



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

**DATE: AUGUST 5, 2025 7:30 PM**  
**REGULAR MEETING**

**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 2025 in which Resolution the time and place of Agenda and Regular Meetings commencing with January 7, 2025 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](http://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  
Nicholas DeMauro  
Peter Ventrice  
Heather Albala-Doyle

**APPROVAL OF MINUTES**

Minutes from the July 15, 2025 Meeting

**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 2025-109

Change Order – Margerum Avenue Phase II

Offered by Councilman D'Antuono

Resolution 2025-110

Extending Grace Period – Third Quarter Taxes

Offered by Councilwoman Scull

Resolution 2025-111

Chapter 125 – 2025 LEAP Grant

Offered by Councilwoman Albala-Doyle

Resolution 2025-112

Authorizing Participation in Intra-County Mutual Aid & Assistance  
Agreements

Offered by Councilman D'Antuono

Resolution 2025-113

Payment of Bills

Offered by Councilwoman Scull

Resolution 2025-114

Payment of NJNG Bill

Offered by Councilwoman Albala-Doyle

Resolution 2025-115

Authorizing the Issuance of RFPs for Labor & Employment Attorney

Offered by Councilman D'Antuono

### **PUBLIC COMMENTS**

### **NEXT MEETING**

The next regular meeting of the Mayor and Council will be held on Tuesday, August 19, 2025, at 7:30 PM in the Lake Como Meeting Room. All meetings are open to the public.

### **MOTION TO ADJOURN**

**RESOLUTION 2025-109**  
**RESOLUTION AUTHORIZING CHANGE ORDER FOR THE**  
**IMPROVEMENTS TO MARGERUM AVENUE PHASE II PROJECT**  
**CONTRACT**

WHEREAS, the Contract for the Improvements to Margerum Avenue was awarded on March 4, 2025 to Jads Construction Co. Inc, of South River, in the amount of \$284,862.36; and

WHEREAS, Engineer's Certificate (annexed hereto and made a part hereof) includes Change Order and Supplemental Agreement #1 which decreased the contract in the amount of \$45,381.98 for a total contract in the amount of \$239,480.38.

NOW, THEREFORE BE IT RESOLVED by the Borough Council of the Borough of Lake Como that the Change Order and Supplemental Agreement #1 decreasing the contract for the Improvements to Margerum in the amount of \$45,381.98 for a total contract of \$239,480.38 is hereby authorized for the above contract awarded to Jads Construction, Co. Inc.

Dated: August 5, 2025

---

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 August 5, 2025.

---

Amy L. Boney, RMC  
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, Chief Financial Officer of the Borough of Lake Como have ascertained that there are sufficient uncommitted funds available from the following account Ord 2024-11 Margerum Phase II Improvements Acct # C-50-24-011-010 which has an available balance of \$20,519.62 after this encumbrance of funds.

---

Samantha M. Waters  
Chief Financial Officer

## CHANGE ORDER AND SUPPLEMENTAL AGREEMENT NO.1

**Project:** Improvements to Margerum Avenue- Phase II

**Project No:** LC 24-10

**Owner:** Borough of Lake Como  
**Date:** 7/24/2025

**Contractor:** Jids Construction Co. Inc.  
P.O. Box 513  
South River, NJ 08882

**Original Contract Amount:** \$284,862.38  
**Previously Adjusted Contract Amount:** \$284,862.38  
**Amount of this Supplemental Agreement:** -\$45,381.38  
**Total Adjusted Contract Amount to Date:** \$239,480.99

You are requested to comply with the following changes from the contract plans and specifications:

