



**LAKE COMO BOROUGH
1740 MAIN STREET
LAKE COMO, NJ 07719
MINUTES**

**DATE: APRIL 16, 2024
REGULAR MEETING**

MEETING CALLED TO ORDER

Mayor Higgins called the meeting to order at 7:30pm

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 second day of January 2024 in which Resolution the time and place of Agenda and Regular Meetings commencing with January 2, 2024 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	Present
Hawley Scull	Present
Christopher D'Antuono	Present
Nick DeMauro	Present
Peter Ventrice	Present
Heather Albala-Doyle	Present

APPROVAL OF MINUTES

Councilman DeMauro made a motion to approve the minutes from the March 19, 2024 Regular Meeting, seconded by Councilman Ventrice, Councilman Witte abstained, all others are in favor.

COMMUNICATIONS

None on the agenda

REPORTS OF COMMITTEES

- Councilwoman Albala-Doyle reported that recreation is holding sign ups for tennis camp and a kids running club through the Belmar recreation website. All other matters are in order.
- Councilman Ventrice reported that the Environmental Commission is hosting a lake clean up on Saturday, April 27th from 9:00am – 11:00am. There will also be a native plant presentation on April 20th at Borough Hall. All other matters are in order.

- Councilman DeMauro reported that all matters are in order.
 - o Ptl. Steneck from the Belmar PD reported that there was a power outage today that was quickly resolved. There are 8 Class II officers getting ready to graduate from the academy. All else is in order.
 - o Borough Administrator Andrew Huisman reported that the EMS has been working out phenomenally with a response time under 3 minutes. All else is in order.

- Councilman D'Antuono reported that all matters are in order.

- Councilwoman Scull reported that the Town Wide Spring Yard Sale will be May 4th and May 5th and you can sign up at Borough Hall. All other matters are in order.

- Councilman Witte reported that the first 100th Anniversary event will be April 28th at Joe's Surf Shack from 2:00pm – 6:00pm and the special edition 1924 beer from Little Dog Brewery will be unveiled there. On June 3rd, it will be 100 years to the day from the first ever meeting that was held in town and there will be a special council meeting on that day to commemorate that. Councilman Witte reported that there will be a 100th Anniversary 5k on September 21st which is also Lake Como Day. April would have marked the 100th Anniversary of the Fire Department if it was still in service. Lastly, the Finance Committee is working on the budget and will be introducing the budget next month. All other matters are in order.

- Mayor Higgins reported that there will be a Workshop Meeting on May 7th to discuss reviewing Planning Board Ordinances with the Planning Board Chairperson and Planning Board Engineer. Mayor Higgins reported that the County will be doing street cleaning twice a month on the first and third Wednesdays and requests that residents move their cars accordingly. Mayor Higgins stated that the finance team is working on the budget and will have something to present to the Council in a month. NJ.com did an article ranking tax rates and property values in the County and Mayor Higgins reported that Lake Como was 23rd out of 53 in property values and 50th out of 53 in tax rates. All other matters are in order.
 - o SMRSA Representative Kevin Lynch came before the Council to give an update the amount of rain and the increase in flows. Please see the attached guide.

- Borough Attorney Peg Schaffer gave a report to the public that the town is being sued by residents who are claiming the fountain is a nuisance and she is in the process of responding to that suit.

UNFINISHED BUSINESS

No unfinished business

PUBLIC COMMENTS ON NEW BUSINESS & CONSENT AGENDA

Councilman Witte made a motion to open the meeting to the public, seconded by Councilwoman Scull, all are in favor.

No Public Comments

Councilman Witte made a motion to close the meeting to the public, seconded by Councilwoman Scull, all are in favor.

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

Ordinance 2024-2

Second Reading and Public Hearing

Amending Stormwater Ordinance

Offered by Councilman D'Antuono and seconded by Councilman Witte.

No Public Comments on this Ordinance

Roll call vote as follows:

Yes: Councilmembers Witte, Scull, D'Antuono, DeMauro, Ventrice and Albala-Doyle

No: None

Abstain: None

Absent: None

Ordinance 2024-3

Second Reading and Public Hearing

Amending Fire Inspections Fees for Non-Life Hazard Use

Offered by Councilman Ventrice and seconded by Councilman Witte.

No Public Comments on this Ordinance

Roll call vote as follows:

Yes: Councilmembers Witte, Scull, D'Antuono, DeMauro, Ventrice and Albala-Doyle

No: None

Abstain: None

Absent: None

Ordinance 2024-4

First Reading and Introduction

Authorizing Third-Party Payroll Disbursements

Offered by Councilman Witte, seconded by Councilman Ventrice, roll call vote as follows:

Yes: Councilmembers Witte, Scull, D'Antuono, DeMauro, Ventrice and Albala-Doyle

No: None

Abstain: None

Absent: None

Resolution 2024-63

Appointing Deputy Registrar

Offered by Councilwoman Albala-Doyle, seconded by Councilman Witte, roll call vote as follows:

Yes: Councilmembers Witte, Scull, D'Antuono, DeMauro, Ventrice and Albala-Doyle
No: None
Abstain: None
Absent: None

Resolution 2024-64

Authorizing Acceptance of the Cops in Shops Grant

Offered by Councilman Witte, seconded by Councilman DeMauro, roll call vote as follows:

Yes: Councilmembers Witte, Scull, D'Antuono, DeMauro, Ventrice and Albala-Doyle
No: None
Abstain: None
Absent: None

Resolution 2024-65

Awarding Contract for Pole Barn

Offered by Councilman D'Antuono, seconded by Councilman Witte, roll call vote as follows:

Yes: Councilmembers Witte, Scull, D'Antuono, DeMauro, Ventrice and Albala-Doyle
No: None
Abstain: None
Absent: None

Resolution 2024-66

Authorizing Adoption of a Memorandum of Understanding

Offered by Councilman DeMauro, seconded by Councilman Witte, roll call vote as follows:

Yes: Councilmembers Witte, Scull, D'Antuono, DeMauro, Ventrice and Albala-Doyle
No: None
Abstain: None
Absent: None

Resolution 2024-67

Annual Audit

Offered by Councilman Witte, seconded by Councilman DeMauro, roll call vote as follows:

Yes: Councilmembers Witte, Scull, D'Antuono, DeMauro, Ventrice and Albala-Doyle
No: None
Abstain: None
Absent: None

Resolution 2024-68

Corrective Action Plan

Offered by Councilman D'Antuono, seconded by Councilman Ventrice, roll call vote as follows:

Yes: Councilmembers Witte, Scull, D'Antuono, DeMauro, Ventrice and Albala-Doyle
No: None
Abstain: None
Absent: None

Resolution 2024-69

Payment of Bills

Offered by Councilwoman Scull, seconded by Councilwoman Albala-Doyle, roll call vote as follows:

Yes: Councilmembers Witte, Scull, D'Antuono, DeMauro, Ventrice and Albala-Doyle

No: None

Abstain: None

Absent: None

Resolution 2024-70

Payment of NJNG Bill

Offered by Councilwoman Albala-Doyle, seconded by Councilman Ventrice, roll call vote as follows:

Yes: Councilmembers Witte, Scull, DeMauro, Ventrice and Albala-Doyle

No: None

Abstain: Councilman D'Antuono

Absent: None

PUBLIC COMMENTS

Councilman Witte made a motion to open the meeting to the public, seconded by Councilwoman Albala-Doyle, all are in favor.

