



Agenda
Meeting of the Municipal Council
Wednesday, January 25, 2017
WORK SESSION 6:00 PM

Clerk to Call Meeting to Order/Roll Call.

Silent Prayer/Moment of Reflection.

Salute to the Flag.

(Announcement by City Clerk): As to comply with the “Open Public Meetings Act,” Chapter 231, P.L. 1975, adequate Notice of this meeting has been provided in the following manner: The Annual Notice was forwarded to the Asbury Park Press, The Coaster and Star Ledger on January 6, 2016, and posted on the bulletin board the same date. All notices are on file with the City Clerk.

A. Call / Call To Order

Items for Review:

- A. City Manager's Report on Issues Raised at Prior Council Meeting(s)
- B. Special Event Applications
- C. Review of Agenda Items for January 25, 2017 Regular Meeting
- D. Matters from City Council
- E. Matters from City Manager
- F. Matters from City Attorney

Regular Meeting begins at 7:00 p.m.



Agenda
Meeting of the Municipal Council
Wednesday, January 25, 2017
REGULAR MEETING 7:00 PM

I. Executive Session - 4:00 p.m.

2017-54 Authorizing a meeting which excludes the public

A. Litigation

1. Westside Community Center v. City of Asbury Park
2. Assessment Appeals
3. Ernest G. Mignoli v. City of Asbury Park, et al.

II. Regular Meeting - 7:00 p.m.

B. Silent Prayer/Moment of Reflection

C. Salute to the Flag

D. Announcement - Open Public Meetings Act

As to comply with the "Open Public Meetings Act," Chapter 231, P.L. 1975, adequate Notice of this meeting has been provided in the following manner: The Annual Notice was forwarded to the Asbury Park Press, The Coaster and The Star Ledger on January 6, 2016, and posted on the bulletin board the same date. All notices are on file with the City Clerk.

E. Recognition of the City of Asbury Park High School 2016 Varsity Football Team

F. Recognition of the City of Asbury Park School Board Recognition Month

G. Matters from City Council

H. Matters from City Manager

I. Matters from City Attorney

J. Public Participation

K. Minutes

- Municipal Council - Organizational Meeting - Jan 1, 2017 2:00 PM
- Minutes of Jan 11, 2017 Executive Session 4:00 PM
- Municipal Council - Work Session - Jan 11, 2017 6:00 PM
- Municipal Council - Regular Meeting - Jan 11, 2017 7:00 PM

L. Consent Agenda Resolutions

All matters listed on the Consent Agenda are presented collectively to the City Council, and will be considered for approval with one vote. These matters are considered to be routine in nature, and there will be no individual discussion of these items. If discussion is desired by one or more Council member(s) as to any particular item(s), then said item(s) shall be removed from the Consent Agenda and considered separately.

2017-55 Special Event Applications

2017-56 Resolution of the City of Asbury Park, County of Monmouth, State of New Jersey, Authorizing Compensation Payment to Lisa Smith upon her Separation of Employment

2017-57 Resolution Approving Application to Opt Out of Paramount Homes Financial Agreement to Fully Disabled Veteran

M. Individual Resolutions

2017-51 Identifying of Menu Items as Per the Subsequent Developer Agreement between the City of Asbury Park, Madison Asbury Retail LLC, and Asbury Partners

2017-58 Resolution Authorizing the Payment of Bills

2017-59 Resolution Adopting the Personnel Policy for 2017

2017-60 Resolution Authorizing the Award of a Load and Pack Refuse

2017-61 Authorizing Design Services, Project Management and Construction, and Inspection Services to T&M Associates for Improvements to Sanitary Sewer Line under the Railroad Tracks on Springwood Avenue

2017-62 Resolution Approving Change Order Number One for the City Hall Generator Project

N. Ordinances

1. Introduction

2017-2 Bond Ordinance Providing for Various 2017 Capital Improvements, by and in the City of Asbury Park, in the County of Monmouth, State of New Jersey; Appropriating \$3,000,000 Therefor and Authorizing the Issuance of \$2,857,142 Bonds or Notes of the City to Finance Part of the Cost Thereof

- 2017-3 An Ordinance Amending And Supplementing “Chapter XXVI Personnel Policies” Creating Section 26-5 “Mandatory Direct Deposit” of the “Code of the City of Asbury Park, New Jersey.”
- 2017-4 An Ordinance Amending and Supplementing Chapter II “Administration”, Article V “Departments and Division”, Subsection 2-7 “Law Personnel”, of the Revised General Ordinances of the City of Asbury Park, Monmouth County, State of New Jersey
- 2017-5 An Ordinance Amending and Supplementing Chapter II “Administration” Article V “Departments and Divisions”, Chapter 2-8 Police Department
- 2017-6 An Ordinance Amending and Supplementing Chapter II “Administration” Article XI “Fees” of the “Code of the City of Asbury Park, New Jersey.”

2. Second Reading/Public Hearing

- 2017-1 Amending and Supplementing Chapter II “Administration” Section 2-47.6b “Representation” (Sunset Lake Commission) of the “Code of the City of Asbury Park, New Jersey.”

O. Adjournment

**RESOLUTION NO. 2017-54****AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC**

BE IT RESOLVED by the Mayor and Council of the City of Asbury Park that this body will hold a meeting on January 25, 2017 at 7:00 PM in the Council Chambers located at 1 Municipal Plaza, Asbury Park, New Jersey, that will be limited only to consideration of an items or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

The general nature of the subject or subjects to be discussed are as follows:

A. Litigation:

- a. Westside Community Center v. City of Asbury Park
- b. Assessment Appeals
- c. Ernest G. Mignoli v. City of Asbury Park, et al.

