



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

**DATE: JULY 21, 2020 – VIRTUAL MEETING
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 seventh day of January 2020 in which Resolution the time and place of Agenda and Regular Meetings commencing with January 7, 2020 were set forth. Notice of same was delivered to the Asbury Park Press and the Coast Star and a copy of the notice was posted on the bulletin board in Borough Hall. All meetings are open to the public. Notice of the virtual meeting was noticed to the papers on July 16th and a copy of the notice was posted on the door of Borough Hall and posted on the website. All meetings are open to the public.

ROLL CALL

- Douglas Witte
- Virginia Kropac
- Hawley Scull
- Christopher D’Antuono
- David Gardner
- Nick DeMauro

APPROVAL OF MINUTES

Minutes from the June 2, 2020 Regular Virtual Meeting

MOTION: _____
SECOND: _____
ROLL CALL: Ayes _____ Nays _____

COMMUNICATIONS

REPORTS OF COMMITTEES

UNFINISHED BUSINESS

PUBLIC COMMENTS ON NEW BUSINESS

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 2020-98
Salary Resolution
Offered by Councilman Witte

SECOND: _____
ROLL CALL: Ayes _____ Nays _____

Resolution 2020-99
Payment of Bills
Offered by Councilwoman Kropac

SECOND: _____
ROLL CALL: Ayes _____ Nays _____

Resolution 2020-100
Payment of NJNG Bill
Offered by Councilwoman Scull

SECOND: _____
ROLL CALL: Ayes _____ Nays _____

Resolution 2020-101
Authoring NJDOT Grant Application
Offered by Councilman Gardner

SECOND: _____
ROLL CALL: Ayes _____ Nays _____

PUBLIC COMMENTS

NEXT MEETING

The next regular meeting of the Mayor and Council will be held on Tuesday, August 4, 2020, immediately following the 7:30pm Workshop meeting and the location is to be determined. All meetings are open to the public.

MOTION TO ADJOURN

MOTION: _____
SECOND: _____
ALL IN FAVOR: _____
OPPOSED: _____

RESOLUTION NO. 2020-98

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 2020 for certain employees as follows.

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

POSITION	BASE SALARY
Improvement Searcher	3,711.71
Borough Clerk	50,210.63
Chief Financial Officer	58,193.60
Bd of Health, Vital Statistics	3,375.99
Superintendent Public Works	82,007.90

The above salaries, together with longevity, shall be in effect January 1, 2020.

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

POSITION	PER HOUR
Deputy Treasurer	33.88
Deputy Administrator	33.88
Deputy Borough Clerk	29.98
Construction Code Assistant	3.18
Building Department Assistant	3.18

The above salary guides, together with longevity, shall be in effect January 1, 2020.

SALARY RESOLUTION PAGE TWO

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

POSITION	SALARY
Tax Collector	65,345.28
Tax Searcher	6,789.12
C2-W2 Operator	6,332.98
Municipal Judge	36,675.04
Tax Assessor	22,000.00
Building Subcode Official	10,252.96
Plumbing Subcode Official	8,203.19
Electrical Subcode Official	8,203.19
Fire Subcode Official	8,203.19
Zoning Official	5,065.79
Construction Code Official	8,203.19
Municipal Prosecutor	20,475.74
Municipal Attorney	25,000.00
Mayor	3,060.00
Councilmember	2,448.00

The above salary guides shall be in effect January 1, 2020.

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

POSITION		
Planning Board Secretary	Per Month	295.00
Tourism Secretary	Per Month	125.00
Public Defender	Per Court Date	295.00

The above salary guides shall be in effect January 1, 2020.

SALARY RESOLUTION PAGE THREE

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

POSITION	HOURLY AMOUNT
Casual Employee	11.25
Summer Seasonal	10.30

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: 07/21/2020

Kevin G. Higgins

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

Resolution 2020 – 99

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		\$549,134.31
JADS Construction Co. of NJ	Ord19-941	94,224.09
JADS Construction Co. of NJ	Ord19-937	<u>233,803.35</u>
		\$877,161.75

WATER/SEWER ACCOUNT:

Per Attached Bill List	\$283,038.94
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PAYROLL ACCOUNT:

4779	Employee Payroll Dated 6/10/2020	\$ 34,588.68
2311	Employee Payroll Dated 6/10/2020	5,857.44
1424	Employee Payroll Dated 6/10/2020	129.18
4782	Employee Payroll Dated 6/24/2020	33,539.62
2312	Employee Payroll Dated 6/24/2020	5,420.50
4790	Employee Payroll Dated 7/8/2020	29,583.41
2313	Employee Payroll Dated 7/8/2020	5,730.60
1425	Employee Payroll Dated 7/8/2020	129.18
Wire	State of NJ – PERS	7,000.00
Wire	State of NJ – PERS	<u>7,723.65</u>
		\$129,702.26

TOURISM ACCOUNT:

1424	LC Payroll Account	\$ 129.18
1425	LC Payroll Account	<u>129.18</u>
		\$ 258.36

DOG LICENSE ACCOUNT:

1113	NJ Dept. of Health.	\$ 12.00
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Dated: July 21, 2020

Kevin G. Higgins, Mayor

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

July 17, 2020 *PO 20.99*
 03:26 PM

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

Range: First to Last
 P.O. Type: All
 Format: Condensed
 Include Non-Budgeted: Y
 Include Revenue: Y

First Enc Date Range: to 07/17/20

Open: N Rcvd/Approv/Held: Y Paid: N Void: N Deleted: N
 Bid: Y State: Y Other: Y Exempt: Y As of Date: 07/17/20

PO #	PO Date	Vendor	Description	R/A/H	Amount
20-00183	04/08/20	GAMETIME INC	Tot Seat		203.00
20-00238	04/13/20	HOLMAN FREMIA ALLISON, PC	Financial Statements CY2019		9,700.00
20-00263	04/21/20	CMF Business Supplies	Face Masks		476.95
20-00266	04/23/20	JESCO, INC.	Hooks for backhoe		828.12
20-00293	05/01/20	TAYLOR HARDWARE	May Purchases		95.94
20-00300	05/05/20	BRENDAN MAAS	Face Masks		74.62
20-00301	05/06/20	BIOSHINE	Contactless thermometer		99.00
20-00320	05/13/20	MONMOUTH COUNTY SPCA	Animal Control service April		200.00
20-00322	04/09/20	ALLIED DIESEL SERVICE	2006 GMC brake issue		2,150.00
20-00344	05/21/20	AMCO PEST SERVICES, INC.	Pest Control May		110.00
20-00345	05/21/20	HODULIK & MORRISON, P.A.	Annual Financial 2019		7,500.00
20-00347	05/22/20	MONMOUTH COUNTY SPCA	Animal Control February		200.00
20-00354	05/07/20	GARDEN STATE LABORATORIES, INC	Water Analysis/Testing		754.00
20-00355	05/25/20	ADAM SCHNEIDER, ESQUIRE	Planning Board Dec 30-Mar 9		2,041.25
20-00357	06/01/20	TAYLOR HARDWARE	June Purchases		377.70
20-00360	06/02/20	BRITTON INDUSTRIES, INC.	Chips for park		1,197.50
20-00364	05/26/20	EDWARD TIRE COMPANY, INC.	Replace backhoe tire		684.95
20-00365	06/03/20	SO. MONMOUTH REG. SEWAGE AUTH.	Sewer Use Charges 3rd Quarter		199,220.25
20-00366	06/03/20	SHAIN SCHAFFER PC	Deposit Sewer Rent Reserve		232.51
20-00367	06/03/20	DELISA WASTE SERVICES	Borough Attorney June		1,887.50
20-00368	05/20/20	DELISA WASTE SERVICES	Recycle/Trash Service June		10,216.67
20-00369	06/04/20	JUNGLE LASERS, LLC.	Nat Geomatca April		40.00
20-00370	06/04/20	CME ASSOCIATES	IMPTS to 17th Avenue		3,037.00
20-00371	06/04/20	CME ASSOCIATES	IMPTS to Main St/North Blvd		2,674.50
20-00372	06/04/20	DELISA WASTE SERVICES	Tipping Fees May 16-31, 2020		3,116.70
20-00373	06/04/20	STATE OF NJ PENSIONS&BENEFITS	Employee Group Ins June		17,474.90
20-00374	06/05/20	H2M ASSOCIATES, INC.	Gen Eng-Area in Need Redev		118.30
20-00375	06/08/20	LAKE COMO PAYROLL ACCOUNT	Employee Payroll 6/10/2020		40,575.30
20-00376	05/20/20	UNISERVE, INC.	LC Parking Decals		943.00
20-00377	04/29/20	MGL PRINTING SOLUTIONS	Est. Tax Bill/Advice Bills		324.00
20-00378	04/28/20	Quadrant Finance USA, Inc.	Postage		299.90
20-00379	05/29/20	ONE CALL CONCEPTS	One Call Service		39.68
20-00380	06/11/20	H2M ASSOCIATES, INC.	Planning Board Escrow		750.00
20-00381	06/11/20	H2M ASSOCIATES, INC.	Planning Board Escrow		676.00