- Steve Ricca of 20th Avenue came before the Council and asked if the sale of the water infrastructure was still a consideration. Mayor Higgins responded that it has been a discussion for the past 12 years and the entire process is an 18-24 month process. Mr. Ricca stated that although it is well intentioned, he feels like it is a mistake and the residents would be under the thumb of whoever buys the system.
- Joe Cavaluzzi of 16th Avenue asked where the town is in the process of selling the water system. Borough Administrator Andrew Huisman responded that it is a very time consuming process and Mayor Higgins responded that Lake Como is in the very early phases and has just hired an appraiser.

Councilman DeMauro made a motion to close the meeting to the public, seconded by Councilwoman Scull, all are in favor.

NEXT MEETING

The next regular meeting of the Mayor and Council will be held on Tuesday, May 7, 2024, immediately following the 7:30 PM Workshop meeting in the Lake Como Meeting Room. All meetings are open to the public.

MOTION TO ADJOURN

Councilwoman Scull made a motion to adjourn, seconded by Councilwoman Albala-Doyle, all are in favor.

SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY
Flow Numbers in M.G.
For the Period October 2023 - September 2024

1-Apr-24

Meter Site	Oct. 2023	Nov.	Dec.	Jan. 2024	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	YTD Totals	22/23 Percent Share	23/24 Percent Indicator
Belmar	49,066	21,593	41,036	52,573	29,928	50,590	0,000	0,000	0,000	0,000	0,000	0,000	244,785	17.72%	18.56%
Manasquan - Ocean Ave.	38,331 *	25,070 *	27,503 *	41,072 *	27,752	40,199	0,000	0,000	0,000	0,000	0,000	0,000	199,927		
Manasquan - Glimmer	2,071	2,005	2,071	2,071	1,937	2,071	0,000	0,000	0,000	0,000	0,000	0,000	12,226		
Manasquan - Total	40,402	27,075	29,574	43,143	29,689	42,270	0,000	0,000	0,000	0,000	0,000	0,000	212,153	16.08%	16.08%
Sea Girt	8,014	4,669	6,417	12,370	8,222	12,695	0,000	0,000	0,000	0,000	0,000	0,000	52,387	3.49%	3.97%
Spring Lake - Pitney	8,521	4,470	7,177	10,473	7,086	10,644	0,000	0,000	0,000	0,000	0,000	0,000	48,371		
Spring Lake - Penn. Ave.	26,122	11,152	19,071	30,856	17,414	29,940	0,000	0,000	0,000	0,000	0,000	0,000	134,555		
Spring Lake Total	34,643	15,622	26,248	41,329	24,500	40,584	0,000	0,000	0,000	0,000	0,000	0,000	182,926	11.01%	13.87%
Spring Lake Heights	13,586	11,233	13,584	17,678	13,997	19,680	0,000	0,000	0,000	0,000	0,000	0,000	89,868	7.03%	6.81%
Lake Como	19,056	8,288	15,235	20,834	11,450	20,134	0,000	0,000	0,000	0,000	0,000	0,000	94,997	6.14%	7.20%
Brielle - Main	13,322	10,492	12,547	15,051	11,060	14,501	0,000	0,000	0,000	0,000	0,000	0,000	76,973		
Brielle - Glimmer	1,136	1,098	1,136	1,136	1,063	1,136	0,000	0,000	0,000	0,000	0,000	0,000	6,705		
Brielle Total	14,458	11,590	13,683	16,187	12,123	15,637	0,000	0,000	0,000	0,000	0,000	0,000	83,678	7.05%	6.34%
Wall - North	30,996	27,614	33,051	38,557	31,623	41,730	0,000	0,000	0,000	0,000	0,000	0,000	203,571		
Wall - Wreck Pond	14,628	14,198	15,112	15,592	13,497	15,188	0,000	0,000	0,000	0,000	0,000	0,000	88,215		
Wall - Glimmer	11,216	10,821	11,324	11,025	9,987	12,051	0,000	0,000	0,000	0,000	0,000	0,000	56,424		
Wall Total	56,840	52,633	59,487	65,174	55,107	68,969	0,000	0,000	0,000	0,000	0,000	0,000	358,210	31.48%	27.16%
Pump Station Total	236,165	152,703	205,263	269,288	185,016	270,559	0,000	0,000	0,000	0,000	0,000	0,000	1,318,984	100.00%	100.00%
Monthly Rainfall (Inches)	3.32	1.37	8.31	8.46	1.92	9.70	0.00	0.00	0.00	0.00	0.00	0.00	33.080		
Monthly Snow (Inches)															

*Estimated- flow meter bypassed for construction

L.C. → March 2023 → 67.19 M.G. @ 6.5%

BOROUGH OF LAKE COMO, MONMOUTH COUNTY, STATE OF NEW JERSEY

ORDINANCE NO. 2024-02

STORMWATER CONTROL ORDINANCE OF THE BOROUGH OF LAKE COMO

WHEREAS, the NJDEP amended its Stormwater Management rules "to ensure that areas at most significant risk of flooding due to climate change are better defined and that new reconstructed assets in these areas are designed and constructed using the best available climate-informed precipitation data"; and

WHEREAS, Ordinance No. 2021-956, codified in Chapter 19-1, *et seq.*, must comply with the amended rules;

NOW, THEREFORE, BE IT ORDAINED by the Borough Council of the Borough of Lake Como, in the County of Monmouth and State of New Jersey, that Chapter 19-1 of the Code of the Borough of Lake Como is hereby repealed in its entirety and replaced with the following:

Section I. Scope and Purpose:

A. Policy Statement

Flood control, groundwater recharge, and pollutant reduction shall be achieved through the use of stormwater management measures, including green infrastructure Best Management Practices (GI BMPs) and nonstructural stormwater management strategies. GI BMPs should be utilized to meet the goal of maintaining natural hydrology to reduce stormwater runoff volume, reduce erosion, encourage infiltration and groundwater recharge, and reduce pollution. GI BMPs should be developed based upon physical site conditions and the origin, nature and the anticipated quantity, or amount, of potential pollutants. Multiple stormwater management BMPs may be necessary to achieve the established performance standards for green infrastructure, water quality, quantity, and groundwater recharge.

B. Purpose

The purpose of this ordinance is to establish minimum stormwater management requirements and controls for "major development," as defined below in Section II.

C. Applicability

1. This ordinance shall be applicable to the following major developments:

i. Non-residential major developments and redevelopment projects; and

- ii. Aspects of residential major developments and redevelopment projects that are not pre-empted by the Residential Site Improvement Standards at N.J.A.C. 5:21 et seq.
2. This ordinance shall also be applicable to all major developments undertaken by the Borough of Lake Como.
3. Applicability of this ordinance to major developments shall comply with last amended N.J.A.C. 7:8-1.6, incorporated herein by reference.

D. Compatibility with Other Permit and Ordinance Requirements

Development approvals issued pursuant to this ordinance are to be considered an integral part of development approvals and do not relieve the applicant of the responsibility to secure required permits or approvals for activities regulated by any other applicable code, rule, act, or ordinance. In their interpretation and application, the provisions of this ordinance shall be held to be the minimum requirements for the promotion of the public health, safety, and general welfare.

This ordinance is not intended to interfere with, abrogate, or annul any other ordinances, rule or regulation, statute, or other provision of law except that, where any provision of this ordinance imposes restrictions different from those imposed by any other ordinance, rule or regulation, or other provision of law, the more restrictive provisions or higher standards shall control.

Section II. Definitions:

For the purpose of this ordinance, the following terms, phrases, words and their derivations shall have the meanings stated herein unless their use in the text of this ordinance clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory. The definitions used in this ordinance shall be the same as the last amended Stormwater Management Rules at N.J.A.C. 7:8-1.2, incorporated herein by reference.

