



**LAKE COMO BOROUGH
1740 MAIN STREET
LAKE COMO, NJ 07719
(732) 681-3232
AGENDA**

**DATE: JULY 6, 2021
REGULAR MEETING IMMEDIATELY FOLLOWING THE WORKSHOP**

MEETING CALLED TO ORDER

SALUTE TO FLAG AND MOMENT OF SILENT REFLECTION

SUNSHINE LAW

Introduction as required under the Sunshine Law: Adequate notice of this meeting has been provided by the adoption of a Resolution by the Mayor and Council on the fifth day of January 2021 in which Resolution the time and place of Agenda and Regular Meetings commencing with January 5, 2021 were set forth. Notice of same was delivered to the Asbury Park Press the Coast Star and TAPinto and a copy of the notice was posted on the borough website at www.lakecomonj.org and on the bulletin board in Borough Hall. All meetings are open to the public.

ROLL CALL

Douglas Witte
Hawley Scull
Christopher D'Antuono
Nick DeMauro
Peter Ventrice
Heather Albala-Doyle

APPROVAL OF MINUTES

Minutes from the June 15, 2021 meeting

COMMUNICATIONS

REPORTS OF COMMITTEES

UNFINISHED BUSINESS

PUBLIC COMMENTS ON NEW BUSINESS & CONSENT AGENDA

CONSENT AGENDA

All items listed under this section are considered to be routine by the Borough Council and will be enacted by one motion. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

NEW BUSINESS

Resolution 2021-104
Payment of Bills
Offered by Councilwoman Albala-Doyle

Resolution 2021-105
Payment of Bills
Offered by Councilman Ventrice

Resolution 2021-106
Authorizing Application for NJDOT Grant
Offered by Councilman D'Antuono

Resolution 2021-107
Salary Resolution
Offered by Councilman Witte

Ordinance 2021-961
Special Emergency for Real Property Data Collection & Verification Services
Second Reading and Public Hearing
Offered by Councilman Witte

Special Events Permit Application
Block Party 720 Burton Place

PUBLIC COMMENTS

NEXT MEETING

The next regular meeting of the Mayor and Council will be held on Tuesday, July 20, 2021 immediately following the 7:30 PM Workshop meeting in the Lake Como Meeting Room, 1740 Main Street, Lake Como. All meetings are open to the public.

MOTION TO ADJOURN

Resolution 2021 - 104

Be it resolved by the Mayor and Council of the Borough of Lake Como that the proper officers be directed and authorized to make payment from the following accounts:

CURRENT ACCOUNT:

Per Attached Bill List \$ 76,379.40

WATER/SEWER ACCOUNT:

Per Attached Bill List \$262,102.92

PAYROLL ACCOUNT:

| | | |
|------|---------------------------|-----------------|
| 5084 | Lake Como Payroll Account | \$ 30,265.30 |
| 2398 | Lake Como Payroll Account | <u>5,845.65</u> |
| | | \$ 36,110.95 |

TOURISM ACCOUNT:

Quill, LLC. \$ 44.37

CAPITAL ACCOUNT:

1005 Lake Como Current Account \$ 10,730.12

Dated: July 6, 2021

Kevin G. Higgins, Mayor

Louise A. Mekosh, RMC, CMC, CMFO
Borough Clerk/Administrator

Range: First to Last
 P.O. Type: All
 Format: Condensed
 Include Non-Budgeted: Y
 Include Revenue: Y
 First Enc Date Range: to 07/01/21
 Open: N Rcvd/Prv/Held: Y Paid: N Void: N Deleted: N
 Bld: Y State: Y Other: Y Exempt: Y As of Date: 07/01/21

