



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

**DATE: NOVEMBER 9, 2021
7:30 PM WORKSHOP**

DISCUSSION ITEMS

- Proposed Ordinance Regarding Traffic Flow and Parking

PUBLIC COMMENTS ON WORKSHOP ITEMS

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

ORDINANCE NO. 2021-___

**ORDINANCE OF THE BOROUGH OF LAKE COMO
REGARDING TRAFFIC FLOW AND PARKING**

**[RESTRICTING CERTAIN ROADWAYS TO ONE-WAY TRAFFIC; EXTENDING
WEEKEND PARKING PROHIBITION TO HOLIDAYS AND ADDING TOW-AWAY;
ADDING A FOUR-WAY STOP AND A THREE-WAY STOP; INSTALLING SPEED
HUMPS]**

WHEREAS, the Borough Council is aware of the ongoing need to evaluate the functioning of the roadways within the Borough and to implement traffic calming measures from time to time to best safeguard persons and property; and

WHEREAS, the Borough Council has determined it to be in the public interest to convert Newman Street, Eighteenth Avenue between New Bedford and B street, Bradley Terrace and Greenwood Terrace to one-way roadways; to extend the weekend parking prohibition to holidays and provide for tow-away; to convert the intersection of Newman Street and Seventeenth Avenue to a four-way stop; to convert the intersection of White Street and Seventeenth Avenue to a three-way stop; and to install speed humps on Seventeenth Avenue and Eighteenth Avenue;

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 the Code of the Borough of Lake Como be and is hereby amended as follows:

SECTION 1. Section 7-18 of the Code of the Borough of Lake Como, entitled **ONE-WAY STREETS**, is amended to read as follows:

Name of Street	Direction	Limits	Parking Permitted
New Bedford Road*	Westbound	Entire Length	Both sides
Nineteenth Avenue*	East	Between Bradley Terrace and "B" Street	Both sides
Redmond Avenue	Eastbound	Entire length	Both sides
Seventeenth Avenue	Westbound	Entire length	Both sides

Newman Street	Southbound	Entire length	Both sides
Eighteenth Avenue	Eastbound	From New Bedford Road to "B" Street	Both sides
Bradley Terrace	Southbound	Entire length	Both sides
Greenwood Terrace	Northbound	Entire length	Both sides

* From May 15 to September 15 inclusive

SECTION 2. Section 7-14 of the Code of the Borough of Lake Como, entitled **PARKING PROHIBITED DURING CERTAIN HOURS ON CERTAIN STREETS**, is amended to read as follows:

No person shall park or stand a vehicle between the hours specified any day (including holidays) upon any of the streets described, except where other parking regulations have been provided for:

Name of Street	Sides	Days/Hours	Location
Eighteenth Avenue	South side only	Friday 6:00 p.m. to Sunday 6:00 p.m.;	From Main Street to New Bedford Road
Main Street		Monday – Friday (when school is in session) 2:30 p.m. to 3:30 p.m.	From northwest corner of 18 th Avenue and Main Street to the southern entrance of 1725 Main Street

Any vehicle parked or stood in violation of this section shall be subject to tow pursuant to § 7-3, **TOW-AWAY**.

SECTION 3. Section 7-21 of the Code of the Borough of Lake Como, entitled **FOUR-WAY STOPS**, is amended to read as follows:

§ 7-21 **THREE-WAY AND FOUR-WAY STOP INTERSECTIONS.**

The following intersections are hereby designated as three-way stop intersections:

Intersection	Stops signs on
White Street and Seventeenth Avenue	3 CORNERS IF 17TH IS TWO-WAY

The following intersections are hereby designated as four-way stop intersections:

Intersection

Stop signs on

Newman Street and Seventeenth Avenue

4 CORNERS IF BOTH ARE TWO-WAY STREETS

SECTION 4. Section 7-32 of the Code of the Borough of Lake Como is amended to read as follows:

§ 7-32 SPEED HUMPS.