The public is excluded from said meeting, and further notice is dispensed with, all in accordance with section 8 and 4a of the Open Public Meetings Act.

Cindy Dye, City Clerk

1/20/2017

CINDY A. DYE
CITY CLERK



Minutes
Meeting of the Municipal Council
Sunday, January 1, 2017
ORGANIZATIONAL MEETING

Call to Order

Attendee Name	Title	Status	Arrived
Eileen Chapman	Councilmember	Present	
Yvonne Clayton	Councilmember	Present	
Jesse Kendle	Councilmember	Present	
Amy Quinn	Deputy Mayor	Present	
John Moor	Mayor	Present	
Cindy Dye	City Clerk	Present	
Michael Capabianco	City Manager	Present	
Frederick Raffetto	City Attorney	Present	

City Clerk Cindy Dye called the meeting to order at 2:00 PM.

Invocation by Reverend David J. Parreott, Jr.

Salute the Flag

Announcement by City Clerk

Swearing in of Newly Elected Officials by the Honorable Daniel J. DiBenedetto

SWEARING IN OF COUNCIL MEMBER AMY QUINN

The Honorable Daniel J. DiBenedetto swore in Council Member Amy Quinn.

SWEARING IN OF COUNCIL MEMBER B. YVONNE CLAYTON

The Honorable Daniel J. DiBenedetto swore in Council Member B. Yvonne Clayton.

SWEARING IN OF COUNCIL MEMBER EILEEN CHAPMAN

The Honorable Daniel J. DiBenedetto swore in Council Member Eileen Chapman.

Nomination for Deputy Mayor

1. Appoint Council Member Amy Quinn as Deputy Mayor **Adopted**

Minutes Acceptance: Minutes of Jan 1, 2017 2:00 PM (Minutes)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jesse Kendle, Councilmember
SECONDER:	Yvonne Clayton, Councilmember
AYES:	Chapman, Clayton, Kendle, Quinn, Moor

SWEARING IN OF DEPUTY MAYOR BY THE HONORABLE DANIEL J. DIBENEDETTO

The Honorable Daniel J. DiBenedetto swore in Deputy Mayor Amy Quinn.

CONSENT AGENDA RESOLUTIONS

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jesse Kendle, Councilmember
SECONDER:	Yvonne Clayton, Councilmember
AYES:	Chapman, Clayton, Kendle, Quinn, Moor

- 2017-1 Appointment of Deputy Mayor
- 2017-2 Resolution Appointing a Deputy City Clerk for the City of Asbury Park
- 2017-3 Resolution Designating the Official Newspapers for the City of Asbury Park for the Year 2017
- 2017-4 Resolution Providing for 2017 Temporary Budget Appropriations
- 2017-5 Resolution Adopting a Cash Management Plan for the City of Asbury Park
- 2017-6 Resolution Adopting a Debt Management and Capital Policy
- 2017-7 Resolution of the Mayor and Council of the City of Asbury Park Designating the Depositories wherein all Public Monies and Other Funds of the Municipality Shall Be Kept
- 2017-8 Resolution of the Mayor and Council of the City of Asbury Park Fixing the Rate of Interest to be Charged on Delinquent Taxes, Assessments and Sewer Accounts for 2017
- 2017-9 Authorizing Issuance of Interim Checks
- 2017-10 Resolution Authorizing Premium to Escheat to Municipality After Five Years
- 2017-11 Resolution Authorizing Issuance of Certificate of Redemption of Tax Sale Certificates Due to the Inability to Locate the Original Tax Sale Certificates
- 2017-12 Resolution Establishing a Service Charge for Returned Checks or Written Instruments

Minutes Acceptance: Minutes of Jan 1, 2017 2:00 PM (Minutes)

- 2017-13 Resolution Providing for Fees for Tax Sale Certificate Redemption Calculations
- 2017-14 Resolution to Cancel Taxes on City Owned Properties
- 2017-15 Resolution to Credit Sewer Account for Deduct Meter
- 2017-16 A Resolution Authorizing the Tax Assessor to Act as Agent for the City of Asbury Park for the Purpose of Filing and Settling Tax Appeals on Behalf of the Taxing District for the Tax Year 2017
- 2017-17 Designation of Public Agency Compliance Officer
- 2017-18 Appointing a Fund Commissioner and Alternate to the New Jersey Intergovernmental Insurance Fund
- 2017-19 Appointment of ADA Compliance Officer and Coordinator
- 2017-20 Appointment of Recycling Coordinator
- 2017-21 Authorizing the City Clerk to Execute all Bingo and Raffle Games of Chance Applications that Meet all Provisions Pursuant to Statute for the 2017 Calendar Year
- 2017-22 Authorizing the City Clerk to Execute all of the City of Asbury Park Fire Department Member's Enrollment into NJ State Firemen's Association for the 2017 Calendar Year

INDIVIDUAL RESOLUTIONS

- 2017-23 Resolution Establishing Meeting Dates for 2017

RESULT:	ADOPTED [4 TO 1]
MOVER:	Eileen Chapman, Councilmember
SECONDER:	Amy Quinn, Deputy Mayor
AYES:	Eileen Chapman, Yvonne Clayton, Jesse Kendle, Amy Quinn
NAYS:	John Moor

- 2017-24 Resolution Appointing Municipal Court Judge for a Three Year Term

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Quinn, Deputy Mayor
SECONDER:	Jesse Kendle, Councilmember
AYES:	Chapman, Clayton, Kendle, Quinn, Moor