Item No.	Description	Quantity	Units	Unit Price	Decrease in Contract Price	Increase in Contract Price
6.	Traffic Director, Flagger	-59.34	HR	\$85.00	-\$5,043.90	\$0.00
7.	Asphalt Price Adjustment	-0.77	Dollar	\$5,000.00	-\$3,872.43	\$0.00
8.	Fuel Price Adjustment	-0.78	Dollar	\$5,000.00	-\$3,787.85	\$0.00
11.	Hot Mix Asphalt, 9.5% Bit Surface Course, 2" Thick	-184.48	T	\$100.00	-\$18,448.00	\$0.00
12.	Tack Coat	-130.00	GAL	\$3.50	-\$455.00	\$0.00
13.	12-inch Reinforced Concrete Pipe	-4.08	LF	\$110.00	-\$449.00	\$0.00
14.	15-inch Reinforced Concrete Pipe, Class V	-3.00	LF	\$130.00	-\$390.00	\$0.00
15.	12-inch Ductile Iron Pipe	-2.00	LF	\$175.00	-\$350.00	\$0.00
17.	Reset Existing Manhole Castings, Using New Casting	-1.00	UN	\$1,500.00	-\$1,500.00	\$0.00
20.	Curb Piece, Type "Y" ECO	-1.00	UN	\$425.00	-\$425.00	\$0.00
21.	Bicycle Safe Frame and Grate	-1.00	UN	\$425.00	-\$425.00	\$0.00
22.	Concrete Sidewalk, 4" Thick	-80.80	SY	\$95.00	-\$7,676.00	\$0.00
23.	Detachable Warning Surface	4.20	SY	\$200.00	\$0.00	\$840.00
24.	Concrete Driveway Apron, Reinforced, 6" Thick	6.40	SY	\$108.00	\$0.00	\$691.20
25.	Hot Mix Asphalt Driveway, 4" Thick	-10.00	SY	\$48.00	-\$480.00	\$0.00
26.	Reset Paver/Stone/Brick Walks & Driveway Apron	-18.70	SY	\$130.00	-\$2,431.00	\$0.00
27.	6" x 8" x 18" Concrete Vertical Curb	-99.50	LF	\$32.00	-\$3,184.00	\$0.00
28.	Traffic Stripes, Thermoplastic, 6" Curbwalk	52.00	LF	\$3.00	\$0.00	\$156.00
29.	Traffic Markings, Thermoplastic Stop Bar	244.00	SF	\$8.00	\$0.00	\$1,952.00
30.	Yellow Curb Striping, Latex	55.00	LF	\$2.00	\$0.00	\$110.00
32.	Reset Water Valve Boxes	-4.00	UN	\$125.00	-\$500.00	\$0.00
33.	Topsoiling, 4" Thick	-5.00	SY	\$8.00	-\$40.00	\$0.00
34.	Fertilizing & Seeding, Type "A"	-5.00	SY	\$1.00	-\$5.00	\$0.00
SA1-1	Gas Box with Cap in Apron (21ST)	1.00	UN	\$350.00	\$0.00	\$350.00
SA1-2	Traffic Stripes, Thermoplastic, 4"	200.00	LF	\$2.25	\$0.00	\$450.00

Total Decrease per this Agreement

-\$49,443.18

Total Increase per this Agreement

\$4,861.20

Net Change in Contract Price due to this agreement

-\$45,381.98

The sum of -\$45,381.98 is hereby added to the Total Contract Price and the total

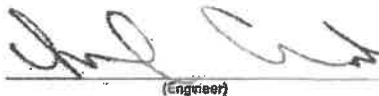
Adjusted contract Price to date is hereby equal to

\$239,480.99

**Reason for Change:**

To reflect as-built quantities, and additional work due to unforeseen site conditions.

Recommended by:

  
(Engineer)

Date:

7-30-25

Accepted by:

  
(Contractor)

Date:

7/30/25

Approved by:

  
(Borough)

Date:

Aug. 1 2025

Prepared by Leon S. Avakian, Inc.

**RESOLUTION 2025-110**  
**RESOLUTION OF THE BOROUGH OF LAKE COMO, COUNTY OF MONMOUTH,**  
**STATE OF NEW JERSEY EXTENDING THE GRACE PERIOD FOR TAX DUE DATE**

**WHEREAS**, the Municipal budget has been adopted, and the Tax Rate has been struck, and

**WHEREAS**, pursuant to N.J.S.A.54:4-66.3, if tax bills are issued after the statutory mailing dates, the bills must include notice of the payment date after which interest will be charged back to the statutory due dates, and

**WHEREAS**, no interest may be charged for 25 days after mailing, through August 22, 2025, and

**WHEREAS**, the Borough of Lake Como did not provide adequate notice to property owners of the amount of taxes owed for the third quarter of 2025 until August 22, 2025; and

**WHEREAS**, the Council for the Borough of Lake Como believes that the grace period for the payment of taxes should be extended for 25 days, through August 22, 2025.