Speed humps shall be installed at the following locations:

Street	Location
Seventeenth Avenue	Near "E" Street
Eighteenth Avenue	

SECTION 5. All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

SECTION 6. If any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subsection, clause or provision so adjudged, and the remainder of the Ordinance shall be deemed valid and effective.

SECTION 7. This Ordinance shall take effect upon final passage and publication as provided by law.

SO ORDAINED as aforesaid.

Kevin G. Higgins, Mayor

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 _____. Said Ordinance will again be read and considered for final passage at a meeting of the Lake Como Borough Council to be held at 7:00 p.m. on _____ 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.

LOUISE A. MEKOSH, Borough Clerk

MAYORAL APPROVAL

APPROVAL BY THE MAYOR ON THIS ____
DAY OF _____, 2021

KEVIN HIGGINS, Mayor

DRAFT



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

**DATE: NOVEMBER 9, 2021
REGULAR MEETING IMMEDIATELY FOLLOWING THE WORKSHOP**

MEETING CALLED TO ORDER

SALUTE TO FLAG AND MOMENT OF SILENT REFLECTION

SUNSHINE LAW

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

ROLL CALL

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

APPROVAL OF MINUTES

Minutes from the October 19, 2021 meeting

COMMUNICATIONS

REPORTS OF COMMITTEES

UNFINISHED BUSINESS

PUBLIC COMMENTS ON NEW BUSINESS & CONSENT AGENDA

CONSENT AGENDA

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

Resolution 2021-133
Authorizing MODIV Agreement with County of Monmouth

Resolution 2021-134
Adoption of Employee Handbook

Resolution 2021-135
Executive Session to Discuss Personnel

Resolution 2021-138
Civil Rights Resolution

NEW BUSINESS

Resolution 2021-132
Payment of Bills
Offered by Councilman Witte

Resolution 2021-136
Authorizing Purchase of Sound System
Offered by Councilman D'Antuono

Resolution 2021-137
Payment of NJNG Bill
Offered by Councilwoman Scull

PUBLIC COMMENTS

NEXT MEETING

The next regular meeting of the Mayor and Council will be held on Tuesday, December 7, 2021 immediately following the 7:30 PM Workshop meeting. All meetings are open to the public.

MOTION TO ADJOURN

RESOLUTION NO. 2021-133
Resolution Authorizing the Mayor to
Execute an Agreement Between the
County of Monmouth and the
Borough of Lake Como for
MODIV Property Assessment Computer Services

WHEREAS, rules and regulations of the State of New Jersey, Department of Treasury, Division of Taxation, provide for a uniform system of maintaining and reporting tax information as to real estate throughout the State of New Jersey by municipalities and counties, which is commonly known as MODIV Property Assessment Computer System; and

WHEREAS, the County of Monmouth has the facilities to provide the computer services necessary in order to comply with the aforesaid rules and regulations; and

WHEREAS, pursuant to P.L.2013, c.15 (C.54:1-104) each municipal assessor in a demonstration county shall utilize the same property assessment software as is used by the county tax board and all real property assessment functions required pursuant to State law, including the revaluation or reassessment of real property, as well as other assessment-based functions such as the development of a compliance plan, maintenance of assessments and the calculation of added assessments shall be performed using the property assessment software.

WHEREAS, pursuant to P.L.2013, c.15 (C.54:1-104) the county tax board participating in the demonstration program shall provide MOD-IV and CAMA software to each municipality that does not use the software, at no cost to those municipalities, and shall provide, at no cost to those municipalities, training in the use of the software to the assessors of those municipalities, and to their respective staff members. Thereafter, each municipality shall pay an annual fee per each taxable line item in the municipality to the county tax board for the MOD-IV and CAMA service.

WHEREAS, the Shared Services Act and Consolidation Act, namely C. 40A:65-1, provides a mechanism through which counties and municipalities may enter into agreements for the provision of services for each other.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor is authorized to execute the Execute an Agreement Between the County of Monmouth and the Borough of Lake Como for MODIV Property Assessment Computer Services.