- 2017-25 Appointing Frederick C. Raffetto, Esq., to Serve as Municipal Attorney for the City, and Authorizing the Execution of an Agreement for Professional Legal Services Associated Therewith

RESULT: ADOPTED [UNANIMOUS]
MOVER: Yvonne Clayton, Councilmember
SECONDER: Eileen Chapman, Councilmember
AYES: Chapman, Clayton, Kendle, Quinn, Moor

2017-26 Appointing Law Offices of Steven S. Glickman, LLC to Serve as Labor Counsel for the City, and Authorizing the Execution of an Agreement for Professional Legal Services Associated Therewith

RESULT: ADOPTED [UNANIMOUS]
MOVER: Amy Quinn, Deputy Mayor
SECONDER: Jesse Kendle, Councilmember
AYES: Chapman, Clayton, Kendle, Quinn, Moor

2017-27 Appointing Archer & Greiner, P.C., to Serve as Bond Counsel for the City, and Authorizing the Execution of an Agreement for Professional Legal Services Associated Therewith

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jesse Kendle, Councilmember
SECONDER: Amy Quinn, Deputy Mayor
AYES: Chapman, Clayton, Kendle, Quinn, Moor

2017-28 Appointing Harry Haushalter, Esquire, to Serve as Special Tax Counsel for the City, and Authorizing the Execution of an Agreement for Professional Legal Services Associated Therewith

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jesse Kendle, Councilmember
SECONDER: Yvonne Clayton, Councilmember
AYES: Chapman, Clayton, Kendle, Quinn, Moor

2017-29 Appointing Wiss & Company, LLP to Serve as Auditor for the City, and Authorizing the Execution of an Agreement for Professional Services Associated Therewith

RESULT: ADOPTED [UNANIMOUS]
MOVER: Eileen Chapman, Councilmember
SECONDER: Amy Quinn, Deputy Mayor
AYES: Chapman, Clayton, Kendle, Quinn, Moor

2017-30 Authorizing the Execution of an Agreement for Professional Engineering Services with T & M Associates

RESULT: ADOPTED [UNANIMOUS]
MOVER: Yvonne Clayton, Councilmember
SECONDER: Eileen Chapman, Councilmember
AYES: Chapman, Clayton, Kendle, Quinn, Moor

2017-31 Authorizing the Execution of an Agreement for Professional Appraisal Services to BRB Valuations Pamela J. Brodowski, MAI, ASA, CTA

Minutes Acceptance: Minutes of Jan 1, 2017 2:00 PM (Minutes)

RESULT: ADOPTED [UNANIMOUS]
MOVER: Amy Quinn, Deputy Mayor
SECONDER: Eileen Chapman, Councilmember
AYES: Chapman, Clayton, Kendle, Quinn, Moor

2017-32 Appointing GJEM Insurance Agency, to Serve as an Insurance Brokerage/Consultant/Risk Manager, and Authorizing the Execution of an Agreement for Professional Services Associated Therewith

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jesse Kendle, Councilmember
SECONDER: Eileen Chapman, Councilmember
AYES: Chapman, Clayton, Kendle, Quinn, Moor

2017-33 Appointing Members to the Zoning Board of Adjustment

RESULT: ADOPTED [UNANIMOUS]
MOVER: Amy Quinn, Deputy Mayor
SECONDER: Jesse Kendle, Councilmember
AYES: Chapman, Clayton, Kendle, Quinn, Moor

2017-34 Appointing Members to the Planning Board (Class III and IV)

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jesse Kendle, Councilmember
SECONDER: Amy Quinn, Deputy Mayor
AYES: Chapman, Clayton, Kendle, Quinn, Moor

2017-35 Authorizing Appointments to the “Environmental/Shade Tree Commission”

RESULT: ADOPTED [UNANIMOUS]
MOVER: Amy Quinn, Deputy Mayor
SECONDER: Eileen Chapman, Councilmember
AYES: Chapman, Clayton, Kendle, Quinn, Moor

2017-36 Authorizing Appointments to the Public Art Committee

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jesse Kendle, Councilmember
SECONDER: Yvonne Clayton, Councilmember
AYES: Chapman, Clayton, Kendle, Quinn, Moor

2017-37 Authorizing Appointments to the “Asbury Park TV Committee”

RESULT: ADOPTED [UNANIMOUS]
MOVER: Amy Quinn, Deputy Mayor
SECONDER: Eileen Chapman, Councilmember
AYES: Chapman, Clayton, Kendle, Quinn, Moor

2017-38 Appointment to the Recreation Advisory Committee

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jesse Kendle, Councilmember
SECONDER: Eileen Chapman, Councilmember
AYES: Chapman, Clayton, Kendle, Quinn, Moor

Minutes Acceptance: Minutes of Jan 1, 2017 2:00 PM (Minutes)

2017-39 Establishing a “Parking Advisory Committee” in and for the City of Asbury Park

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Yvonne Clayton, Councilmember
SECONDER:	Amy Quinn, Deputy Mayor
AYES:	Chapman, Clayton, Kendle, Quinn, Moor

2017-40 Establishing a “Code Enforcement/Quality of Life Committee” in and for the City of Asbury Park and Authorizing Appointments Thereto

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jesse Kendle, Councilmember
SECONDER:	Eileen Chapman, Councilmember
AYES:	Chapman, Clayton, Kendle, Quinn, Moor

2017-41 Establishing a “Community Development Block Grant Committee” in and for the City of Asbury Park and Authorizing Appointments Thereto