**NOW THEREFORE BE IT RESOLVED** by the Council of the Borough of Lake Como that the grace period for the payment of property taxes in the Borough of Lake Como for the third quarter of 2025 be and the same is hereby extended to twenty-five days after the mailing of the tax bills, after which statutory due date interest shall be charged retroactive to the due date.

**BE IT FURTHER RESOLVED** that interest shall only be charged on third quarter property taxes by the Tax Collector for payments received after the twenty-five-day grace period.

Dated: August 5, 2025

---

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 August 5, 2025.

---

Amy L. Boney, RMC  
Borough Clerk

**RESOLUTION 2025-111**  
**RESOLUTION REQUESTING APPROVAL OF ITEMS OF REVENUE AND**  
**APPROPRIATION N.J.S.A. 40A:4-87**

**WHEREAS**, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and

**WHEREAS**, the Director may also approve the insertion of an item of appropriation for equal amount,

**NOW, THEREFORE, BE IT RESOLVED**, that the Council of the Borough of Lake Como in the County of Monmouth, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2025 in the sum of \$39,500.00, which is now available from the Department of Community Affairs in the amount of \$39,500.00.

**BE IT FURTHER RESOLVED**, that the like sum of \$39,500.00 is hereby appropriated under the caption 2025 Local Efficiency Achievement Program; and

**BE IT FURTHER RESOLVED**, that the above is the result of funds from the Department of Community Affairs in the amount of \$39,500.00.

Dated: August 5, 2025

---

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 August 5, 2025.

---

Amy L. Boney, RMC  
Borough Clerk

## RESOLUTION 2025-112

### **RESOLUTION AUTHORIZING THE BOROUGH OF LAKE COMO TO PARTICIPATE IN INTRA-COUNTY MUTUAL AID AND ASSISTANCE AGREEMENTS WITH PARTICIPATING UNITS IN THE COUNTY OF MONMOUTH**

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et. Seq., (“Act”) provides that any local governmental unit may enter into a contract with any other local governmental unit to provide or receive any service that each local unit is empowered to provide or receive within its own jurisdiction; and

WHEREAS, mutual aid and assistance agreements between municipalities, counties, law enforcement agencies, police, emergency medical service, fire departments, fire companies, or EMS organizations and fire departments situated in fire districts operated by a Board of Fire Commissioners, are permitted pursuant to N.J.S.A. 40A: 14-26 and 40A: 14-156.1; and

WHEREAS, the President in Homeland Security Directive (HSPD-5), directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (“NIMS”), which would provide a consistent nationwide approach to Federal, State, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, “The New Jersey Civilian Defense and Disaster Control Act” App.A9-33 et. seq., provides for the health, safety and welfare of the people of the State of New Jersey during any emergency by centralizing control of all civilian activities having to do with such emergency giving the Governor control over the resources of each and every political subdivision to cope with any condition that shall arise out of such emergency; and

WHEREAS, The Director of the Division of Fire Safety in the Department of Community Affairs promulgated rules in accordance with the “Fire Service Resource Emergency Deployment Act,” N.J.A.C. 52:14E-11 et. seq., commonly referred to as the “Fire Service Resource Emergency Deployment Regulations” N.J.A.C. 5:75A et. seq.; and

WHEREAS, the Office of Emergency Management and the Local Emergency Planning Committee have created an Emergency Operations Plan which sets forth the general policies and procedures to be carried out by municipal and volunteer entities in order to provide the citizens of the Borough of Lake Como with an effective integrated emergency response plan designed to minimize the loss of life and property during an emergency; and,

WHEREAS, the Mayor and Council deem it to be in the best interests of the Borough of Lake Como to enter into Mutual Aid and Assistance Agreements with governmental entities throughout Monmouth County and all of their departments, authorities, boards, commissions and other functions under the auspices of each participating governmental entity including but not limited to, law enforcement, public works, emergency medical services, emergency management, human services, hazardous materials response units technical or special operations teams, Community Emergency Response Team (“CERT”) members, Medical Reserve Corps (“MRC”)

members or other volunteers and other jurisdictions defined “local governments” in the Homeland Security Act of 2002; and

WHEREAS, N.J.S.A. 40A: 14-26 AND 156.1 et seq. has authorized interjurisdictional mutual aid; and

WHEREAS, the Mayor and Council of the Borough of Lake Como and the Participating Units recognize the benefit of entering into an Agreement for mutual aid and assistance with each other to protect against loss, damage or destruction by fire, civil unrest, hazardous material, major criminal or emergency events, natural and man-made disaster or catastrophe and to address those situations when additional aid and assistance is needed to protect the best interests of the persons and property of each individual jurisdiction.