PO #	PO Date	Vendor	Description	R/A/H	Amount
20-00382	06/11/20	H2M ASSOCIATES, INC.	Planning Board Escrow		118.30
20-00383	06/11/20	MONMOUTH COUNTY SPCA	Animal Control May		200.00
20-00384	06/11/20	WATCHUNG SPRING WATER CO INC	Rental		23.10
20-00385	04/03/20	HOLMAN FRENIA ALLISON, PC	Audit Fin Statements 2019		3,000.00
20-00386	06/01/20	HOLMAN FRENIA ALLISON, PC	Audit Fin Statements 2019		20,000.00
20-00387	06/11/20	LAKE COMO BOARD OF EDUCATION	School Tax June		257,471.00
20-00388	06/11/20	DELTA DENTAL OF NEW JERSEY	Dental		708.48
20-00389	06/12/20	DELISA WASTE SERVICES	Recycle Tipping Fees May		1,559.27
20-00390	06/16/20	JEANNETTE JIMENEZ	Cleaning Service May		252.00
20-00391	06/16/20	NEW JERSEY AMERICAN WATER CO.	Purchase of water May		21,980.45
20-00393	06/16/20	VERIZON	Dispatch Line		75.14
20-00394	06/10/20	MGL PRINTING SOLUTIONS	Tax Bills/Advice Tax Bills		389.00
20-00395	05/19/20	JAMM PRINTING	Permit Parking Only signs		280.00
20-00396	06/16/20	VERIZON WIRELESS	Building Cell Phone		42.13
20-00397	06/16/20	LOUISE MEKOSH	Directional/Social Dist Signs		42.62
20-00398	06/17/20	WATER WORKS SUPPLY COMPANY INC	Copper pipes & fittings		446.14
20-00399	06/17/20	DELISA WASTE SERVICES	Tipping Fees June 1-15, 2020		4,503.42
20-00400	06/12/20	JAEGER LUMBER	Hammer/Sil Saw Bld		71.98
20-00401	06/15/20	General Code	ecode360 Annual Maintenance		1,195.00
20-00402	06/17/20	Marco Technologies LLC	Copy Machine Lease		398.56
20-00403	06/17/20	CME ASSOCIATES	IMPTS to Main St/North Blvd		7,239.50
20-00404	06/17/20	CME ASSOCIATES	IMPTS to 17th Avenue		3,921.00
20-00405	06/17/20	CME ASSOCIATES	IMPTS to 17th Avenue PH 2		3,095.00
20-00406	06/17/20	Gannett NJ Newspapers	Legal Adv-Hearing Redevelopment		215.00
20-00408	06/22/20	DELISA WASTE SERVICES	Trash & Recycle Service July		10,216.67
20-00409	06/22/20	AMCO PEST SERVICES, INC.	Pest Control June		110.00
20-00410	06/22/20	LAKE COMO PAYROLL ACCOUNT	Employee payroll 6/24/2020		38,960.12
20-00411	06/22/20	JCP&L	Street Lighting		1,944.14
20-00412	06/22/20	DENTAL SERVICE ORG	Dental July		103.83
20-00413	06/17/20	SCRUBBER DOCTOR JANITORIAL SUPP	Sanitizer/Disinfectant/towels		323.88
20-00414	06/22/20	GARDEN STATE LABORATORIES, INC	Water Analysis April		207.00
20-00415	06/22/20	GARDEN STATE LABORATORIES, INC	Water analysis June		207.00
20-00416	06/23/20	Quill LLC	Office Supplies		366.94
20-00417	06/25/20	JUNGLE LASERS, LLC.	Nat Geomatica May		250.00
20-00418	06/25/20	Patricia Osterlo	Tree Escrow Refund Res19-143		800.00
20-00419	06/25/20	LOUISE MEKOSH, PETTY CASH FUND	Petty Cash		32.25
20-00420	06/26/20	Yehuda Holdings	Street Open Refund Res 19-142		600.00
20-00421	06/26/20	Frank Calabrese	Street Open Refund Res20-83		600.00
20-00422	06/26/20	Wesley Pittenger	Street Open Refund Res 20-82		600.00
20-00423	06/29/20	JCP&L	Electric Service		691.18