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Eileen Chapman, Councilmember
SECONDER:	Yvonne Clayton, Councilmember
AYES:	Chapman, Clayton, Kendle, Quinn, Moor

2017-42 Authorizing Appointments to the “Deal Lake Commission”

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Quinn, Deputy Mayor
SECONDER:	Jesse Kendle, Councilmember
AYES:	Chapman, Clayton, Kendle, Quinn, Moor

2017-43 Appointing Redevelopment Counsel McManimon Scotand & Baumann, LLC and Authorizing the Execution of an Agreement for Professional Services Associated Therewith

RESULT:	ADOPTED [4 TO 1]
MOVER:	Yvonne Clayton, Councilmember
SECONDER:	John Moor, Mayor
AYES:	Eileen Chapman, Yvonne Clayton, Jesse Kendle, John Moor
NAYS:	Amy Quinn

2017-44 Appointing Cleary Giacobbe Alfieri Jacobs, LLC, to Serve as Conflict Municipal Attorney for the City, and Authorizing the Execution of an Agreement for Professional Legal Services Associated Therewith

RESULT:	ADOPTED [4 TO 1]
MOVER:	Amy Quinn, Deputy Mayor
SECONDER:	Jesse Kendle, Councilmember
AYES:	Eileen Chapman, Jesse Kendle, Amy Quinn, John Moor
NAYS:	Yvonne Clayton

2017-45 Appointing Redevelopment Counsel Mazaziti Falcon and Authorizing the Execution of an Agreement for Professional Services Associated Therewith

Minutes Acceptance: Minutes of Jan 1, 2017 2:00 PM (Minutes)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jesse Kendle, Councilmember
SECONDER:	Yvonne Clayton, Councilmember
AYES:	Chapman, Clayton, Kendle, Quinn, Moor

Announcement by Mayor Moor of Mayor's Appointment to the Position of Office of Emergency Management ("OEM") Director

Mayor Moor appointed Garrett Giberson to the position of Office of Emergency Management ("OEM") Director.

Announcement by Mayor of Mayor's Appointment(s) to the Planning Board

1. Class I Member (Mayor or Mayor's Designee)

Mayor Moor appointment himself to the Class I member of the Planning Board.

2. Class II Member (Non-Government Body Municipal Official - 1 Year Term)

Mayor Moor appointed Michael Manzella, the City's Transportation Planner, as the Class II member of the Planning Board.

Comments from Council Members

Council Member Chapman wished everyone Happy New Year. She thanked the entire Council for their support this past election. She thanked the staff for their hard work. She thanked all the residents who supported her this past election.

Council Member Clayton thanked all the residents for their support this past year and wished everyone Happy New Year.

Council Member Kendle wished everyone Happy New Year and thanked everyone for coming out helping them celebrate the reorganization meeting.

Deputy Mayor Quinn thanked Mayor Moor and Council Member Kendle for their help and support this past election. She also recognized individuals who provided assistance this past election.

Comments from Mayor Moor

Mayor Moore thanked his wife and family for all their support in the past year. He congratulated the re-elected Council Members on winning this past election. Happy New Year.

Public Participation

No one spoke from the public.

Adjournment

The meeting was adjourned at 2:35 PM

Respectfully submitted by:

Cindy A. Dye, RMC, City Clerk

Minutes Acceptance: Minutes of Jan 1, 2017 2:00 PM (Minutes)



Minutes
Meeting of the Municipal Council
Wednesday, January 11, 2017
WORK SESSION

Attendee Name	Title	Status	Arrived
Eileen Chapman	Councilmember	Present	
Yvonne Clayton	Councilmember	Present	
Jesse Kendle	Councilmember	Present	
Amy Quinn	Deputy Mayor	Present	
John Moor	Mayor	Present	
Cindy Dye	City Clerk	Present	
Michael Capabianco	City Manager	Present	
Frederick Raffetto	City Attorney	Present	

City Clerk Cindy Dye called the meeting to order at 6:00 PM.

City Manager's Report on Issues Raised at Prior Council Meeting(s)

City Manager Capabianco had no issues.

Special Event Applications

Leesha Floyd was present to review the special event applications.

Review of Agenda Items for January 11, 2017 Regular Meeting

City Manager Capabianco reviewed the agenda for this evening's regular meeting.

Discussion Items

1. Payment in Lieu of Parking Ordinance

Michael Manzella, Transportation Planner, discussed the payment in lieu of parking ordinance proposal.

2. New Jersey School Board Association Resolution for School Board Recognition Week

City Manager Capabianco discussed the New Jersey School Board Association Resolution for School Board Recognition Week.

3. Amendment to Personnel Policy

City Manager Capabianco reviewed the amendments to the personnel policy.

4. Capital Program

City Manager Capabianco review the proposed capital program with the City Council.

Respectfully submitted by:

Cindy A. Dye, RMC, City Clerk

Minutes Acceptance: Minutes of Jan 11, 2017 6:00 PM (Minutes)



Minutes
Meeting of the Municipal Council
Wednesday, January 11, 2017
REGULAR MEETING

Attendee Name	Title	Status	Arrived
Eileen Chapman	Councilmember	Present	
Yvonne Clayton	Councilmember	Present	
Jesse Kendle	Councilmember	Present	
Amy Quinn	Deputy Mayor	Present	
John Moor	Mayor	Present	
Cindy Dye	City Clerk	Present	
Michael Capabianco	City Manager	Present	
Frederick Raffetto	City Attorney	Present	

City Clerk Cindy Dye called the meeting to order at 7:00 PM.