| PO # | PO Date | Vendor | Description | R/A/H | Amount |
|----------|----------|--------------------------------|-------------------------------|------------|--------|
| 21-00317 | 05/06/21 | Gannett NJ Newspapers | Legal Ad-RFP Professionals | 55.70 | |
| 21-00334 | 05/10/21 | Gannett NJ Newspapers | Legal Ad-Request for Proposal | 77.30 | |
| 21-00335 | 05/21/21 | RIO SUPPLY, INC D/B/A SLC MET | R900 belt Clip Transceiver | 3,995.00 | |
| 21-00350 | 06/04/21 | BOROUGH OF BELMAR | Purchase of fuel May | 206.44 | |
| 21-00358 | 06/04/21 | DELISA WASTE SERVICES | Tipping Fees May 16-31 | 3,644.00 | |
| 21-00363 | 06/07/21 | SO. MONMOUTH REG. SEWAGE AUTH. | Sewer Use Charge 3rd Qtr | 115,452.53 | |
| 21-00364 | 06/07/21 | SO. MONMOUTH REG. SEWAGE AUTH. | 2nd Semi Annual I&I Project | 75,473.32 | |
| 21-00366 | 06/04/21 | THE COAST STAR | Legal Advertising | 89.14 | |
| 21-00369 | 06/07/21 | ONE CALL CONCEPTS | One Call Service | 33.96 | |
| 21-00371 | 06/02/21 | GARDEN STATE HIGHWAY PRODUCTS | Signs for Park | 98.50 | |
| 21-00372 | 06/01/21 | CLAYTON BLOCK COMPANY, INC. | 3/4" trap rock | 36.30 | |
| 21-00377 | 06/08/21 | Quill LLC | Office Supplies | 335.59 | |
| 21-00378 | 06/09/21 | JUNGLE LASERS, LLC. | Nat. Geomatica April | 590.00 | |
| 21-00380 | 06/08/21 | HI-WAY OIL SERVICE, INC. | Oil Filter | 55.29 | |
| 21-00381 | 06/09/21 | SHAIN SCHAFFER PC | Legal Bamboo/Egan | 169.81 | |
| 21-00385 | 06/09/21 | SHAIN SCHAFFER PC | Borough Attorney June | 2,083.34 | |
| 21-00388 | 06/10/21 | MONMOUTH COUNTY SPCA | Animal Control May 2021 | 200.00 | |
| 21-00389 | 04/20/21 | SEABREEZE FORD | 2020 Ford Change Oil & Filter | 59.90 | |
| 21-00390 | 06/10/21 | DELISA WASTE SERVICES | Recycle Tipping Fees May | 970.49 | |
| 21-00391 | 06/11/21 | ASSOC OF NJ ENVIRONMENT COMM | Stormwater Mgmt Webinar | 15.00 | |
| 21-00393 | 06/15/21 | NJ WATER SUPPLY AUTHORITY | Raw Water Supply | 9,223.11 | |
| 21-00394 | 06/15/21 | VERIZON WIRELESS | Building Dept Cell phone | 43.20 | |
| 21-00395 | 06/15/21 | CME ASSOCIATES | IMPTS to 17th Avenue | 259.50 | |
| 21-00396 | 06/15/21 | CME ASSOCIATES | IMPTS to 17th Ave Ph 2 | 223.75 | |
| 21-00398 | 06/18/21 | Rowe Electric | Charging Station Repair | 531.47 | |
| 21-00399 | 06/18/21 | DELISA WASTE SERVICES | Tipping Fees June 1-15 | 3,343.54 | |
| 21-00401 | 06/18/21 | JCP&L | Street Lighting | 2,145.14 | |
| 21-00402 | 06/18/21 | COSTCO WHOLESALE CLUB | Copy Paper/Supplies | 518.33 | |
| 21-00403 | 06/18/21 | COUNTRY CLERK/MONMOUTH COUNTY | Filing Fee Deed-826LL Melrose | 8.00 | |
| 21-00404 | 06/21/21 | LAKE COMO PAYROLL ACCOUNT | Employee Payroll 6/23/21 | 36,110.95 | |
| 21-00405 | 06/21/21 | JOSEPH FAZZI - WALL, LLC | Fittings and Pipes | 27.35 | |
| 21-00406 | 06/07/21 | STAVOLA ASPHALT CO., INC. | Asphalt | 89.50 | |
| 21-00407 | 06/22/21 | DELISA WASTE SERVICES | Recycle/Trash Service July | 10,850.00 | |
| 21-00409 | 06/22/21 | JCP&L | Electric Service | 704.97 | |