Section III. Design and Performance Standards for Stormwater Management Measures:

This section establishes design and performance standards for stormwater management measures for major development intended to minimize the adverse impact of stormwater runoff on water quality and water quantity and loss of groundwater recharge in receiving water bodies. Design and performance standards for stormwater management measures shall comply with last amended N.J.A.C. 7:8-5, incorporated herein by reference.

Section IV. Solids and Floatable Materials Control Standards:

A. Site design features identified under Section III above, or alternative designs in accordance with Section III above, to prevent discharge of trash and debris from drainage systems shall comply with the following standard to control passage of solid and floatable materials through storm drain inlets. For purposes of this paragraph, "solid and floatable materials" means sediment, debris, trash, and other floating, suspended, or settleable solids. For exemptions to this standard see Section IV.A.2 below.

1. Design engineers shall use one of the following grates whenever they use a grate in pavement or another ground surface to collect stormwater from that surface into a storm drain or surface water body under that grate:
 - i. The New Jersey Department of Transportation (NJDOT) bicycle safe grate, which is described in Chapter 2.4 of the NJDOT Bicycle Compatible Roadways and Bikeways Planning and Design Guidelines; or
 - ii. A different grate, if each individual clear space in that grate has an area of no more than seven (7.0) square inches, or is no greater than 0.5 inches across the smallest dimension. Note that the Residential Site Improvement Standards at N.J.A.C. 5:21 include requirements for bicycle safe grates.

Examples of grates subject to this standard include grates in grate inlets, the grate portion (non-curb-opening portion) of combination inlets, grates on storm sewer manholes, ditch grates, trench grates, and grates of spacer bars in slotted drains. Examples of ground surfaces include surfaces of roads (including bridges), driveways, parking areas, bikeways, plazas, sidewalks, lawns, fields, open channels, and stormwater system floors used to collect stormwater from the surface into a storm drain or surface water body.

- iii. For curb-opening inlets, including curb-opening inlets in combination inlets, the clear space in that curb opening, or each individual clear space if the curb opening has two or more clear spaces, shall have an area of no more than seven (7.0) square inches, or be no greater than two (2.0) inches across the smallest dimension.

2. The standard in IV.A.1. above does not apply:
 - i. Where each individual clear space in the curb opening in existing curb-opening inlet does not have an area of more than nine (9.0) square inches;
 - ii. Where the municipality agrees that the standards would cause inadequate hydraulic performance that could not practicably be overcome by using additional or larger storm drain inlets;

- iii. Where flows from the water quality design storm as specified in the last amended Stormwater Management rules at N.J.A.C. 7:8 et seq. are conveyed through any device (e.g., end of pipe netting facility, manufactured treatment device, or a catch basin hood) that is designed, at a minimum, to prevent delivery of all solid and floatable materials that could not pass through one of the following:
 - a. A rectangular space four and five-eighths (4.625) inches long and one and one-half (1.5) inches wide (this option does not apply for outfall netting facilities); or
 - b. A bar screen having a bar spacing of 0.5 inches.

Note that these exemptions do not authorize any infringement of requirements in the Residential Site Improvement Standards for bicycle safe grates in new residential development (N.J.A.C. 5:21-4.18(b)2 and 7.4(b)1).

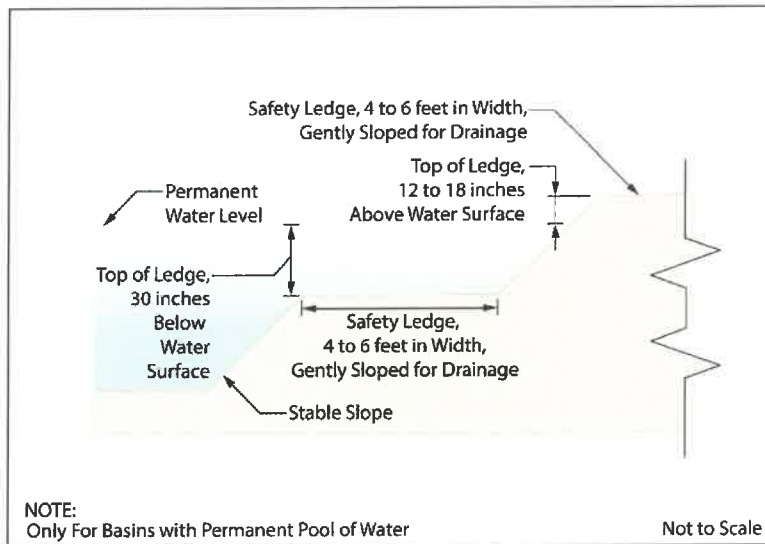
- iv. Where flows are conveyed through a trash rack that has parallel bars with one-inch (1 inch) spacing between the bars, to the elevation of the Water Quality Design Storm as specified in N.J.A.C. 7:8; or
- v. Where the New Jersey Department of Environmental Protection determines, pursuant to the New Jersey Register of Historic Places Rules at N.J.A.C. 7:4-7.2(c), that action to meet this standard is an undertaking that constitutes an encroachment or will damage or destroy the New Jersey Register listed historic property.

Section V. Safety Standards for Stormwater Management Basins:

A. This section sets forth requirements to protect public safety through the proper design and operation of stormwater management basins. This section applies to any new stormwater management basin. Safety standards for stormwater management measures shall comply with last amended N.J.A.C. 7:8-6, incorporated herein by reference.

B. Safety Ledge Illustration

Elevation View –Basin Safety Ledge Configuration



Section VI. Requirements for a Site Development Stormwater Plan:

A. Submission of Site Development Stormwater Plan

1. Whenever an applicant seeks municipal approval of a development subject to this ordinance, the applicant shall submit all of the required components of the Checklist for the Site Development Stormwater Plan at Section VI.C below as part of the submission of the application for approval.
2. The applicant shall demonstrate that the project meets the standards set forth in this ordinance.
3. The applicant shall submit 15 copies of the materials listed in the checklist for site development stormwater plans in accordance with Section VI.C of this ordinance.

B. Site Development Stormwater Plan Approval

The applicant's Site Development project shall be reviewed as a part of the review process by the municipal board or official from which municipal approval is sought. That municipal board or official shall consult the municipality's review engineer to determine if all of the checklist requirements have been satisfied and to determine if the project meets the standards set forth in this ordinance.

C. Submission of Site Development Stormwater Plan

The following information shall be required:

1. Topographic Base Map

The reviewing engineer may require upstream tributary drainage system information as necessary. It is recommended that the topographic base map of the site be submitted which extends a minimum of 200 feet beyond the limits of the proposed development, at a scale of 1"=200' or greater, showing 2-foot contour intervals. The map as appropriate may indicate the following: existing surface water drainage, shorelines, steep slopes, soils, erodible soils, perennial or intermittent streams that drain into or upstream of the Category One waters, wetlands and flood plains along with their appropriate buffer strips, marshlands and other wetlands, pervious or vegetative surfaces, existing man-made structures, roads, bearing and distances of property lines, and significant natural and manmade features not otherwise shown.

2. Environmental Site Analysis

A written and graphic description of the natural and man-made features of the site and its surroundings should be submitted. This description should include a discussion of soil conditions, slopes, wetlands, waterways and vegetation on the site. Particular attention should be given to unique, unusual, or environmentally sensitive features and to those that provide particular opportunities or constraints for development.

3. Project Description and Site Plans

A map (or maps) at the scale of the topographical base map indicating the location of existing and proposed buildings roads, parking areas, utilities, structural facilities for stormwater management and sediment control, and other permanent structures. The map(s) shall also clearly show areas where alterations will occur in the natural terrain and cover, including lawns and other landscaping, and seasonal high groundwater elevations. A written description of the site plan and justification for proposed changes in natural conditions shall also be provided.