As to comply with the "Open Public Meetings Act," Chapter 231, P.L. 1975, adequate Notice of this meeting has been provided in the following manner: The Annual Notice was forwarded to the Asbury Park Press, The Coaster and The Star Ledger on January 3, 2017, and posted on the bulletin board the same date. All notices are on file with the City Clerk.

RECOGNITION OF THE CITY OF ASBURY PARK HIGH SCHOOL 2016 VARSITY SOCCER TEAM

The City Council recognized the City of Asbury Park High School 2016 Varsity Soccer Team.

MATTERS FROM CITY COUNCIL

Council Member Clayton announced two events that were occurring this weekend in recognition of Martin Luther King Day.

Council Member Kendle recognized the Recreation Committee and thanked them for attending this evenings meeting.

Deputy Mayor Quinn stated that at the next meeting the Council will be recognizing the football team. She announced that APTV had done interviews of some of the members of both the soccer and football team.

Mayor Moor thanked the Fire Department on the event this past weekend with a car that went through a house. He asked if the City is going after the insurance companies for both the car incident and the gas leak on Mattison. Chief Keddy stated he would like into it.

MATTERS FROM CITY MANAGER

The City Manager had no matters to discuss.

MATTERS FROM CITY ATTORNEY

The City Attorney had no matters to discuss.

PUBLIC PARTICIPATION

Motion made by Council Member Kendle to open the meeting to the public and seconded by Council Member Chapman. All were in favor.

The following members spoke during the public portion of the meeting: Rita Marano, Daniel Harris, Jerry Scarano , Ernest Mignoli and Chelsea Papburg.

Motion made by Deputy Mayor Quinn to close the meeting to the public and seconded by Council Member Clayton. All were in favor.

MINUTES

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jesse Kendle, Councilmember
SECONDER:	Amy Quinn, Deputy Mayor
AYES:	Chapman, Clayton, Kendle, Quinn, Moor

1. Municipal Council - Regular Meeting - Dec 28, 2016 7:00 PM **Approved**

CONSENT AGENDA RESOLUTIONS

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Yvonne Clayton, Councilmember
SECONDER:	Jesse Kendle, Councilmember
AYES:	Chapman, Clayton, Kendle, Quinn, Moor

2017-47 Resolution Approving Special Event Applications

2017-48 Award of Contract for Regional Contribution Agreement Project (614 Second Ave.)

INDIVIDUAL RESOLUTIONS

2017-49 Appointing Acacia Financial Group, Inc. To Serve as Financial Advisors for the City, and Authorizing the Execution of an Agreement for Professional Services Associated Therewith

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jesse Kendle, Councilmember
SECONDER:	Yvonne Clayton, Councilmember
AYES:	Chapman, Clayton, Kendle, Quinn, Moor

2017-50 Authorizing One Year Extension for the Contract With Real Property Data and Verification Services

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Yvonne Clayton, Councilmember
SECONDER:	Jesse Kendle, Councilmember
AYES:	Chapman, Clayton, Kendle, Quinn, Moor

2017-51 Identifying of Menu Items as Per the Subsequent Developer Agreement between the City of Asbury Park, Madison Asbury Retail LLC, and Asbury Partners

RESULT:	TABLED [UNANIMOUS]
	Next: 1/25/2017 7:00 PM
MOVER:	Amy Quinn, Deputy Mayor
SECONDER:	Eileen Chapman, Councilmember
AYES:	Chapman, Clayton, Kendle, Quinn, Moor

2017-52 Authorizing the City of Asbury Park to Grant a License to Permit Improvements in an Area of the City Right-Of-Way Adjacent to the Property Located at 901-911 Asbury Avenue, Block 403, Lot 8

Motion made by Mayor Moor and seconded by Council Member Chapman to amend Resolution 2017-52 to insert that approval is required by the Shade Tree Commission and that the City Council highly recommends more landscaping. All were in favor

RESULT:	ADOPTED AS AMENDED [UNANIMOUS]
MOVER:	Amy Quinn, Deputy Mayor
SECONDER:	John Moor, Mayor
AYES:	Chapman, Clayton, Kendle, Quinn, Moor

2017-53 Resolution of the City of Asbury Park Authorizing Verizon Wireless to use poles erected by parties that have the lawful right to maintain poles within the public right-of-way in the City of Asbury Park

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Quinn, Deputy Mayor
SECONDER:	Jesse Kendle, Councilmember
AYES:	Chapman, Clayton, Kendle, Quinn, Moor

ORDINANCES

Introduction

2017-1 Amending and Supplementing Chapter II “Administration” Section 2-47.6b “Representation” (Sunset Lake Commission) of the “Code of the City of Asbury Park, New Jersey.”

Public hearing is scheduled for January 25, 2017.