July 1, 2021
12:18 PM

Borough Of Lake Como
Purchase Order Status Report by P.O. Number

| PO # | PO Date | Vendor | Description | R/A/H Amount |
|------------------------|----------|-------------------------------|--------------------------------|---------------------------|
| 21-00412 | 06/24/21 | US DEPT OF AGRICULTURE | Phase I Interest & Principal | 38,966.00 |
| 21-00413 | 06/25/21 | CABLEVISION/OPTIMUM | Telephone/Optonline | 849.53 |
| 21-00415 | 06/28/21 | MONMOUTH COUNTY TREASURER | Postage Primary Sample Ballots | 106.54 |
| 21-00419 | 06/30/21 | LAKE COMO CURRENT ACCOUNT | PERS Due to Current | 13,086.00 |
| 21-00420 | 06/30/21 | STATE OF NJ PENSIONS&BENEFITS | Employee Group Ins July | 17,798.20 |
| Total Purchase Orders: | | | 39 | Total P.O. Line Items: 98 |
| Total R/A/H Amount: | | | 338,526.69 | |

| Totals by Year-Fund Fund Description | Fund | Budget Total | Revenue Total | G/L Total | Total |
|---|------|-------------------|---------------|-------------|-------------------|
| | 1-10 | 76,379.40 | 0.00 | 0.00 | 76,379.40 |
| | 1-20 | 262,102.92 | 0.00 | 0.00 | 262,102.92 |
| | 1-74 | 44.37 | 0.00 | 0.00 | 44.37 |
| Total of All Funds: | | <u>338,526.69</u> | <u>0.00</u> | <u>0.00</u> | <u>338,526.69</u> |

Resolution 2021 – 105

Be it resolved by the Mayor and Council of the Borough of Lake Como that the proper officers be directed and authorized to make payment from the following account:

CURRENT ACCOUNT:

| | | |
|--------------------|---------|----------|
| NJ Natural Gas Co. | PB&G OE | \$191.29 |
|--------------------|---------|----------|

Dated: July 6, 2021

Kevin G. Higgins, Mayor

Louise A. Mekosh, RMC, CMC, CMFO
Borough Clerk/Administrator

**BOROUGH OF LAKE COMO
MAYOR & COUNCIL**

Resolution No.2021-106

Resolution: Approval to submit a grant application and execute a grant contract with the New Jersey Department of Transportation for the Improvements to 17th Avenue, Newman Street, and Various Curb Ramps.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Lake Como formally approve the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as “MA-2022-Improvements to 17th Avenue, Newman Street, and Various Curb Ramps-00386” to the New Jersey Department of Transportation on behalf of the Borough of Lake Como.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of the Borough of Lake Como and that their signatures constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement.

Certified as a true copy of the Resolution adopted by the Mayor and Council
On this 6th day of July, 2021.

Louise A. Mekosh
Borough Clerk

My signature and the Clerk’s seal serve to acknowledge the above resolution and constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement as authorized by the resolution above.

ATTEST and AFFIX SEAL

Louise Mekosh
Borough Clerk

Honorable Mayor Higgins
Presiding Officer

RESOLUTION NO. 2021-107

A RESOLUTION OF THE BOROUGH OF LAKE COMO SETTING FORTH THE SALARIES OF CERTAIN BOROUGH OF LAKE COMO EMPLOYEES IN ACCORDANCE WITH THE SALARY RANGES ESTABLISHED IN ORDINANCE 2018-933

BE IT RESOLVED by the Mayor and Council of the Borough of Lake Como that Ordinance Number 2018-933 established salary ranges for municipal employees and in conformance with that ordinance the following salary guides shall be established for the Calendar Year 2021 for certain employees as follows.

