township of Long Beach i.e.; the responsibility of processing, at the local level, all documents pertaining to new hires, disciplines, title changes and separation's; and

BE IT FINALLY RESOLVED that a certified copy of this resolution be forwarded to the Public Employees' Retirement System and the Police and Fireman's Retirement System, State of New Jersey and the Civil Service Commission, Trenton, New Jersey.

5. Resolution 17-0105.05: Approve the continued employment of the Municipal Clerk, Chief Financial Officer, Tax Collector, and Tax Assessor

RESOLUTION 17-0105.05

WHEREAS, the Commissioners of the Township of Long Beach wish to acknowledge and affirm the continued employment of certain employees holding official certified positions; pursuant to various state statutes:

Tenured Positions

- Municipal Clerk, Lynda J. Wells
- Chief Financial Officer, Elizabeth Jones
- Tax Collector, Deborah Hample
- Tax Assessor, Tracy Hafner

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Long Beach at an organizational meeting held Thursday, January 5, 2017 that the continued employment of Municipal Clerk Lynda J. Wells, Chief Financial Officer Elizabeth Jones, Tax Collector Deborah Hample and Tax Assessor Tracy Hafner be and are hereby approved.

6. Resolution 17-0105.06: Appoint a Qualified Purchasing Agent

RESOLUTION 17-0105.06

RESOLUTION APPOINTING A QUALIFIED PURCHASING AGENT, PURSUANT TO N.J.S.A.40A:11-3a AND N.J.A.C. 5:34-5 et seq.

WHEREAS, N.J.A.C. 5:34-5 et seq. established the criteria for certification as a Qualified Purchasing Agent; and

WHEREAS, Lynda J. Wells possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.

NOW THEREFORE BE IT RESOLVED, that the governing body does hereby appoint Lynda J. Wells as the Qualified Purchasing Agent to exercise the duties of purchasing agent pursuant to N.J.S.A 40A:11-2(30), with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the contracting unit.

7. Resolution 17-0105.07: Appoint authorized signatories for the Police Department

RESOLUTION 17-0105.07

BE IT RESOLVED by the Board of Commissioners of the Township of Long Beach, that Chief Anthony Deely and Captain Kevin Mahon be and they are hereby appointed as authorized signatories for official documents regarding the Police Department of the Township of Long Beach.

8. Resolution 17-0105.08: Designate the official newspapers for the Township

RESOLUTION 17-0105.08

BE IT RESOLVED by the Board of Commissioners of the Township of Long Beach, County of Ocean, State of New Jersey, that the following newspapers are hereby designated as official newspapers of the Township of Long Beach:

1. The Asbury Park Press
2. The Beach Haven Times

BE IT FURTHER RESOLVED that TAPintoStafford/LBI be designated as an optional electronic informational site for various Long Beach Township postings.

9. Resolution 17-0105.09(a-j): Approve various appointments for 2017:

- a) Administrator for DOT Alcohol and Drug Testing Policy: Elizabeth Jones
- b) Insurance Fund Commissioner: Elizabeth Jones
- c) Workers Compensation Administrator: Elizabeth Jones
- d) Public Agency Compliance Officer: Lynda Wells
- e) Americans with Disabilities Act Coordinator: Lynda Wells
- f) Local Emergency Planning Committee/Hazardous Mitigation Planning Committee Membership 2017
- g) Assessment Search Officer: Lynda Wells
- h) Designate signatories for Certified Lists of Adjacent Properties for Land Use and CAFRA applications
- i) Tax Search Officer: Deborah Hample
- j) CDBG Representative: Andrew Baran

RESOLUTION 17-0105.09(a)

WHEREAS, the Board of Commissioners of the Township of Long Beach has adopted a Drug Free Workplace Policy; and

WHEREAS, it is required that an administrator of said policy be appointed.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Long Beach that Elizabeth L. Jones, Insurance Fund Commissioner, be and she hereby is appointed Administrator for 2017 to be responsible for the Township of Long Beach DOT Alcohol and Drug Testing Policy and Program as per Ordinance 00-16C; and

BE IT FURTHER RESOLVED that Lynda J. Wells, Municipal Clerk be appointed as Alternate.