RESULT:	INTRODUCED [UNANIMOUS]
	Next: 1/25/2017 7:00 PM
MOVER:	Amy Quinn, Deputy Mayor
SECONDER:	Eileen Chapman, Councilmember
AYES:	Chapman, Clayton, Kendle, Quinn, Moor

ADJOURNMENT

The meeting was adjourned at 8:15 PM

Respectfully submitted by:

Cindy A. Dye, RMC, City Clerk

Minutes Acceptance: Minutes of Jan 11, 2017 7:00 PM (Minutes)



RESOLUTION NO. 2017-55

**City of Asbury Park
County of Monmouth
State of New Jersey**

SPECIAL EVENT APPLICATIONS

WHEREAS, at work session meeting of the Mayor and Council held on January 25, 2017 the following Special Events Applications were presented for approval by the Director of Recreation:

1. AP Women's March
2. Love Run
3. Mai Fest
4. Run for Hope
5. Restaurant Tour
6. Mary's Place Walk
7. City's Easter Pageant
8. Paws for Bonnie dog walk
9. Springwood Park Music Fest
10. Back to School Block Party
11. Weddings:
 - a. Aithc/Cestaneda 4/29 6pm
 - b. Falletto/Lesincz 5/7 3pm

WHEREAS, the Mayor and Council have determined to approve said applications, so long as all requirements of the City's "Special Events" Ordinance (Section 4-10 of the City Code) have been satisfied by the respective applicants, as well as any other requirements imposed by the City's Police Department and/or Special events Committee.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the City of Asbury Park, in the County of Monmouth, State of New Jersey, that all the above referenced Special Events Applications are hereby approved, so long as all requirements of the City's "Special Events" Ordinance (Section 4-10 of the City Code) have been satisfied by the respective applicants, as well as any other requirements imposed by the City's Police Department and/or Special events Committee.

I, CINDY A. DYE, City Clerk of the City of Asbury Park, Monmouth County, New Jersey, DO HEREBY CERTIFY the foregoing to be a true and exact copy of RESOLUTION NO. 2017-55 which was finally adopted by the City Council at a meeting held on the 25th day of January, 2017

CERTIFIED BY ME THIS 26th DAY OF January, 2017.

CINDY A. DYE
CITY CLERK

SPECIAL EVENTS PERMIT APPLICATION



Date Received: _____ APP. # _____

Please complete the following information as required by city Ordinance No. 2362 "Entitled Licensing: 3-11." All applications are to be received by the Asbury Park Office of Special Events (1 Municipal Plaza Asbury Park, NJ 07712) no less than 45 Days prior to the event for which permit is being requested. All application fees are non refundable and must be submitted with this application. Contact Leesha Floyd at 732.502.5759 or Leesha.floyd@cityofasburypark.com for additional information. Fax number is 732.775.1483

PLEASE BE AWARE THAT PARK RENTAL FEES & OTHER FEES MAY CHANGE IN 2017

NAME OF EVENT: Asbury Park Womens march

DATE(S): 1/21/17 (Sat) Rain Date: NONE

HOURS OF EVENT: From NOON To: 3pm

EXACT LOCATION YOU ARE REQUESTING TO STAGE YOUR EVENT:

Kennedy Park to Bradleyon Convention Hall

Name of Applicant/Organization: 4 lovely ladies knitcare

Address: Asbury Park

Contact: Jennifer Lampert Phone: 917-312-8515

Fax: _____ Email: jenniferlampert@gmail.com

Non-Profit? Yes ☐ No ☒ Tax Exempt ID Number: _____

If yes, please provide non-profit certificate

DESCRIBE IN DETAIL TYPE OF EVENT YOU WILL BE STAGING:

Womens (peaceful) march

On a separate sheet of paper, please provide a detailed description (footprint) of the proposed event and a sketch that shows the area or route to be used along with any proposed structures, tents, fences, barricades, signs, banners restroom facilities and electrical equipment. NOTE: sketch should identify the dimensions of exhibit booths, structures, etc.

OVER

City of Asbury Park Special Events Application

Page Two

WILL APPLICANT REQUIRE A LIQUOR SOCIAL EVENT OR CATERING PERMITYes _____ No / If yes, please explain _____NUMBER OF PEOPLE ANTICIPATED TO ATTEND: 1000 - 2000ADMISSION CHARGE? YES _____ NO / IF YES, HOW MUCH _____VENDOR CHARGE? YES _____ NO / IF YES, HOW MUCH _____WILL YOU REQUIRE A STREET CLOSING? YES / NO _____ Please Give Details:

PROVIDE COMPLETE DETAILS AS TO HOW THE APPLICANT INTENDS TO PROVIDE FOR SECURITY, TRAFFIC CONTROL, CLEAN UP, SEPARATION OF RECYCLABLE MATERIAL AND DISPOAL OF TRASH AND DEBRIS: police

DESCRIBE ALL CITY RESOURCES AND/OR SERVICES THAT WILL BE REQUIRED TO BE PROVIDED IN CONNECTION WITH THE EVENT: police + road

closingNOTE: There will be charges for all city services provided. Refer to the attached fee schedule.

*All vendors using tents and/or various cooking devices are required to obtain a vendor's permit from the Asbury Park Bureau of Fire Prevention.

*Asbury Park requires liability insurance. The amount of liability coverage depends upon the size and nature of the event planned. The minimum liability coverage is one million dollars. The City of Asbury Park must be named on the insurance policy as an "additional insured." All insurance policies are to be provided to the Special Events Office not less than 20 days prior to the date of the event.

*All estimated fees and/or costs the City of Asbury Park may incur as a result of the City issuing a special event's permit to stage this event must be paid in advance by certified or cashier's check, not less than 20 business days in advance of the event date.

*If the event insurance policy and all fees are not submitted to the City 20 days prior to the event, the City reserves the right to cancel the event.