BASE SALARY FOR THE FOLLOWING BOROUGH EMPLOYEES SHALL BE AS STATED BELOW:

| POSITION | BASE SALARY |
|--------------------------------|-------------|
| Improvement Searcher | 3,785.94 |
| Borough Clerk | 51,716.95 |
| Chief Financial Officer | 59,939.41 |
| Bd of Health, Vital Statistics | 3,443.51 |
| Superintendent Public Works | 86,108.30 |

The above salaries, together with longevity, shall be in effect January 1, 2021.

THE SALARIES OF THE FOLLOWING BOROUGH EMPLOYEES PAID ON AN HOURLY BASIS SHALL BE AS STATED BELOW:

| POSITION | PER HOUR |
|-------------------------------|----------|
| Deputy Treasurer | 34.90 |
| Deputy Administrator | 34.90 |
| Deputy Borough Clerk | 30.88 |
| Construction Code Assistant | 3.24 |
| Building Department Assistant | 3.24 |

The above salary guides, together with longevity, shall be in effect January 1, 2021.

SALARY RESOLUTION PAGE TWO

THE YEARLY SALARY GUIDE OF THE FOLLOWING BOROUGH EMPLOYEES SHALL BE AS STATED BELOW:

| POSITION | SALARY |
|-----------------------------|-----------|
| Tax Collector | 67,305.64 |
| Tax Searcher | 6,924.90 |
| C2-W2 Operator | 6,459.64 |
| Municipal Judge | 37,408.54 |
| Tax Assessor | 23,100.00 |
| Building Subcode Official | 10,458.02 |
| Plumbing Subcode Official | 8,367.25 |
| Electrical Subcode Official | 8,367.25 |
| Fire Subcode Official | 8,367.25 |
| Zoning Official | 5,167.11 |
| Construction Code Official | 8,367.25 |
| Municipal Prosecutor | 20,885.25 |
| Municipal Attorney | 25,500.00 |

The above salary guides shall be in effect January 1, 2021.

THE SALARIES OF THE FOLLOWING BOROUGH EMPLOYEES SHALL BE PAID AS STATED BELOW:

| POSITION | | |
|--------------------------|----------------|--------|
| Planning Board Secretary | Per Month | 300.90 |
| Tourism Secretary | Per Month | 127.00 |
| Public Defender | Per Court Date | 300.00 |

The above salary guides shall be in effect January 1, 2021.

SALARY RESOLUTION PAGE THREE

THE SALARIES OF THE FOLLOWING BOROUGH EMPLOYEES PAID ON AN HOURLY BASIS EFFECTIVE JULY 6, 2021 AS STATED BELOW:

| POSITION | HOURLY AMOUNT |
|-----------------|---------------|
| Casual Employee | 18.00 |
| Summer Seasonal | 15.00 |

The above casual hourly rate shall be effective upon passage of this Resolution.

A copy of this Resolution shall be on file in the Municipal Clerk's office.

Dated: 07/06/2021

Kevin G. Higgins

Louise A. Mekosh, RMC/CMC
Borough Clerk/Administrator

**BOROUGH OF LAKE COMO
ORDINANCE NUMBER 2021-961**

AN ORDINANCE AUTHORIZING A SPECIAL EMERGENCY APPROPRIATION FOR THE PREPARATION AND EXECUTION OF REAL PROPERTY DATA COLLECTION AND VERIFICATION SERVICES FOR THE USE OF THE LOCAL ASSESSOR OF THE BOROUGH OF LAKE COMO, IN THE COUNTY OF MONMOUTH, STATE OF NEW JERSEY.