A copy of this Resolution shall be forwarded to the Lake Como Tax Assessor.

DATED: 11/9/2021

Kevin G. Higgins, Mayor

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

RESOLUTION NO. 2021-134
Resolution Amending the Lake Como
Personnel Policy and Procedures and
Employee Handbook

WHEREAS, it is the policy of the Borough of Lake Como to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, the New Jersey Civil Service Act, the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA), Domestic Violence Policy, A Protection and Safe Treatment of Minors Policy and the Open Public Meeting Act; and

WHEREAS, the Mayor and Council of the Borough of Lake Como has determined that there is a need for personnel policies and procedures and an Employee Handbook to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREBY, BE IT RESOLVED by the Mayor and Council that the Personnel Policies and Procedures Manual and Employee Handbook as amended are hereby adopted.

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all Borough officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

BE IT FURTHER RESOLVED that this manual is intended to provide guidelines covering public service by Borough employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Borough of Lake Como.

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the Borough shall operate under the legal doctrine known as “employment at will.”

BE IT FURTHER RESOLVED that this resolution acknowledges Mark Kitrick, Esq. as Labor Attorney to advise the Borough in personnel matters.

BE IT FURTHER RESOLVED that the Borough Clerk/Administrator and all managerial/supervisory personnel are responsible for these employment practices. The Labor Attorney shall assist the Borough Clerk/Administrator in the implementation of the policies and procedures in this manual.

Dated: 11/9/2021

Kevin G. Higgins
Mayor

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

RESOLUTION OF THE BOROUGH OF LAKE COMO,

RESOLUTION NO. 2021-135

COUNTY OF MONMOUTH, STATE OF NEW JERSEY,

**RESOLUTION OF THE BOROUGH COUNCIL AUTHORIZING
CLOSED PORTION OF PUBLIC MEETING**

WHEREAS, the Open Public Meetings Act N.J.S.A. 10:4-12b(6) permits the Borough Council to exclude the public from a meeting, or any portion thereof, at which the Council wishes to discuss Personnel matters; and

WHEREAS, minutes will be kept and once the matter involving the confidentiality of the above no longer requires that confidentiality, then the minutes shall be made public;

NOW, THEREFORE, BE IT RESOLVED that the Borough Council shall exclude the public from that portion of its November 9, 2021 meeting which pertains to the aforementioned matter, and that such matters that are not covered by the attorney-client privilege will be disclosed to the public if and when confidentiality is no longer required.

BE IT FURTHER RESOLVED by the Borough Council of the Borough of Lake Como, that the public portion of this meeting is hereby closed.

Dated: 11/9/2021

**Kevin G. Higgins,
Mayor**

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 November 9, 2021.21

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

RESOLUTION 2021-138

A RESOLUTION TO AFFIRM THE BOROUGH OF LAKE COMO'S CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTERS, INDEPENDENT CONTRACTORS, AND MEMBERS OF THE PUBLIC THAT COME INTO CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND VOLUNTEERS

WHEREAS, it is the policy of the Borough of Lake Como to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act, and

WHEREAS, the governing body of the Borough of Lake Como has determined that certain procedures need to be established to accomplish this policy

NOW, THEREFORE BE IT ADOPTED by the Mayor and Council that:

Section 1: No official, employee, appointee or volunteer of the Borough by whatever title known, or any entity that is in any way a part of the Borough shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment or a violation of any person's constitutional rights while such official, employee, appointee volunteer, or entity is engaged in or acting on behalf of the Borough's business or using the facilities or property of the Borough.

Section 2: The prohibitions and requirements of this resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization or support in any way from the Borough to provide services that otherwise could be performed by the Borough.

Section 3: Discrimination, harassment and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights.

Section 4: The Borough Clerk/Administrator shall establish written procedures for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.

Section 5: No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

Section 6: The Borough Clerk/Administrator shall establish written procedures that require all officials, employees, appointees and volunteers of the Borough as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this resolution.

Section 7: The Borough Administrator shall establish a system to monitor compliance and shall report at least annually to the governing body the results of the monitoring.