RESOLUTION 17-0105.09(b)

BE IT RESOLVED by the Board of Commissioners of the Township of Long Beach that Elizabeth L. Jones be and she is hereby appointed Fund Commissioner to represent the Township of Long Beach in the Ocean County Municipal Joint Insurance Fund for the year 2017; and

BE IT FURTHER RESOLVED that Lynda J. Wells be appointed as Alternate.

RESOLUTION 17-0105.09(c)

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Long Beach that Elizabeth Jones, CFO, be and she hereby is appointed Workers Compensation Administrator for 2017; and

BE IT FURTHER RESOLVED that Lynda J. Wells be appointed as Alternate.

RESOLUTION 17-0105.09(d)

BE IT RESOLVED that the Board of Commissioners of the Township of Long Beach designate Municipal Clerk, Lynda J. Wells, as the Public Agency Compliance Officer (P.A.C.O.) for 2017 as regulated by the New Jersey Division of Contract Compliance with regard to equal employment opportunity in public contracts and as per NJAC17:27-3.5.

RESOLUTION 17-0105.09(e)

BE IT RESOLVED by the Board of Commissioners of the Township of Long Beach, County of Ocean, State of New Jersey that Lynda J. Wells is hereby appointed Americans with Disabilities Act (ADA) Coordinator for a term effective January 1, 2017 through December 31, 2017.

RESOLUTION 17-0105.09(f)

WHEREAS, the Township of Long Beach Office of Emergency Management is required by the State of New Jersey to appoint a Local Emergency Planning Committee (LEPC) and a Hazardous Mitigation Planning Committee (HMPC); and

WHEREAS, the following individuals have agreed to serve as members of the LEPC and the HMPC:

- | | |
|---------------------|---|
| Joseph Mancini | Mayor |
| Lynda J. Wells | Municipal Clerk |
| Chief Anthony Deely | Emergency Management Coordinator |
| James Hartmann | Deputy Emergency Management Coordinator |
| Brendan Kerlin | Deputy Emergency Management Coordinator |
| Anthony O’Cone | Long Beach Twp. Police, Annex Coordinator |
| Michelle Degeso | Long Beach Twp. Police, Annex Coordinator & Chief Tele-communicator |
| Kimberly Walker | Annex Coordinator |
| Doug White | Ship Bottom Fire Department |
| Carol Cerbone | Long Beach Township OEM |
| JoAnne Tallon | Long Beach Township OEM |
| Christopher Connors | Long Beach Township OEM |
| James O’Brien | Long Beach Township DPW |
| Dan Krupinski | Long Beach Island Health Department |
| Anita Miller | Long Beach Island Health Department |
| Robert Weidman | Beach Haven First Aid Squad |
| David Yates | LBI School Representative |
| Angela Andersen | Media Representative & Township Resident |
| Dan Rodriguez | St. Francis Center Representative |
| John Tichy | Citizen Representative |

WHEREAS, public meetings shall be held concurrently on the following dates and times:

<u>Date</u>	<u>Time</u>	<u>Location</u>
March 1, 2017	4:00 p.m.	Municipal Courtroom
June 7, 2017	4:00 p.m.	Municipal Courtroom
September 6, 2017	4:00 p.m.	Municipal Courtroom

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Long Beach that the above-named individuals be and they are hereby appointed as members of the 2016 Local Emergency Planning Committee and the 2016 Hazardous Mitigation Planning Committee effective January 1, 2017 through December 31, 2017.

RESOLUTION 17-0105.09 (g)

BE IT RESOLVED that the Board of Commissioners of the Township of Long Beach, County of Ocean, State of New Jersey, designates Municipal Clerk Lynda J. Wells as the Official Assessment Search Officer of the Township of Long Beach.

BE IT FURTHER RESOLVED that Kyle Ominski be and is hereby appointed the Deputy Assessment Search Officer of the Township of Long Beach.