4. Land Use Planning and Source Control Plan

This plan shall provide a demonstration of how the goals and standards of Section III is being met. The focus of this plan shall be to describe how the site is being developed to meet the objective of controlling groundwater recharge, stormwater quality and stormwater quantity problems at the source by land management and source controls whenever possible.

5. Stormwater Management Facilities Map

The following information, illustrated on a map of the same scale as the topographic base map, shall be included:

- i. Total area to be disturbed, paved or built upon, proposed surface contours, land area to be occupied by the stormwater management facilities and the type of vegetation thereon, and details of the proposed plan to control and dispose of stormwater.
- ii. Details of all stormwater management facility designs, during and after construction, including discharge provisions, discharge capacity for each outlet at different levels of detention and emergency spillway provisions with maximum discharge capacity of each spillway.

6. Calculations

- i. Comprehensive hydrologic and hydraulic design calculations for the pre-development and post-development conditions for the design storms specified in Section III of this ordinance.
- ii. When the proposed stormwater management control measures depend on the hydrologic properties of soils or require certain separation from the seasonal high water table, then a soils report shall be submitted. The soils report shall be based on onsite boring logs or soil pit profiles. The number and location of required soil borings or soil pits shall be determined based on what is needed to determine the suitability and distribution of soils present at the location of the control measure.

7. Maintenance and Repair Plan

The design and planning of the stormwater management facility shall meet the maintenance requirements of Section VII.

8. Waiver from Submission Requirements

The municipal official or board reviewing an application under this ordinance may, in consultation with the municipality's review engineer, waive submission of any of the requirements in Section VI.C.1 through VI.C.6 of this ordinance when it can be demonstrated that the information requested is impossible to obtain or it would create a hardship on the applicant to obtain and its absence will not materially affect the review process.

Section VII. Maintenance and Repair:

A. Applicability

Projects subject to review as in Section I.C of this ordinance shall comply with the requirements of Section VII.B and VII.C.

B. General Maintenance

1. Maintenance for stormwater management measures shall comply with last amended N.J.A.C. 7:8-5.8, incorporated herein by reference.
 2. The following requirements of N.J.A.C. 7:8-5.8 do not apply to stormwater management facilities that are dedicated to and accepted by the municipality or another governmental agency, subject to all applicable municipal stormwater general permit conditions, as issued by the Department:
 - i. If the maintenance plan identifies a person other than the property owner (for example, a developer, a public agency or homeowners' association) as having the responsibility for maintenance, the plan shall include documentation of such person's or entity's agreement to assume this responsibility, or of the owner's obligation to dedicate a stormwater management facility to such person under an applicable ordinance or regulation; and
 - ii. Responsibility for maintenance shall not be assigned or transferred to the owner or tenant of an individual property in a residential development or project, unless such owner or tenant owns or leases the entire residential development or project. The individual property owner may be assigned incidental tasks, such as weeding of a green infrastructure BMP, provided the individual agrees to assume these tasks; however, the individual cannot be legally responsible for all of the maintenance required; and
 3. The requirements of this section do not apply to stormwater management facilities that are dedicated to and accepted by the municipality or another governmental agency, subject to all applicable municipal stormwater general permit conditions as issued by the Department.
 4. In the event that the stormwater management facility becomes a danger to public safety or public health, or if it is in need of maintenance or repair, the municipality shall so notify the responsible person in writing. Upon receipt of that notice, the responsible person shall have fourteen (14) days to effect maintenance and repair of the facility in a manner that is approved by the municipal engineer or his designee. The municipality, in its discretion, may extend the time allowed for effecting maintenance and repair for good cause. If the responsible person fails or refuses to perform such maintenance and repair, the municipality or County may immediately proceed to do so and shall bill the cost thereof to the responsible person. Nonpayment of such bill may result in a lien on the property.
- C. Nothing in this subsection shall preclude the municipality in which the major development is located from requiring the posting of a performance or maintenance guarantee in accordance with N.J.S.A. 40:55D-53.

Section VIII. Penalties:

Any person(s) who erects, constructs, alters, repairs, converts, maintains, or uses any

building, structure or land in violation of this chapter shall upon conviction, suffer and pay the penalty set forth in Section 17:18-1 in the Municipal Ordinances of the Borough of Lake Como and/or State Statute.

Section IX. Severability:

Each section, subsection, sentence, clause and phrase of this Ordinance is declared to be an independent section, subsection, sentence, clause and phrase, and the finding or holding of any such portion of this Ordinance to be unconstitutional, void, or ineffective for any cause, or reason, shall not affect any other portion of this Ordinance.

Section X. Effective Date:

This Ordinance shall be in full force and effect from and after its adoption and any publication as required by law.

SO ORDAINED as aforesaid.

Doug Witte, Council President

NOTICE

Notice is hereby given that the foregoing Ordinance was introduced and passed on first reading at a meeting of the Lake Como Borough Council held on March 19, 2024. Said Ordinance will again be read and considered for final passage at a meeting of the Lake Como Borough Council to be held at 7:30 p.m. on April 2, 2024 at 1740 Main Street, Lake Como, New Jersey 07719. At said time and place, all persons having an interest in the foregoing Ordinance will be granted an opportunity to be heard concerning the same prior to consideration for final passage by the Council.

AMY L. BONEY, Acting Borough Clerk

MAYORAL APPROVAL

APPROVAL BY THE MAYOR ON THIS _____
DAY OF _____, 2024

KEVIN HIGGINS, Mayor

ORDINANCE 2024-3
ORDINANCE AMENDING CHAPTER 16.4 –
FIRE INSPECTIONS FEES FOR NON-LIFE HAZARD USE

Be it Ordained by the Mayor and Council of the Borough of Lake Como that Chapter 16.4 of the Borough Ordinances be amended as follows:

16.4 FIRE INSPECTIONS FEES FOR NON-LIFE HAZARD USES.

- a. *Annual Fire Registration Fees for Non-life Hazard Uses.*

Fire Inspection Fee for Businesses	\$50.00 \$75.00
Fire Inspection Fee for Common Areas	\$100.00
Fire Investigation Report	\$12.00

This Ordinance shall take effect upon final passage and publication as provided by law.

SO ORDAINED as aforesaid.

Adopted on First Reading

Dated: _____

Amy L. Boney

Acting Borough Clerk

Adopted on Second Reading

Dated: _____

Amy L. Boney

Acting Borough Clerk

Approval by the Mayor on This ____ Day Of _____, 2023

Kevin G. Higgins, Mayor

ORDINANCE 2024-04

AN ORDINANCE AMENDING CHAPTER 2, ADMINISTRATION, OF THE BOROUGH CODE OF THE BOROUGH OF LAKE COMO TO ESTABLISH §2-51.7 ENTITLED “THIRD-PARTY PAYROLL DISBURSEMENT” PURSUANT TO N.J.S.A. 52:27D-20.1 AND N.J.A.C. 5:30-17.1, ET SEQ.

WHEREAS, the Local Finance Board of the State of New Jersey adopted formal rules regarding “Electronic Disbursement Controls for Payroll Purposes” in order to provide formal authority for local governments to hire third-party payroll services/disbursing services to disburse funds to payroll agencies; and

WHEREAS, in order to have a payroll servicer provide disbursement services, the Borough Council of the Borough of Lake Como (“Borough”) must formally approve the principle of a third-party having access to Borough funds, formally assigning responsibility to an official to oversee the process by enacting an ordinance and approving all contracts or extensions.

NOW, THEREFORE, BE IT ORDAINED, by the Borough Council of the Borough of Lake Como, County of Monmouth and State of New Jersey that the Borough Code of the Borough of Lake Como shall be amended and supplemented as follows:

CHAPTER 2, Administration, Article VI Policies and Procedures:

§2-51.7 “Third-Party Payroll Disbursement”

§2-51.7a Purpose; definitions.