NOW, THEREFORE, BE IT RESOLVED that the Intra-County Mutual Aid and Assistance Agreements between the Borough of Lake Como and Participating Units be and are hereby accepted.

BE IT FURTHER RESOLVED that the Emergency Operations Plan of the Borough of Lake Como, be and hereby is approved and promulgated as the authoritative document for emergency operations in this municipality and a copy of such shall be forwarded to the Monmouth County Office of Emergency Management and New Jersey State Police Office of Emergency Management for required approvals.

BE IT FURTHER RESOLVED that the Lake Como Mayor, Business Administrator and OEM Coordinator are authorized to execute the Intra-County Mutual Aid and Assistance Agreements once they have been authorized and executed by each Participating Unit.

BE IT FURTHER RESOLVED that the Lake Como Municipal Clerk will forward a certified true copy of this resolution to the Monmouth County Sheriff; Office of Emergency Management Coordinator.

Dated: 08/05/2025

\_\_\_\_\_  
Kevin Higgins, Mayor

\_\_\_\_\_  
Douglas Witte, Council President

### **CERTIFICATION**

I hereby certify the foregoing Resolution to be a true and exact copy of a Resolution adopted by the Lake Como Borough Council at its meeting held on August 5, 2025.

\_\_\_\_\_  
Amy L. Boney, RMC  
Borough Clerk



Resolution 2025 - 113

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 \$ 51,436.82

WATER/SEWER ACCOUNT:

Per Attached Bill List \$ 143,012.47

GENERAL CAPITAL FUND:

Per Attached Bill List \$ 128,569.64

GRANT FUND:

Per Attached Bill List \$ 20,189.50

ACH WIRE PAYMENTS:

Per Attached Bill List \$ 130,917.39

**TOTAL: \$ 474,125.82**

Dated: August 5, 2025

---

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 August 5, 2025.

---

Amy L. Boney  
Borough Clerk

**8-5-25 BILL LIST**

**PURCHASE ORDERS:**

<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
AMAZON BUSINESS	BLINDS	252.78
AMAZON BUSINESS	RETURNED DAMAGED BLINDS	-68.94
AMAZON BUSINESS	REPLACEMENT BLINDS	68.94
AMAZON BUSINESS	ECHO TRIMMER PARTS	97.41
AMAZON BUSINESS	CHAIR MAT	30.76
AMAZON BUSINESS	XLG GLOVES	9.90
AMAZON BUSINESS	LG GLOVES	9.34
AMAZON BUSINESS	60PR LG GLOVES	111.98
AMAZON BUSINESS	hose fitting quick connect	8.99
AMAZON BUSINESS	detachable sprayer wand	22.98
AMAZON BUSINESS	100' hose	39.98
AMAZON BUSINESS	lined post it pop up	13.99
AMAZON BUSINESS	post it pop up	16.14
AMAZON BUSINESS	promo and discounts	-6.60
AMAZON BUSINESS	Scooter Starter	162.75
AVON ELECTRIC DOOR CO., INC.	SERVICE CALL	125.00
AVON ELECTRIC DOOR CO., INC.	LABOR	108.00
OPTIMUM	CABLE WIFI PHONE JUL-AUG BORO	377.32
OPTIMUM	CABLE WIFI PHONE JUL-AUG DPW	293.65
OPTIMUM	CABLE WIFI PHONE JUL-AUG PARK	147.94
CRANEY'S INTERPRETING SERVICES	INTERPRETING SERVICE 7/23/25	140.00
DELISA WASTE SERVICES	RECYCLE TIPPING FEES JUNE 2025	1,820.80
DELISA WASTE SERVICES	TIPPING FEES JULY 1-15,2025	3,183.32
DELISA WASTE SERVICES	MONTHLY RECYCLING SERVICE AUG	5,166.67
DELISA WASTE SERVICES	MONTHLY TRASH SERVICE AUG	10,333.33
DENTAL SERVICE ORGANIZATION	EMPLOYEE DENTAL AUGUST	198.27
JOSEPH FAZZIO	BEHRMAN PK POLE BARN SUPPLIES	1,602.06
JOSEPH FAZZIO	DPW SUPPLIES	987.44
FERGUSON ENTERPRISES INC.	WATER SUPPLIES FOR GAZEBO	55.12
GARDEN STATE LABORATORIES, INC	WATER TESTING 7/14/2025	247.00
H2M ASSOCIATES, INC.	GENERAL PLANNING BOARD FEE	768.30
H2M ASSOCIATES, INC.	1800 MAIN BARDIS SITE PLAN	197.00
H2M ASSOCIATES, INC.	1808 FERNWOOD RD SITE PLAN	197.00
H2M ASSOCIATES, INC.	1800 MAIN BARDIS SITE PLAN	500.50
H2M ASSOCIATES, INC.	GENERAL PLANNING BOARD FEE	374.30
H2M ASSOCIATES, INC.	GENERAL PLANNING BOARD FEE	268.50
HOLMAN FRENIA ALLISON, PC	2025 Fee Accountant Services	2,317.50
JADS CONSTRUCTION	Margerum Ave Phase II	115,349.64
JCP&L	ELECTRIC SERVICE BORO	1,703.88
JCP&L	ELECTRIC SERVICE DPW	371.94
JCP&L	ELECTRIC SERVICE GAZEBO	162.81