RESOLUTION 17-0105.09(h)

BE IT RESOLVED by the Board of Commissioners of the Township of Long Beach, County of Ocean, State of New Jersey, at the Public Meeting held this 5th day of January 2017 that Tracy Hafner be and she is hereby appointed the authorized signatory for Certified Lists of Adjacent Properties for Land Use and CAFRA application notices for the Township of Long Beach; Barbara Bielawne is hereby designated as alternate signatory for the execution of said documents as necessary, effective January 1, 2017 through December 31, 2017.

RESOLUTION 17-0105.09(i)

BE IT RESOLVED by the Board of Commissioners of the Township of Long Beach, County of Ocean, State of New Jersey, that Deborah Hample be and she is hereby appointed the 2017 Official Tax Search Officer of the Township of Long Beach; and

BE IT FURTHER RESOLVED that Carol Cerbone be and she is hereby appointed the Deputy Tax Search Officer of the Township of Long Beach.

RESOLUTION 17-0105.09(j)

WHEREAS, the Ocean County Department of Economic Development has requested, pursuant to a Cooperative Agreement between the County of Ocean and the Municipality of the Township of Long Beach, that a representative and/or an alternate be appointed to serve on the Community Development Block Grant.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Long Beach that Andrew Baran be and he hereby is appointed as Community Development Block Grant Representative for the year 2017 and that Lynda J. Wells, Municipal Clerk, be and she hereby is appointed the Alternate for the year 2017.

10. Resolution 17-0105.10: Designate Emergency Management Coordinators:
Chief Deely, Sgt. Hartmann, Ptl. Kerlin: 3-year term

RESOLUTION 17-0105.10

NOW, THEREFORE, BE IT RESOLVED by Board of Commissioners of the Township of Long Beach, County of Ocean, State of New Jersey, that Anthony Deely be and is hereby re-appointed Emergency Management Coordinator of the Township of Long Beach, and that Brendan Kerlin and James Hartmann be and are hereby re-appointed Deputy Emergency Management Coordinators of the Township of Long Beach, each for a term of three (3) years effective January 1, 2017 thru December 31, 2019; and

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be provided by the Township Clerk to the Ocean County Office of Emergency Management.

11. Resolution 17-0105.11: Appoint the Municipal Court Administrator (Interim):
Maureen Daniels: 1-year term

RESOLUTION 17-0105.11

BE IT RESOLVED that the Board of Commissioners of the Township of Long Beach, County of Ocean, State of New Jersey, pursuant to N.J.S.A. 2B:12-11(e), hereby appoint Maureen F. Daniels as Interim Municipal Court Administrator for a term of 1-year commencing January 1, 2017 and effective through December 31, 2017.

Motion to approve Items 1 thru 11:

Motion: Lattanzi

Ayes: Lattanzi, Bayard, Mancini

Second: Bayard

Nays:

FINANCIAL APPROVALS

12. Resolution 17-0105.12: Designate the depositories wherein the funds of the Township maybe deposited and invested

RESOLUTION 17-0105.12

BE IT RESOLVED by the Board of Commissioners of the Township of Long Beach, County of Ocean, State of New Jersey, that Ocean First Bank be and is hereby designated as the depository wherein funds of the Township of Long Beach shall be deposited.

BE IT FURTHER RESOLVED that all other investments shall be in accordance with N.J.S.A. 40A:5-15 et seq. and Fulton Bank, Sun National Bank, PNC Bank, Ocean First Bank, Shore Community Bank, TD Bank and Bank of America, be and they are hereby designated as institutions which, subject to the approval of the Director of Revenue and Finance of the Township of Long Beach, may be used to invest funds of the Township of Long Beach for such types of accounts and certificates as may from time to time be deemed in the best interest of the Township of Long Beach, subject only to the limitations as provided by law.

BE IT FURTHER RESOLVED, that the aforementioned institutions are approved and may be utilized as part of the official Long Beach Township Cash Management Plan according to N.J.S.A 40A:5-14. All deposits and investments shall be maintained in interest bearing accounts; and

BE IT FURTHER RESOLVED that the funds of the Township of Long Beach shall be withdrawn from the aforementioned institutions only upon warrants signed by the Commissioner of Revenue and Finance and/or by the Commissioner of Public Safety and Affairs or in their absence the Commissioner of Public Works and Property and by the original signature of the Chief Financial Officer or her alternate designee.