A. The purpose and intent of these regulations is to abide by the requirements of N.J.S.A. 52:27D-20.1 and N.J.A.C. 5:30-17.1 et seq., governing electronic disbursement controls for payroll purposes.

B. Definitions. As used in this section, the following terms shall have the meanings indicated:

“Approval Officer” - Person(s) responsible for authorizing and supervising the activities of the payroll service.

“Payroll Service” - Third-party payroll service organization.

“Borough” - Borough of Lake Como.

§2-51.7b Authorization.

A. The Borough is authorized to use a payroll service to prepare payment documentation, take possession of Borough funds, and make such disbursements itself on behalf of the Borough.

B. The following payroll service providers shall be required to comply with these regulations:

(1) Payroll service providers who use their own customized programming process to execute disbursements for the Borough;

(2) Payroll service providers who use a third-party processor to execute disbursements for the Borough.

§2-51.7c Borough requirements.

A. The appointment of a payroll service shall be pursuant to the Local Public Contracts Law, See N.J.S.A. 40A:11-1 et seq., and shall require the contractor to do the following, not by way of limitation: data collection, agency report preparation, calculation of withholding, direct deposit of payroll disbursements, and/or transfer of Borough funds to contractor's account for subsequent disbursement of payment.

B. Any renewal or extension of a contract under these regulations shall be by resolution.

C. The Chief Financial Officer is hereby appointed the approval officer and is responsible for authorizing and supervising the activities of the payroll service and shall further be charged with the reconciliation and analysis of all general ledger accounts affected by the activities of the disbursing organization.

D. If required by the contract between the Borough and the payroll service, the payroll service is permitted to hold Borough funds pending transmittal to a payee.

§2-51.7d Payroll service requirements.

A. A payroll service must meet all of the following requirements:

(1) Report any irregularities that may indicate potential fraud, noncompliance with appropriate laws, dishonesty or gross incompetence on the part of the approval officer;

(2) Report circumstances that could jeopardize its ability to continue operations or otherwise interrupt the services provided to the Borough.

B. A payroll service must meet the requirements of N.J.A.C. 5:30-17.5, requiring that the approval officer be assured that the servicer has its own internal controls and appropriately guard against theft and other adverse conditions.

C. All contracts entered into pursuant to these regulations and the laws authorizing the same shall comply with the requirements of N.J.A.C. 5:30-17.6, which sets out a series of mandatory contractual terms and conditions.

§2-51.7e Establishment of service.

Upon the adoption of these regulations, the Borough Administrator, with the assistance of the Chief Financial Officer and Borough Attorney, as necessary, is hereby authorized and directed to enter into a contract for payroll service in accordance with all local public contracting laws and N.J.A.C. 5:30-17. Appointment of the payroll service shall be by separate resolution of the Borough.

BE IT FURTHER ORDAINED, that if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged by the courts to be invalid, such adjudication shall apply only to the section, paragraph, subsection, clause or provisions so adjudicated, and the remainder of the Ordinance shall be deemed valid and effective; and

BE IT FURTHER ORDAINED, that any ordinances or parts thereof in conflict with the provisions of this Ordinance are repealed to the extent of such conflict; and

BE IT FURTHER ORDAINED, that this Ordinance shall take effect upon passage and publication in accordance with applicable law.

Adopted on First Reading

Dated: April 16, 2024

Amy L. Boney

Acting Borough Clerk

Adopted on Second Reading

Dated: _____

Amy L. Boney

Acting Borough Clerk

Approval by the Mayor on This ____ Day Of _____, 2024

Kevin G. Higgins, Mayor

RESOLUTION 2024-63

A RESOLUTION APPOINTING THE DEPUTY MUNICIPAL REGISTRAR

WHEREAS, at the recommendation of Mayor Kevin G. Higgins, the Borough Council appoints

Samantha M. Waters, CMR #6077 to the position of Deputy Registrar

for the Borough of Lake Como, commencing April 1, 2024, terminating March 31, 2025

A copy of this resolution shall be forwarded to the New Jersey State Registrar.

Dated: 04/16/2024

Kevin G. Higgins
Mayor

Douglas Witte
Council President

Certification

I hereby certify that the foregoing Resolution to be a true and exact copy of the Resolution adopted by the Lake Como Borough Council at its meeting held on April 16, 2024.

Amy L. Boney
Acting Borough Clerk

**BOROUGH OF LAKE COMO
RESOLUTION 2024-64**

**A RESOLUTION APPROVING PARTICIPATION WITH THE STATE OF NEW JERSEY
IN THE COPS IN SHOPS SUMMER SHORE INITIATIVE 2024 PROGRAM
ADMINISTERED BY THE NEW JERSEY DEPARTMENT OF LAW & PUBLIC
SAFETY, OFFICE OF THE ATTORNEY GENERAL GRANT #AL-24-07-02-02**

WHEREAS, the Borough of Lake Como wishes to apply for the FY24 Underage Alcohol Education and Enforcement Initiative Grant #AL-24-07-02-02 in the amount of \$2,880.00 for Subgrant #ABC-09-24 under the State of New Jersey in the Cops in Shops Summer Shore Initiative 2024 Program administered by the NJ Department of Law & Public Safety; and

WHEREAS, the program is a cooperative effort between the Division of Highway Safety Administration and the Division of Alcoholic Beverage Control (ABC); and

WHEREAS, it is the intent and spirit of the State of New Jersey Department of Law and Public Safety, Division of Alcoholic Beverage Control to use the grant to assist local undercover law enforcement officers to join forces with local establishments to deter the sale of alcohol to underage individuals and to stop adults from attempting to purchase alcohol for people under the legal age; and

WHEREAS, it was the recommendation of the Lake Como Borough Administrator and the Belmar Police Department to apply for this grant; and

WHEREAS, it is the desire of the Mayor and Council of the Borough of Lake Como to utilize the grant funding from the Department of Transportation, National Highway Traffic Safety Administration in the amount of \$2,880.00 for the Summer Shore Initiative 2024 as set forth in the grant award.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Lake Como, County of Monmouth, and State of New Jersey does hereby authorize and accept the following:

1. Subaward in the amount of \$2,880.00 for Subgrant #ABC-09-24; and
2. Subaward will be used for the reimbursement of salaries of officers who are operating in an establishment for the purposes of the Cops In Shops project; and
3. Subaward will be used for the period of May 22, 2024 through September 15, 2024

Dated: April 16, 2024

Kevin G. Higgins
Mayor

Douglas Witte
Council President

Certification

I hereby certify that the foregoing Resolution to be a true and exact copy of the Resolution adopted by the Lake Como Borough Council at its meeting held on April 16, 2024.

Amy L. Boney
Acting Borough Clerk

RESOLUTION 2024-65
A RESOLUTION AWARDDING A CONTRACT FOR
INSTALLATION OF A POLE BARN AT 720 17TH AVENUE LAKE COMO, NJ 07719

WHEREAS, the Borough of Lake Como desires to install a pole barn at the Department of Public Works facility at the property at Block 22 Lot 20 known as 720 17th Avenue Lake Como, NJ 07719; and

WHEREAS, three (3) quotes were solicited for the above referenced project. The apparent low quote was received from Cimino Construction LLC of Estell Manor, NJ in the about of \$38,000.00.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Lake Como, that a contract for installation of a pole barn be awarded to Cimino Construction LLC of Estell Manor, NJ in the about of \$38,000.00.

Dated: April 16, 2024

Kevin G. Higgins
Mayor

Douglas Witte
Council President

Certification

I hereby certify that the foregoing Resolution to be a true and exact copy of the Resolution adopted by the Lake Como Borough Council at its meeting held on April 16, 2024.