PO #	PO Date	Vendor	Description	R/A/H Amount
20-00425	06/29/20	CABLEVISION/OPTIMUM	Optonline/Telephone	840.26
20-00426	07/06/20	LAKE COMO PAYROLL ACCOUNT	Employee Payroll 7/8/2020	35,443.19
20-00429	03/11/20	MONMOUTH CTY PUBLIC WORKS&ENG	Street Sweeping March 11, 2020	562.64
20-00430	06/24/20	MONMOUTH CTY PUBLIC WORKS&ENG	Street Sweeping 6/24/2020	567.64
20-00431	06/30/20	DELISA WASTE SERVICES	Tipping fees June 16-30, 2020	3,065.34
20-00435	07/09/20	STATE OF NJ PENSIONS&BENEFITS	Employee Group Ins. July	17,474.90
20-00438	07/09/20	SHAIN SCHAFFER PC	Borough Attorney July	1,887.50
20-00439	07/09/20	ATLANTIC SECURITY & FIRE	Fire/Monitor/Connect Aug-Sept	809.40
20-00440	07/06/20	RIO SUPPLY, INC D/B/A SLC MET	1" water Meter	497.00
20-00447	07/09/20	DELTA DENTAL OF NEW JERSEY	Dental August	708.48
20-00449	07/10/20	MONMOUTH CTY ASSESSOR'S ASSN.	2020 Membership Dues	150.00
20-00454	07/14/20	TREASURER-STATE OF NEW JERSEY	Stormwater Discharge Permit	1,050.00
20-00455	06/30/20	CME ASSOCIATES	NJDOT Trust Fund Grant Appl	864.50
20-00456	06/30/20	CME ASSOCIATES	IMPTS to Main St/North Blvd	13,936.00
20-00457	06/30/20	CME ASSOCIATES	IMPTS to 17th Avenue	3,518.00
20-00458	06/30/20	CME ASSOCIATES	IMPTS to 17th Avenue Phase II	10,851.00
20-00459	06/30/20	HOLMAN FRENIA ALLISON, PC	Audit Financial YE 12/21/19	4,025.00
20-00461	07/14/20	H2M ASSOCIATES, INC.	Planning Board Escrow Zero's	394.00
20-00462	07/14/20	H2M ASSOCIATES, INC.	Planning Board Escrow Zero's	900.00
20-00463	07/14/20	H2M ASSOCIATES, INC.	Planning Board Escrow Zero's	1,014.00
20-00465	07/14/20	VERIZON	Police Dispatch	76.81
20-00466	07/14/20	VERIZON WIRELESS	Buiding Dept Cell Phone	84.77
20-00467	07/14/20	Marco Technologies LLC	Copy Machine Lease	398.56
20-00468	07/14/20	NEW JERSEY AMERICAN WATER CO.	Purchase of water June	40,181.35
20-00469	07/14/20	ELLCOTT NETWORK CONSULTANTS	2020 Maintenance Agreement	1,021.67
20-00470	07/15/20	STATE OF NEW JERSEY-PMT	PMT April/May/June 2020	145.29
20-00474	07/16/20	LOUISE MEKOSH	Reimburse Intercom-front windo	133.04
20-00477	07/17/20	COSTCO WHOLESALE CLUB	supplies	271.93

Total Purchase Orders: 102 Total P.O. Line Items: 270

Total R/A/H Amount: 832,431.61

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	0-10	541,634.31	0.00	0.00	541,634.31
	0-20	283,038.94	0.00	0.00	283,038.94
	0-74	258.36	0.00	0.00	258.36
Year Total:		824,931.61	0.00	0.00	824,931.61
	9-10	7,500.00	0.00	0.00	7,500.00
Total of All Funds:		832,431.61	0.00	0.00	832,431.61

Resolution 2020 – 100

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 Company	PB&G OE	\$204.57
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Dated: July 21, 2020

Kevin G. Higgins, Mayor

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

RESOLUTION NO. 2020-101
BOROUGH OF LAKE COMO

APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE IMPROVEMENTS TO 17TH AVENUE AND VARIOUS CURB RAMPS PROJECT.

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 Municipal Clerk are hereby authorized to submit an electronic grant application identified as MA-2021-Improvements to 17th Avenue and Various Curb Ramps to the New Jersey Department of Transportation on behalf of the Borough of Lake Como.

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

Dated: 7/21/2020

Kevin G. Higgins, Mayor

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

Municipal Clerk's Certification

My signature and the Municipal 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 A. Mekosh
Borough Clerk

Kevin G. Higgins
Mayor