WHEREAS, NJSA40A:4-53 provides that a municipality may adopt an ordinance providing for a special emergency appropriation for the preparation and execution of any program to update and make current any previous revaluation program when such is ordered by the county board of taxation. for the use of the local assessor; and

WHEREAS, the Mayor and Council of the Borough of Lake Como, in the County of Monmouth, State of New Jersey (the "Borough") has determined to undertake the preparation and execution of real property data collection and verification services as ordered by the Monmouth County Tax Board; and

WHEREAS, the estimated cost of preparing and executing a complete program of real property data collection and verification services is \$18,684, with the estimated cost of the 5 year (utilizing the 2 year extension) is \$31,140.00; and

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF LAKE COMO, IN THE COUNTY OF MONMOUTH, STATE OF NEW JERSEY, as follows:

Section 1. A special emergency appropriation in the sum of \$31,140.00 is hereby authorized for the purpose of preparing and executing a complete program of real property data collection and verification services.

Section 2. A copy of this ordinance shall be filed with the Director of the Division of Local Government Services.

Section 3. This ordinance shall take effect upon passage as provided by law.

Attest: _____

Dated: _____

Kevin G. Higgins
Mayor



Borough of Lake Como

1740 Main Street, P.O. Box 569 • Lake Como, New Jersey 07719-0569
(732) 681-3232 • FAX (732) 681-8981

Brian T. Wilton
Mayor

Louise A. Mckosh
Borough Clerk/Administrator

MUST BE TYPED OR PRINTED NEATLY

SPECIAL EVENTS PERMIT APPLICATION

PLEASE COMPLETE THE FOLLOWING INFORMATION, AS REQUIRED BY
BOROUGH ORDINANCE NO. 93-576.

DATE OF EVENT: July 17, 2021

TIME OF EVENT: 6: am/pm until 11: am/pm

APPLICANT/ORGANIZATION: Timothy O'Hara

APPLICANT ADDRESS: 720 Burton Pl
Lake Como

TELEPHONE NUMBER: (917) 514-8156

DAY OF EVENT CONTACT INFORMATION

PERSON RESPONSIBLE FOR EVENT: Timothy O'Hara

ADDRESS: 720 Burton Pl

PHONE NUMBER: (917) 514-8156

WILL THERE BE AN ADMISSION CHARGE TO ATTEND?: YES NO

IF YES, HOW MUCH?: \$

LIABILITY INSURANCE COVERAGE? X YES NO

AMOUNT OF COVERAGE: \$ 1,000,000

HAVE YOU APPLIED TO BELMAR & SPRING LAKE? YES NO

IF NO, WHY? Not applicable

***Certificate of Insurance MUST be submitted with the application
before application will be reviewed***



Borough of Lake Como

1740 Main Street, P.O. Box 569 • Lake Como, New Jersey 07719-0569
(732) 681-3232 • FAX (732) 681-8981

Brian T. Wilton
Mayor

Louise A. Mekosh
Borough Clerk/Administrator

SPECIAL EVENTS PERMIT APPLICATION

LOCATION OF EVENTS AND COMPLETE DETAILS AS TO HOW THE APPLICANT INTENDS TO PROVIDE FOR SECURITY AND TRAFFIC CONTROL:

Orange Cones at the beginning of Burton

DESCRIBE ALL BOROUGH RESOURCES AND/OR SERVICES THAT WILL BE REQUIRED TO BE PROVIDED IN CONNECTION WITH THE EVENT:

None

APPROXIMATE NUMBER OF CONTESTANTS, PARTICIPANTS, SPECTORS, AND/OR OTHER PEOPLE THAT COULD REASONABLY BE ANTICIPATED TO ATTEND THE EVENT: 100 people

THE BOROUGH OF LAKE COMO RESERVES THE RIGHT TO CANCEL ANY SPECIAL EVENT DUE TO CIRCUMSTANCES BEYOND ITS CONTROL, SUCH AS STORMS OR ANY NATURAL DISASTER.