Amy L. Boney
Acting Borough Clerk

CERTIFICATION AS TO AVAILABILITY OF FUNDS

As required by N.J.S.A. 40A:4-57, N.J.A.C. 5:30-5.1 et seq., and any other applicable requirement, I Samantha Waters, Acting CFO of the Borough of Lake Como have ascertained that there are sufficient uncommitted funds in Bond Ord 2020-953 Acct # C-50-20-953-010 which has an available balance of \$90,585.00.

Samantha M. Waters
Acting Chief Finance Officer

**BOROUGH OF LAKE COMO
RESOLUTION 2024-66**

**RESOLUTION AUTHORIZING THE ADOPTION OF A MEMORANDUM OF
UNDERSTANDING BY AND BETWEEN THE MUNICIPALITIES
PARTICIPATING IN THE SOUTH MONMOUTH REGIONAL EMERGENCY MEDICAL
SERVICES AGREEMENT**

WHEREAS, the Boroughs of Belmar, Lake Como, Manasquan and Sea Girt are the participating municipalities in the South Monmouth Regional Emergency Medical Service (SMEMS) Shared Service whose governing agreement expires on December 31, 2024; and,

WHEREAS, the current operating agreement provides for the day-to-day operations to be managed by a Steering Committee consisting of a representative from each participating community; and,

WHEREAS, the Steering Committee has determined that certain operational procedures currently used are not clearly defined in the original operating Agreement and they have recommended that a Memorandum of Understanding (MOU) be adopted by the governing body of each participating municipality that defines the procedures currently in use, said MOU to be effective for the period January 1, 2024 through December 31, 2024, inclusive.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Lake Como that the Mayor and Municipal Clerk are hereby authorized to execute the SMEMS Memorandum of Understanding attached hereto.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to the Clerk of each participating municipality for their information and files.

Dated: April 16, 2024

Kevin G. Higgins
Mayor

Douglas Witte
Council President

Certification

I hereby certify that the foregoing Resolution to be a true and exact copy of the Resolution adopted by the Lake Como Borough Council at its meeting held on April 16, 2024.

Amy L. Boney
Acting Borough Clerk

**MEMORANDUM OF UNDERSTANDING
SMEMS SHARED SERVICE AGREEMENT ADDENDUM**

This Memorandum of Understanding by and between the SMEMS Shared Services participating municipalities of the Borough of Belmar, the Borough of Lake Como, the Borough of Manasquan and the Borough of Sea Girt is intended to serve as an Addendum to the current Agreement that expires on December 31, 2024 and sets forth certain operational procedures to be effective retroactively from January 1, 2024 until superseded by the new full Agreement.

Section F of the current Agreement is hereby amended and supplemented as follows:

F. OPERATING BUDGET

1. The budget shall run from January 1 to December 31 each year in order to accommodate the municipal budget cycle.
2.
 - a. Budget calculations shall include reasonable estimates based on the prior years' actual expenditures/revenue received.
 - b. The initial \$200,000 of revenue will be allocated as a capital reserve. Revenue received in excess of \$200,001 will be used to offset the cost of the program to the participants.
3. The annual operating budget for the next calendar year shall be prepared by the EMS Coordinator in consultation and coordination with the CFO and must be presented to the EMS Steering Committee for consideration by November 1st of each year and finalized by November 15. The annual operating budget shall account for deficits or surpluses accrued in the previous fiscal year, including grants and revenue generated from billing, and shall be adjusted accordingly.
4. The municipal share for both revenue received and expenditures shall be allocated as follows:
 - a. Borough of Belmar — 35%
 - b. Borough of Manasquan — 35%
 - c. Borough of Sea Girt 15%
 - d. Borough of Lake Como — 15%
5. The minimum amount to be contributed by any member municipality shall be hereby established at 15% of the yearly operating costs.

6. Each municipality is responsible for their respective cost share to be budgeted in the annual municipal budget and paid in full to Belmar by May 1st of each calendar year but not before the respective municipal budget has been approved.
7. In the event there is a need to address unexpected material expenses each participant shall be responsible for their respective share of the costs as stated in paragraph 4 above.
8. Natural or Manmade Disasters
 - a. In the event of a County, State, or Federal Declaration of an emergency, Costs will be allocated based on the schedule as stated in paragraph 4.
 - b. The CFO, OEM Director, and EMS Coordinator will submit all applicable items for reimbursement.
 - c. Reimbursements received shall be applied to program costs.
 - d. The Borough of Belmar may charge additional fees for services provided by the CFO and EMS Coordinator to a participant municipality beyond normal operations
9. Reporting
 - a. Belmar shall issue financial status reports on a quarterly basis. To the extent possible, reports will be provided within 30 days of the end of the quarter.
 - b. An annual summary will be prepared and issued within 60 days of the close of the calendar year.
10. The Parties agree that Belmar will be the lead agency. All parties hereto agree to cooperate with and enable the SMEMS Steering Committee to submit and process grant applications for funding for the provision of emergency services as the Borough of Belmar. In the event that it is necessary, given the requirements of the particular grant program, for such an application to be submitted by an individual member municipality, each member municipality agrees that it will take all necessary steps to ensure the timely completion and submission of any such application. In the event that such funding is available to the municipality, but not otherwise directly available to the Borough of Belmar for the provision of EMS pursuant to this Agreement, then the member municipality will take all steps necessary to apply for, and where possible obtain such funding, and after receipt of such funding consistent with any applicable law, rule or regulation, transmit the

proceeds of such funding to Belmar. This transmitted amount shall be in addition to the annual municipal cost share as outlined in #4 above and shall be utilized to offset the operating costs of Belmar for the upcoming year.

11. Capital Budget/Reserve Fund

In order to maintain the operational integrity of equipment necessary to the daily operations of the SMEMS, the Steering Committee has agreed that it is prudent to create a Capital Budget and Reserve Fund for the SMEMS to be held by the Borough of Belmar. The following provisions shall apply:

1. The Borough of Belmar shall create a useful life schedule for all equipment currently in use by the SMEMS. The schedule shall include, but not be limited to, the following information:
 - a. current status of the equipment;
 - b. age and/or reliability of the said equipment;
 - c. replacement costs.
2. Funds raised for capital purposes that are unexpended during the current operating year shall be reserved for future capital purchases;
3. If possible, the Steering Committee will create a three-year capital plan as a tool to be used to forecast future expenditures.

H. ADDITIONAL PARTICIPANTS:

In the event of a request by a neighboring municipality to participate in the SMEMS Shared Services Agreement, the requesting party shall provide historical data including statistical data from the current provider of EMS services for consideration by the SMEMS Steering Committee. In addition, the following information will be considered:

- a. Services will be provided pursuant to SMEMS current protocols;
- b. A fee will be assessed for the respective share of capital equipment purchased and the reserve for future capital purchases as determined by the SMEMS Steering Committee.

I. STANDARD OPERATING PROCEDURES

Section H, STANDARD OPERATING PROCEDURES, of the existing Shared Services Agreement is hereby revised and amended as follows: Standard Operating Procedures (SOP's) have been created to address administrative and operational procedures and protocols to be followed on a daily basis. SOP's may be revised as needed subject to review and approval by the Steering Committee.

Borough of Lake Como

Attest:

Kevin Higgins, Mayor

Date _____

Amy Boney, Acting Clerk

Borough of Manasquan

Attest:

Michael Mangan, Mayor

Date _____

Barbara Ilaria, Clerk

Borough of Sea Girt

Attest:

Don Fetzer, Mayor

Date _____

Dawn Harriman, Clerk

RESOLUTION 2024-67
GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT

WHEREAS, N.J.S.A. 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 2022 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A: 5-6, and a copy has been received by each member of the governing body; and

WHEREAS, R.S. 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 N.J.A.C. 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 N.J.A.C. 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 R.S. 52:27BB-52, to wit:

R.S. 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 Mayor and Council of the Borough of Lake Como, hereby states that it has complied with N.J.A.C. 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.