JCP&L	ELECTRIC SERVICE NEW BEDFORD	9.98
JCP&L	ELECTRIC SERVICE 22ND MAIN	55.06
JCP&L	ELECTRIC SERVICE 22ND B15L2	4.65
JCP&L	STREET LIGHING	2,781.40
JCP&L	STREET LIGHING	11.94
JCP&L	STREET LIGHING 18TH AVE LIGHT	35.84
LAKE MANAGEMENT SCIENCES	REPAIRED FOUNTAIN SHIPPING	695.00
LEON S. AVAKIAN, INC.	LC23-03 MCOSG BEHRMAN PARK	1,040.00
LEON S. AVAKIAN, INC.	LC24-07 STORMWATER UPDATE	175.00
LEON S. AVAKIAN, INC.	LC25-08 ROADWAYS IMPROVEMENT	87.50
LEON S. AVAKIAN, INC.	LC25-11 FERNWOOD/BRIARWOOD/PIN	12,180.00
LEON S. AVAKIAN, INC.	LC26-08 ROADWAY IMPROVEMENT	2,975.00
LEON S. AVAKIAN, INC.	LC25-10 AFFORDABLE HOUSING	1,902.50
LEON S. AVAKIAN, INC.	LC25-05.01 1826 BRIARWOOD TERR	87.50
MGL PRINTING SOLUTIONS	TAX BILLS ORIGINAL 1000	478.00
MGL PRINTING SOLUTIONS	TAX BILLS ADVICE ONLY 500	181.00
MGL PRINTING SOLUTIONS	SHIPPING	67.00
Mon County Fire Prevention	MCFPPA MEMBERSHIP 2025 ROWE	30.00
COUNTY OF MONMOUTH	STREET SWEEPING 6/2025	1,014.73
MONMOUTH COUNTY SPCA	ANIMAL CONTROL SERVICE JUNE 25	210.00
MONMOUTH COUNTY CLERK	2025 PRIMARY ELECTON BALLOTS	517.00
MUNICIPAL CONST OFFICIALS NJ	MUNCO MEMBERSHIP 2025 ROWE	75.00
NICOLAS ENTERPRISE, LLC	CONCRETE SLABS FOR REC GARAGE	15,850.00
NICOLAS ENTERPRISE, LLC	CONCRETE SLABS FOR SCOREBOARD	1,750.00
NJ NATURAL GAS CO	GAS SERVICE BORO	56.59
NJ NATURAL GAS CO	GAS SERVICE DPW	67.71
NJ NATURAL GAS CO	GAS SERVICE DPW REAR GARAGE	55.00
NJ ALCOHOLIC BEVERAGE CONTROL	PREP OF 2025-2026 LIQUOR LIC.	27.00
RUTGERS CENTER GOVERNMENT SERV	Tax Collection I	1,129.00
RAINONE COUGHLIN MINCHELLO LLC	TAX APPEALS	948.00
RAINONE COUGHLIN MINCHELLO LLC	ALACAN	68.00
RAINONE COUGHLIN MINCHELLO LLC	ABC	170.00
RAINONE COUGHLIN MINCHELLO LLC	WATER SALE	85.00
RAINONE COUGHLIN MINCHELLO LLC	PERSONNEL ISSUES	6,069.50
RAINONE COUGHLIN MINCHELLO LLC	ORDINANCES	1,173.00
RAINONE COUGHLIN MINCHELLO LLC	AFFORDABLE HOUSING	154.00
RAINONE COUGHLIN MINCHELLO LLC	SPECIAL IMPROVEMENT DISTRICT	85.00
SO. MONMOUTH REG. SEWAGE AUTH.	SEWER USE CHARGE 3RD QRT 2025	142,625.35
TREASURER, STATE OF NEW JERSEY	FIRE REGISTRATION RENEWAL FEE	191.00
VERIZON WIRELESS	OFFICE CELLULAR SERVICE JULY	243.26
VERIZON	DISPATCH PHONE JULY	79.23