Signature of Applicant

Date

Print Name of Applicant

For Special Events Office Use only:

Total Fees Calculated to be paid by Applicant \$ 760 Total Fees Collected \$ _____



SPECIAL EVENTS PERMIT APPLICATION

Date Received: _____ APP. # _____

Please complete the following information as required by city Ordinance No. 2362 "Entitled Licensing: 3-11." All applications are to be received by the Asbury Park Office of Special Events (1 Municipal Plaza Asbury Park, NJ 07712) no less than 45 Days prior to the event for which permit is being requested. All application fees are non refundable and must be submitted with this application. Contact Leesha Floyd at 732.502.5759 or Leesha.floyd@cityofasburypark.com for additional information. Fax number is 732.775.1483

PLEASE BE AWARE THAT PARK RENTAL FEES & OTHER FEES MAY CHANGE IN 2017

NAME OF EVENT: Liebeslauf - Love Run

DATE(S): February 12, 2017 Rain Date: n/a
HOURS OF EVENT: From 11am To: 1pm

EXACT LOCATION YOU ARE REQUESTING TO STAGE YOUR EVENT:

Asbury Festhalle & Biergarten 527 Lake Avenue - Use of Boardwalk

Name of Applicant/Organization: Split Second Racing / Asbury Festhalle + Biergarten
Address: Po Box 542 Rumson NJ 07760
Contact: Doug Rice Phone: 732-915-0507
Fax: _____ Email: DRICE @ RACEFORUM.COM.
Non-Profit? Yes _____ No ☒ Tax Exempt ID Number: _____
If yes, please provide non-profit certificate

DESCRIBE IN DETAIL TYPE OF EVENT YOU WILL BE STAGING: fun run with
racers participating as a couple on boardwalk.

On a separate sheet of paper, please provide a detailed description (footprint) of the proposed event and a sketch that shows the area or route to be used along with any proposed structures, tents, fences, barricades, signs, banners restroom facilities and electrical equipment. NOTE: sketch should identify the dimensions of exhibit booths, structures, etc.

OVER

Attachment: special events cm125 (2017-55 : Special Event Applications)

City of Asbury Park Special Events Application

Page Two

WILL APPLICANT REQUIRE A LIQUOR SOCIAL EVENT OR CATERING PERMIT

Yes _____ No _____ If yes, please explain _____

NUMBER OF PEOPLE ANTICIPATED TO ATTEND: 100
 ADMISSION CHARGE? YES ☒ NO ☐ IF YES, HOW MUCH \$25
 VENDOR CHARGE? YES _____ NO ☒ IF YES, HOW MUCH _____

WILL YOU REQUIRE A STREET CLOSING? YES _____ NO ☒ Please Give Details:

PROVIDE COMPLETE DETAILS AS TO HOW THE APPLICANT INTENDS TO PROVIDE FOR
 SECURITY, TRAFFIC CONTROL, CLEAN UP, SEPARATION OF RECYCLABLE MATERIAL
 AND DISPOSAL OF TRASH AND DEBRIS: Trash and debris will be
handled by the Biergarten.

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

NOTE: There will be charges for all city services provided. Refer to the attached fee schedule.

*All vendors using tents and/or various cooking devices are required to obtain a vendor's permit from the Asbury Park Bureau of Fire Prevention.

*Asbury Park requires liability insurance. The amount of liability coverage depends upon the size and nature of the event planned. The minimum liability coverage is one million dollars. The City of Asbury Park must be named on the insurance policy as an "additional insured." All insurance policies are to be provided to the Special Events Office not less than 20 days prior to the date of the event.

*All estimated fees and/or costs the City of Asbury Park may incur as a result of the City issuing a special event's permit to stage this event must be paid in advance by certified or cashier's check, not less than 20 business days in advance of the event date.

*If the event insurance policy and all fees are not submitted to the City 20 days prior to the event, the City reserves the right to cancel the event.

Douglas E. Rice
 Signature of Applicant

1/9/2017
 Date

Doug Rice
 Print Name of Applicant

For Special Events Office Use only:

Total Fees Calculated to be paid by Applicant \$ 1600 Total Fees Collected \$ _____



SPECIAL EVENTS PERMIT APPLICATION

Date Received: _____ APP. # _____

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PLEASE BE AWARE THAT PARK RENTAL FEES & OTHER FEES MAY CHANGE IN 2017

NAME OF EVENT: Asbury Park Mai Fest

DATE(S): 5/19 - 5/21/17 Rain Date: NONE

HOURS OF EVENT: From 12 To: 12

EXACT LOCATION YOU ARE REQUESTING TO STAGE YOUR EVENT:

Press Plaza Emory Betun Lake + Cookman

Name of Applicant/Organization: Asbury Festhalle + Brengarten

Address: 527 Lake Ave Asbury Park NJ NJ

Contact: Jennifer Lampert Phone: 914 312 8515

Fax: _____ Email: jennifer@asburybrengarten.com

Non-Profit? Yes ☐ No ☒ Tax Exempt ID Number: _____

If yes, please provide non-profit certificate

DESCRIBE IN DETAIL TYPE OF EVENT YOU WILL BE STAGING: Traditional Mayfest Celebration of Spring with European and American craft local beer, food + music. vendors selling crafts, food and local produce

On a separate sheet of paper, please provide a detailed description (footprint) of the proposed event and a sketch that shows the area or route to be used along with any proposed structures, tents, fences, barricades, signs, banners restroom facilities and electrical equipment. **NOTE: sketch should identify the dimensions of exhibit booths, structures, etc.**

OVER

Page Two

Yes ☒ No ☐ If yes, please explain _____

NUMBER OF PEOPLE ANTICIPATED TO ATTEND: _____
ADMISSION CHARGE? YES _____ NO IF YES, HOW MUCH _____
VENDOR CHARGE? YES _____ NO IF YES, HOW MUCH _____

WILL YOU REQUIRE A STREET CLOSING? YES ☐ NO ☒ Please Give Details:
Emory btwn lake + Cockman

Asbestos will be in combination with our security team. Trash is provided by the City and Republic Services.