Dated: 4/16/2024

Kevin G. Higgins, Mayor

Douglas Witte, Council President

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON APRIL 16, 2024.

Amy L. Boney, Acting Borough Clerk



Borough of Lake Como

1740 Main Street • Lake Como, New Jersey 07719
(732) 681-3232 • FAX (732) 681-8981

Kevin G. Higgins
Mayor

Andrew Huisman
Administrator

STATE OF NEW JERSEY COUNTY OF MONMOUTH

We, members of the governing body of the Borough of Lake Como, County of Monmouth, being duly sworn according to law, upon our oath depose and say:

1. We are duly elected members of the Committee of the Borough of Lake Como, County of Monmouth;
2. In the performance of our duties, and pursuant to N.J.A.C. 5:30-6.5, we have familiarized ourselves with the contents of the Annual Municipal Audit filed with the Clerk pursuant to N.J.S.A. 40A:5-6 for the year 2022;
3. We certify that we have personally reviewed and are familiar with, as a minimum, the sections of the Annual Report of Audit entitled "Comments and Recommendations."

(L.S.) _____	(L.S.) _____
(L.S.) _____	(L.S.) _____
(L.S.) _____	(L.S.) _____
(L.S.) _____	

Clerk

Sworn to and subscribed before me this
_____ Day of _____

Notary Public of New Jersey

The Municipal Clerk shall set forth the reason for the absence of signature of any members of the governing body.

IMPORTANT: This certificate must be sent to the Bureau of Financial Regulation and Assistance, Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625.

SYNOPSIS OF 2022 AUDIT REPORT
BOROUGH OF LAKE COMO, COUNTY OF MONMOUTH
AS REQUIRED BY N.J.S.A. 40A:5-7

RECOMMENDATIONS

Finding 2022-001

That the Borough enhance its internal control system to ensure the maintenance and accuracy of general ledgers for all funds on a current and timely manner.

Finding 2022-002

That the Borough liquidate all interfunds prior to year-end, where practicable.

Finding 2022-003

That the Borough enhance procedures to avoid expenditures without appropriation by ordinance in water/sewer capital funds.

Finding 2022-004

That the Borough enhance procedures to avoid overexpenditures of capital fund ordinances.

Finding 2022-005

That the Borough reconcile current fund appropriation status report to the general ledger.

Finding 2022-006

That the Borough complete bank reconciliations to the general ledger on a current and timely basis.

Finding 2022-007

That the Borough adopt an ordinance, as required by N.J.A.C 5:30-17.6, to authorize third party payroll service provider disbursements.

The above Synopsis was prepared from the report of audit of the Borough of Lake Como, County of Monmouth, State of New Jersey for the calendar year 2022. This report of audit, submitted by Robert S. Oliwa, Registered Municipal Accountant, is on file at the Borough Clerk's office and may be inspected by any interested person.

RESOLUTION 2024-68
A RESOLUTION INDICATING CORRECTIVE ACTION PLAN/STATUS
REGARDING THE 2022 MUNICIPAL AUDIT REPORT

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Lake Como that the attached corrective action plan/status developed to address the recommendations as noted in the 2022 Audit Report is hereby adopted.

BE IT FURTHER RESOLVED that the Borough Clerk be and is hereby directed to file said resolution with the Director of the Division of Local Finance.

Dated: April 16, 2024

Kevin G. Higgins
Mayor

Douglas Witte
Council President

Certification

I hereby certify that the foregoing Resolution to be a true and exact copy of the Resolution adopted by the Lake Como Borough Council at its meeting held on April 16, 2024.

Amy L. Boney
Acting Borough Clerk



Borough of Lake Como

1740 Main Street • Lake Como, New Jersey 07719
(732) 681-3232 • FAX (732) 681-89 81

Kevin G. Higgins
Mayor

Andrew Huisman
Administrator

Borough of Lake Como Corrective Action Plan

Name of Municipality: Borough of Lake Como
Type of Audit: Annual Audit for Year End 12/31/2022
Date of Municipal Meeting: April 16, 2024
Contact Person: Samantha Waters
Telephone Number: 732-681-4965

Recommendation Number	Corrective Action Approved by Governing Body	Person Responsible for Implementation	Completion Date of Implementation
2022-001	The Borough has put new internal control policies in place to maintain an accurate general ledger for all accounts on a timely basis.	Finance Officer	12/31/2023
2022-002	The Borough has liquidated all interfunds where funds are available and will continue to do so.	Finance Officer	12/31/2023
2022-003	The Borough will fund these water/sewer capital expenses in future years.	Finance Officer	12/31/2023
2022-004	The Borough funded this expenditure with a Bond Ordinance passed in 2023.	Finance Officer	12/5/2023
2022-005	The Borough will reconcile the appropriation status report and general ledger on a timely basis.	Finance Officer	12/31/2023
2022-006	The Borough will complete bank reconciliations for all accounts on a timely basis.	Finance Officer	12/31/2023
2022-007	The Borough will adopt an ordinance in accordance with N.J.A.C. 5:30-17.6.	Finance Officer	4/16/2024

Acting Financial Officer

Date

Mayor

Date

Resolution 2024 - 69

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:

<u>CURRENT ACCOUNT 2024:</u>	
Per Attached Bill List	\$ 398,233.55
<u>WATER/SEWER ACCOUNT 2024:</u>	
Per Attached Bill List	\$ 9,606.67
<u>DOG LICENSE ACCOUNT 2024:</u>	
Per Attached Bill List	\$ 6.00
<u>GENERAL CAPITAL ACCOUNT:</u>	
Per Attached Bill List	\$ 239.00
<u>UNEMPLOYMENT ACCOUNT:</u>	
Per Attached Bill List	\$ 1,097.30
<u>TOURISM ACCOUNT:</u>	
Per Attached Bill List	\$ 74.96
<u>ACH WIRE PAYMENTS 2024:</u>	
Per Attached Bill List	\$ 238,584.01
2024 TOTAL:	\$ 647,841.49

Dated: April 16, 2024

Kevin G. Higgins
Mayor

Douglas Witte
Council President

Certification

I hereby certify that the foregoing Resolution to be a true and exact copy of the Resolution adopted by the Lake Como Borough Council at its meeting held on April 16, 2024.