13. Resolution 17-0105.13: Designate the depositories to honor municipal checking accounts and to authorize the use of facsimile signatures

RESOLUTION 17-0105.13

BE IT RESOLVED by the Board of Commissioners of the Township of Long Beach, County of Ocean, State of New Jersey, at the Organizational Meeting of said Board held this 5th day of January 2017, that Fulton Bank, Sun National Bank, PNC Bank, Ocean First Bank, Shore Community Bank, TD Bank and Bank of America are hereby designated as the depositories of this municipal corporation, be and is hereby requested, authorized and directed to honor all checks, drafts and other orders for the payment of money drawn in the name of the Township of Long Beach, including those payments to the individual order of any person or persons whose name or names appear thereon as a signor or signors thereof, when bearing or purporting to bear the facsimile of signatures of any two of the following:

Joseph H. Mancini

Joseph P. Lattanzi

Ralph H. Bayard

Elizabeth L. Jones

Deborah Hample

Christopher Connors

and the said bank shall be entitled to honor and to charge this municipal corporation for such checks, drafts or other orders, regardless of by whom or by what means the actual or purported facsimile signatures resemble the facsimile specimens duly certified to or filed with the said banks by the Municipal Clerk or other officer of this municipal corporation, except that one of the approved signatures must be of the Chief Financial Officer.

14. Resolution 17-0105.14: Authorize the Tax Appeal Officers for 2017

RESOLUTION 17-0105.14

WHEREAS, from time to time the Tax Assessor discovers an error in calculation, transposing, measurement, or typographical errors, in the tax assessments on the tax list after the time the County Board of Taxation has certified the tax rates for the tax year or a property becomes subject to a roll-back assessment; and

WHEREAS, the governing body of the Taxing District of the Township of Long Beach is desirous that every taxpayer pays his fair share of taxes; and

WHEREAS, if the above discovered errors are not corrected or a roll-back assessment not applied, the taxpayers affected would not be paying their fair share of taxes; and

WHEREAS, the method for correcting such errors is to file a Petition of Appeal or Complaint with the Ocean County Board of Taxation.

NOW, THEREFORE BE IT RESOLVED, by the Governing Body of the Taxing District of the Township of Long Beach that Tracy A. Hafner, Certified Tax Assessor, and / or the firm of Raymond, Coleman, Heinold & Norman, LP is/are hereby authorized to act as the agents for the Taxing District during the Year of 2017 and file a Petition of Appeal or Complaint with the Ocean County Board of Taxation to correct such assessments to the proper value and that a copy of any Petition of Appeal or Complaint filed with the Ocean County Board of Taxation under this Resolution be filed with the Municipal Clerk; and

BE IT FURTHER RESOLVED that the Certified Tax Assessor and/or the firm of Raymond, Coleman, Heinold & Norman, LP is/are hereby authorized to execute stipulations of settlement on any tax appeal or complaint filed by the taxing district or by a taxpayer in the tax year 2017 and that a certified copy of this Resolution be forwarded to the Ocean County Board of Taxation with any such Petition of Appeal.

Motion to approve Items 12 thru 14:

Motion: Lattanzi

Ayes: Lattanzi, Bayard, Mancini

Second: Bayard

Nays:

COMMISSIONERS' REPORTS

Commissioner Lattanzi had no comments.

Commissioner Bayard advised the trash and recycling calendars were currently being printed.

Mayor Mancini asked for Long Beach Township taxpayer volunteers for two new committees being formed; Parks & Recreation Committee and Master Plan Review Committee. Interested persons were asked to contact the Township Administrator's Office.

OPEN PUBLIC SESSION

No Comments

CLOSE PUBLIC SESSION

Motion for adjournment at: 4:10 pm

Motion: Lattanzi

Second: Bayard

Ayes: Lattanzi, Bayard, Mancini

Nays:

Lynda J. Wells, RMC
Municipal Clerk

Joseph H. Mancini, Mayor

Ralph H. Bayard, Commissioner

Dr. Joseph P. Lattanzi, Commissioner