Timothy Giffen
SIGNATURE OF APPLICANT

6/29/21
DATE

FOR OFFICE USE ONLY

| | |
|--|-------|
| Date Application Received | _____ |
| Received by | _____ |
| Date Application Reviewed & Approved by DPW | _____ |
| Reviewed by | _____ |
| Date Application Reviewed & Approved by Police | _____ |
| Reviewed by | _____ |
| Price from Police Department | _____ |
| Date Approved by Mayor & Council | _____ |



SPECIAL EVENT INSURANCE POLICY

New Business Declarations

INSURED AND AGENT INFORMATION

Named Insured & Mailing Address

Timothy O'Hara
720 Burton Place
Lake Como, NJ 07719

Agent Information

F MACCORMACK INC
55 FLANAGAN WAY
SECAUCUS, NJ 07094

POLICY INFORMATION

Policy No: 9322903554001

Policy Period:

Issue Date: 06-30-2021

Event Date: 07-17-2021

Your Insurer:

The Standard Fire Insurance Company

For Policy Service call: 1 888-342-5977

For Claim Service call: 1 800-252-4633

TOTAL POLICY PREMIUM
This Is Not A Bill

\$375.00

POLICY COVERAGES & LIMITS OF LIABILITY

SPECIAL EVENT COVERAGES

LIMIT OF LIABILITY

PREMIUM

A - Cancellation / Postponement

\$7,500

B - Additional Expense

\$1,500

C - Event Photographs / Video

\$1,500

D - Event Gifts

\$1,000

E - Special Attire

\$1,500

F - Special Jewelry

\$1,000

G - Lost Deposits

\$1,000

Special Event Coverage Premium

\$160.00

OPTIONAL ENDORSEMENTS & COVERAGES

ENDORSEMENTS

LIMIT OF LIABILITY

PREMIUM

Special Event Liability: Effective 12:01 am standard time on the Event Date: 07-17-2021 until 2:00 am standard time on 07-18-2021

\$1,000,000 per Occurrence

\$1,000,000 General Aggregate

\$165.00

Property Damage Liability Sublimit

\$25,000

Liquor Liability Coverage
(Number of Guests: 51 - 100)

\$50.00

POLICY FORMS AND ENDORSEMENTS

| | | |
|-------------------|--|-----------|
| SE-1 (03/17) | SPECIAL EVENT INSURANCE | Mandatory |
| SE-202 (10/20) | PANDEMIC, OUTBREAK OR EPIDEMIC EXCLUSION | Mandatory |
| SE-300 NJ (03/17) | SPECIAL PROVISIONS - NEW JERSEY | Mandatory |
| SE-200L (03/17) | SPECIAL EVENT LIABILITY (INCLUDING LIQUOR LIABILITY) | Optional |

EVENT INFORMATION

INSURED EVENT

ADDITIONAL INSURED(S)

Birthday Party

HONOREE(S)

Timothy O'Hara

EVENT LOCATION(S)

RECEPTION

Private Home
720 Burton Place
Lake Como, NJ 07719

OTHER ADJUSTMENTS

* NOTE: The additional cost for any optional endorsement or coverage shown as "included" is contained in the Total Policy Premium amount.

FOR YOUR INFORMATION

This is not a bill. If you have any questions about your insurance, please call 1 888 DIAL WPP (1-888-342-5977). Thank you for insuring with Travelers. We appreciate your business.

Dead End

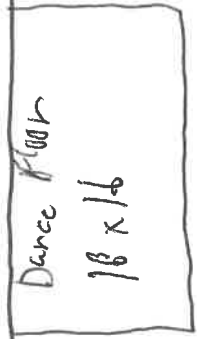
Block 28
Lot 4



BR

#720

#718



Burton
Place

#717

1740 Brand Parkway

Brand Parkway