Amy L. Boney
Acting Borough Clerk

4-16-2024 Bill List

Vendor Name	Description	Amount
AMAZON BUSINESS	10"CARBIDE TIP BLADES 2PK	70.70
AMAZON BUSINESS	PAST DUE AMOUNT	0.99
AMAZON BUSINESS	4" DOOR STOPPER 2PK	16.85
AMAZON BUSINESS	FLOOR CLEANER CASE OF 4 GALLON	81.96
AMCO SERVICES GROUP, INC.	MONTHLY PEST CONTROL MARCH	110.00
ATLANTIC SECURITY & FIRE	QUARTERLY MAINT. 5/1-7/31/24	689.55
THE BANCORP BANK, N.A.	2022 FORD F350 LEASE RENTAL	17,966.25
BOROUGH OF BELMAR	DIESEL SERVICE FEBRUARY 2024	334.64
BOROUGH OF BELMAR	GAS SERVICE JANUARY 2024	718.93
BOROUGH OF BELMAR	DIESEL SERVICE MARCH 2024	462.27
BOROUGH OF BELMAR	GAS SERVICE MARCH 2024	664.87
BILL'S WORK & CASUAL WEAR	ANNUAL CLOTHING ALLOWANCE SR	400.00
BILL'S WORK & CASUAL WEAR	ANNUAL CLOTHING ALLOWANCE JB	400.00
THE COAST STAR	LEGALS/AFFIDAVITS 3/21/24	182.64
OPTIMUM	CABLE WIFI PHONE MAR-APR BORO	596.19
OPTIMUM	CABLE WIFI PHONE MAR-APR DPW	262.82
OPTIMUM	CABLE WIFI PHONE MAR-APR PARK	81.93
CME ASSOCIATES	Analysis of Water Sys for Sale	585.00
CME ASSOCIATES	IMP TO 17TH AVE PHASE III	47.50
CME ASSOCIATES	17TH AVE PHASE IV	47.50
CME ASSOCIATES	IMP TO MARGERUM PHASE I	144.00
CRANEY'S INTERPRETING SERVICES	INTERPRETING SERVICE 2/13/24	280.00
NJ DCA-DEPT OF COMMUNITY AFFAI	PERMIT SURCHARGE 1/1-3/31 2024	905.00
DELISA WASTE SERVICES	RECYCLE TIPPING FEES FEBRUARY	1,738.10
DELISA WASTE SERVICES	TIPPING FEES MARCH 1-15	3,046.88
DELISA WASTE SERVICES	MONTHLY RECYCLING SERVICE APR	4,750.00
DELISA WASTE SERVICES	MONTHLY TRASH SERVICE APR	7,366.67
DELISA WASTE SERVICES	ADD'L CHARGE APRIL RES 2023-57	2,466.66
DELISA WASTE SERVICES	TIPPING FEES MARCH 16-31	2,245.07
DELTA DENTAL OF NEW JERSEY	GROUP DENTAL INS APRIL 2024	1,159.71
ELLCOTT NETWORK CONSULTANTS	GOOGLE WORKSPACE SUBSCRIPTION	1,716.00
ELLCOTT NETWORK CONSULTANTS	GOOGLE WORKSPACE SUBSCRIPTION	1,716.00
ELLCOTT NETWORK CONSULTANTS	QUART. MAINTENANCE AGREEMENT	681.95
ELLCOTT NETWORK CONSULTANTS	QUART. MAINTENANCE AGREEMENT	681.94
FRANCOTYP POSTALIA, INC.	POSTAGE MACHINE LEASE APRIL	117.00
GARDEN STATE LABORATORIES, INC	WATER TESTING 3/19/24	207.00
H2M ASSOCIATES, INC.	ANZALONE VARIANCE APP	722.00
H2M ASSOCIATES, INC.	ALACAN VARIANCE APPLICATION	380.00
H2M ASSOCIATES, INC.	GENERAL CONSULTING	190.00
H2M ASSOCIATES, INC.	LOURO VARIANCE APPLICATION	2,750.00
H2M ASSOCIATES, INC.	ZERO'S ENT AMENDED SIE PLAN	1,450.00
JCP&L	STREET LIGHTING FEB-MAR	2,380.38
JCP&L	STREET LIGHTING FEB-MAR	9.92

4-16-2024 Bill List

JCP&L	18TH LIGHT FEB-MAR	27.82
JCP&L	ELECTRIC SERVICE BORO	939.50
JCP&L	ELECTRIC SERVICE DPW	191.98
JCP&L	ELECTRIC SERVICE 1ST AID	14.35
JCP&L	ELECTRIC SERVICE GAZEBO	4.09
JCP&L	ELECTRIC SERVICE NEW BEDFORD	8.08
JCP&L	ELECTRIC SERVICE 22ND MAIN	47.61
JCP&L	ELECTRIC SERVICE 22ND B15L2	4.09
JEANNETTE JIMENEZ	CLEANING SERVICE MARCH 2024	392.00
KEPWEL SPRING WATER CO.	WATER SERVICE BORO MARCH	37.25
KEPWEL SPRING WATER CO.	WATER COOLER BORO MARCH	10.00
KEPWEL SPRING WATER CO.	WATER SERVICE DPW MARCH	31.25
KEPWEL SPRING WATER CO.	WATER COOLER DPW MARCH	10.00
MONMOUTH COUNTY SPCA	ANIMAL CONTROL SERVICE FEB24	200.00
NORTHEAST FIRE & SAFETY EQUIP	FIRE EXTINGUISHER TAG & SEAL	81.00
NORTHEAST FIRE & SAFETY EQUIP	SERVICE CALL	85.00
NJ NATURAL GAS CO	GAS SERVICE 2/12-3/12 BORO	414.05
NJ NATURAL GAS CO	GAS SERVICE 2/12-3/12 DPW	294.08
NJ NATURAL GAS CO	GAS SERVICE 2/12-3/12 1ST AID	42.00
NEW JERSEY AMERICAN WATER CO.	WATER SERVICE MARCH 2024	8,309.82
NJ DEPT OF LABOR	REIMBURSE BILLING END 9/30/22	1,097.30
NJ Department of Health	MONTHLY DOG LICENSE REPORT MAR	6.00
Quill LLC	LETTER FILE FOLDERS	22.99
Quill LLC	MISC OFFICE SUPPLIES	315.74
Quill LLC	COPY PAPER AND ENVELOPES	169.97
ADAM SCHNEIDER, ESQUIRE	PLAN BD ATTY 5/10-10/24 ALACAN	2,903.75
ADAM SCHNEIDER, ESQUIRE	PLAN BD ATTY 6/7-9/11 BYRNE	460.00
LAKE COMO BOARD OF EDUCATION	SCHOOL TAX LEVY APRIL 2024	326,569.90
SCOLES SYSTEMS	TOWEL ROLLS FOR DISPENSERS	122.70
SHAIN SCHAFFER PC	MONTHLY LEGAL SERVICE MARCH	2,125.00
SHAIN SCHAFFER PC	MONTHLY LEGAL SERVICE APRIL	2,125.00
STATE OF NEW JERSEY-PWT	WATER TAX JAN/FEB/MAR 2024	104.85
TAYLOR HARDWARE	HARDWARE STORE FEBRUARY 2024	117.01
TAYLOR HARDWARE	HARDWARE STORE FEBRUARY 2024	74.96
TAYLOR HARDWARE	HARDWARE STORE SUPPLY MARCH	163.11
VAN WICKLE AUTO SUPPLY, INC.	AUTO PARTS PURCHASES 2/15/24	33.36
VAN WICKLE AUTO SUPPLY, INC.	AUTO PARTS PURCHASES 2/15/24	23.49
VAN WICKLE AUTO SUPPLY, INC.	AUTO PARTS PURCHASES 2/23/24	25.98
VAN WICKLE AUTO SUPPLY, INC.	BRAKE PARTS AND SUPPLIES	748.86
VERIZON	DISPATCH PHONE APRIL	78.67

4/16/2024 Bill List Total:

409,257.48

4-16-2024 Bill List

WIRES/ACH/MANUAL PAYMENTS:	
3-27-24 PAYROLL	39,651.11
4-10-24 PAYROLL	39,899.14
EMP HEALTH BENEFITS MARCH	28,362.38
ANNUAL PERS PAYMENT	102,309.00
EMP HEALTH BENEFITS APRIL	28,362.38
Total Wires/ACH/Manual Payments:	238,584.01
Grand Total	647,841.49

Resolution 2024 - 70

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

\$ 750.13

Dated: April 16, 2024

Kevin G. Higgins
Mayor

Douglas Witte
Council President

Certification

I hereby certify that the foregoing Resolution to be a true and exact copy of the Resolution adopted by the Lake Como Borough Council at its meeting held on April 16, 2024.

Amy L. Boney
Acting Borough Clerk