Section 8: At least annually, the Borough Clerk/Administrator shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within the Borough. This communication shall include a statement from the governing body expressing its unequivocal commitment to enforce this resolution. This summary shall also be posted on the Borough's web site.

Section 9: This resolution shall take effect immediately.

Section 10: A copy of this resolution shall be published in the official newspaper of the Borough in order for the public to be made aware of this policy and the Borough's commitment to the implementation and enforcement of this policy.

DATED: 11/9/2021

Kevin G. Higgins, Mayor

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

Resolution 2021 – 132

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		\$716,876.67
Zoom Video Communications, Inc.	American Relief Act(Covid)	<u>1,999.00</u>
		\$718,875.67

WATER/SEWER ACCOUNT:

Per Attached Bill List	\$ 11,221.95
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PAYROLL ACCOUNT:

5142 Employee Payroll Dated 10/27/21	\$ 26,554.13
2415 Employee Payroll Dated 10/27/21	<u>11,014.95</u>
	\$ 37,569.08

TOURISM ACCOUNT:

Coast Star	\$ 355.60
Ritchie & Page Dist. Co.	621.00
United Rentals	<u>776.00</u>
	\$ 1,752.00

Dated: November 9, 2021

Kevin G. Higgins, Mayor

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

RESOLUTION OF THE BOROUGH OF LAKE COMO

RESOLUTION NO. 2021-136

COUNTY OF MONMOUTH, STATE OF NEW JERSEY,

**RESOLUTION OF THE BOROUGH COUNCIL AUTHORIZING
THE PURCHASE OF THE SUPPLY, INSTALLATION AND
TRAINING OF A DIGITAL COURT STREAMING AND RECORDER AND MULTI-
CHANNEL
VIDEO RECORDING SYSTEM**

WHEREAS, the Mayor and Council of the Borough of Lake Como desires to purchase a BIS Digital Court Recorder and Multi-Channel Video Recording and Streaming System; and

WHEREAS, the Borough of Lake Como is a member of the Educational Services Commission of New Jersey Cooperative Pricing System; and,

WHEREAS, the Educational Services Commission of NJ Cooperative Pricing System has acted as lead agency and awarded Contract #ESCNJ 17/18-48; and

WHEREAS, NJSA 52:34-6.2 permits the Borough of Lake Como to purchase a BIS Digital Court Recorder and Multi-Channel Video Recording and Streaming System using the offered Educational Services Commission of NJ Cooperative Pricing System Contract without public bidding; and

WHEREAS, the Borough of Lake Como intends under the Educational Services Commission of NJ Cooperative Pricing System Contract, under the Category: Purchase and Installation of Recording Sound and Streaming System, to purchase from BIS Digital Inc., a Digital Court Recorder and Multi-Channel Video Recording and Streaming System, in an amount not to exceed \$25,000.00.

WHEREAS, the Borough of Lake Como Chief Finance Officer has determined that the use of the offered Educational Services Commission of NJ Cooperative Contract will result in cost savings after all factors including charges for service, material and training have been considered and has verified that such equipment is not available through State Contract awarded by the Division of Purchase and Property in the New Jersey Department of the Treasury pursuant to NJSA 40A:11-12; and

WHEREAS, the availability of funds for said purchase to be awarded herein have been certified by the Chief Financial Officer; and

WHEREAS, the Borough of Lake Como has certified that this meets the statute and regulations governing the award of said contracts;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lake Como that the Chief Finance Officer is authorized to prepare a purchase order to procure the BIS Digital Court Recorder and Multi-Channel Video Recording and Streaming System for a price not to exceed \$25,000.00.

BE IT FURTHER RESOLVED that the purchase order shall contain a requirement that “the vendor shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request”.

Dated: 11/9/2021

**Kevin G. Higgins,
Mayor**

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 November 9, 2021.

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

Resolution 2021 – 137

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

\$158.92

Dated: November 9, 2021

Kevin G. Higgins, Mayor

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