**PURCHASE ORDER TOTAL:**

**343,208.43**

**ACH PAYMENTS:**

PAYROLL 7-16-25	45,012.22
PAYROLL 7-30-25	45,339.17
POSTAGE 7-15-25	500.00
POSTAGE 7-28-25	500.00
POSTAGE 7-28-25	500.00
ABC APPLICATION LC DAY	100.00
USDA PHASE I	38,966.00

**ACH PAYMENTS TOTAL****130,917.39****GRAND TOTAL:****474,125.82**

Resolution 2025 - 114

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

**\$ 179.30**

Dated: August 5, 2025

---

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 August 5, 2025.

---

Amy L. Boney  
Borough Clerk

## **RESOLUTION 2025-115**

### **AUTHORIZING THE ISSUANCE OF A REQUEST FOR PROPOSALS (RFP) FOR LABOR AND EMPLOYMENT ATTORNEY SERVICES FOR THE REMAINDER OF 2025**

**WHEREAS**, the Borough of Lake Como is in need of legal services for a Labor and Employment Attorney for the remainder of 2025 due to the resignation of Mark Kitrick, Esq. of King, Kitrick and Jackson, LLC; and

**WHEREAS**, the Borough is committed to ensuring that it receives high quality legal services in an efficient, effective and cost-conscious manner; and

**WHEREAS**, the Governing Body has determined that that issuing a Request for Proposals (“RFP”) will allow the Borough to review and select the most qualified legal service providers who can meet its labor and employment legal needs; and

**WHEREAS**, the Borough’s legal requirements may include but are not limited to contract reviews, employment law advice and general legal counsel related to labor and employment; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Lake Como as follows:

1. **Authorization to Issue RFP:** The Borough hereby authorizes the issuance of a Request for Proposals (RFP) for labor and employment attorney services for the remainder of 2025. The RFP shall be prepared and issued by the Borough Clerk, with input from the Municipal Attorney and Borough Administrator.
2. **Scope of Services:** The RFP will seek proposals from qualified law firms or individual attorney to provide labor and employment legal services to the Borough for the period beginning September 1, 2025 and ending December 31, 2025. Services to be covered by the RFP will include employment contract review, employment law advice and general legal counsel related to labor and employment.
3. **Timeline for Submission:** The Borough will receive bids no later than Wednesday, August 20, 2025 at 11:00am as listed in the public notice of the solicitation of the RFP.
4. **Evaluation of Proposals:** The Borough shall evaluate all submitted proposals based on criteria such as experience, qualifications, cost-effectiveness and ability to meet the legal needs of the Borough. A recommendation for the selection of legal services provider will be brought to the Mayor and Council for approval following the evaluation process.

5. **Compliance with Law:** The Borough will ensure that the issuance of the RFP, the evaluation of proposals, and the selection of a legal service provider comply with all applicable local, state, and federal laws and regulations.

Dated: 08/05/2025

---

Kevin Higgins, Mayor

---

Douglas Witte, Council President

**CERTIFICATION**

I hereby certify the foregoing Resolution to be a true and exact copy of a Resolution adopted by the Lake Como Borough Council at its meeting held on August 5, 2025.

---

Amy L. Boney, RMC  
Borough Clerk