Barriers, porta, Blue cans
Street Sweeper when done

***All vendors using tents and/or various cooking devices are required to obtain a vendor's permit from the Asbury Park Bureau of Fire Prevention.**

*Asbury Park requires liability insurance. The amount of liability coverage depends upon the size and nature of the event planned. The minimum liability coverage is one million dollars. The City of Asbury Park must be named on the insurance policy as an "additional insured." All insurance policies are to be provided to the Special Events Office not less than 20 days prior to the date of the event.

*All estimated fees and/or costs the City of Asbury Park may incur as a result of the City issuing a special event's permit to stage this event must be paid in advance by certified or cashier's check, not less than 20 business days in advance of the event date.

*If the event insurance policy and all fees are not submitted to the City 20 days prior to the event, the City reserves the right to cancel the event.

Date 1/17/17

Jenn, Fox Leeper
Print Name of Applicant

Total Fees Calculated to be paid by Applicant \$ 761 Total Fees Collected \$ _____

SPECIAL EVENTS PERMIT APPLICATION



Date Received: _____ APP. # _____

*Please complete the following information as required by city Ordinance No. 2362 "Entitled Licensing: 3-11." All applications are to be received by the Asbury Park Office of Special Events (1 Municipal Plaza Asbury Park, NJ 07712) no less than 45 Days prior to the event for which permit is being requested. **All application fees are non refundable and must be submitted with this application.** Contact Leesha Floyd at 732.502.5759 or Leesha.floyd@cityofasburypark.com for additional information. Fax number is 732.775.1483*

PLEASE BE AWARE THAT PARK RENTAL FEES & OTHER FEES MAY CHANGE IN 2017

NAME OF EVENT: The Ashley Lauren Foundation's 1st Annual Run for Hope Fun Run hosted by the Asbury Ale House

DATE(S): April 23rd, 2017 **Rain Date:** April 29th, 2017
HOURS OF EVENT: From: 10am To: 1pm

EXACT LOCATION YOU ARE REQUESTING TO STAGE YOUR EVENT:

Cookman Avenue, from the corner of Cookman and Emory, to the boardwalk. Left on the boardwalk (Carousel End) to the Convention Center and back.

Name of Applicant/Organization: Ashley Lauren Foundation
Asbury Ale House

Address: 309 Morris Avenue, Suite D, Spring Lake, NJ 07762 (ALF)
531 Cookman Ave, Asbury Park, NJ 07712 (AAH)

Contact: Monica Vermulen (ALF CEO) Phone: 732-414-1625
Patrick Rafferty & Brian Moore (AAH) 732-455-3808

Fax: _____ **Email:** mvermeulen@ashleylaurenfoundation.org
Patrick.alehouse@gmail.com

Non-Profit? Yes ☒ No ☐ **Tax Exempt ID Number:** 20-3232026

If yes, please provide non-profit certificate

DESCRIBE IN DETAIL TYPE OF EVENT YOU WILL BE STAGING: Run for Hope will be a 5k and 2 mile fun run benefiting the Ashley Lauren Foundation. The event will start and end at the Asbury Ale House. Proposed run routes are provided at the end of this application.

*On a separate sheet of paper, please provide a detailed description (footprint) of the proposed event and a sketch that shows the area or route to be used along with any proposed structures, tents, fences, barricades, signs, banners restroom facilities and electrical equipment. **NOTE: sketch should identify the dimensions of exhibit booths, structures, etc.***

Attachment: special events cm125 (2017-55 : Special Event Applications)

OVER

City of Asbury Park Special Events Application

Page Two

WILL APPLICANT REQUIRE A LIQUOR SOCIAL EVENT OR CATERING PERMITYes _____ No ☒ If yes, please explain _____**NUMBER OF PEOPLE ANTICIPATED TO ATTEND: upwards of 100****ADMISSION CHARGE? YES ☒ NO _____ IF YES, HOW MUCH: TBD upon receiving estimate on cost****VENDOR CHARGE? YES _____ NO ☒ IF YES, HOW MUCH _____****WILL YOU REQUIRE A STREET CLOSING? YES ☒ NO _____ Please Give Details:**

See below for run routes. Race will begin at 10am and its anticipated that runners will be done by 11:30am.

PROVIDE COMPLETE DETAILS AS TO HOW THE APPLICANT INTENDS TO PROVIDE FOR SECURITY, TRAFFIC CONTROL, CLEAN UP, SEPARATION OF RECYCLABLE MATERIAL AND DISPOAL OF TRASH AND DEBRIS:

ALF Foundation and Asbury Ale House are going to provide volunteers for clean up, separation of garbage and recyclable material. Security will be provided by the Ale House's security team.

DESCRIBE ALL CITY RESOURCES AND/OR SERVICES THAT WILL BE REQUIRED TO BE PROVIDED IN CONNECTION WITH THE EVENT: _____**NOTE: There will be charges for all city services provided. Refer to the attached fee schedule.**

*All vendors using tents and/or various cooking devices are required to obtain a vendor's permit from the Asbury Park Bureau of Fire Prevention.

*Asbury Park requires liability insurance. The amount of liability coverage depends upon the size and nature of the event planned. The minimum liability coverage is one million dollars. The City of Asbury Park must be named on the insurance policy as an "additional insured." All insurance policies are to be provided to the Special Events Office not less than 20 days prior to the date of the event.

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*If the event insurance policy and all fees are not submitted to the City 20 days prior to the event, the City reserves the right to cancel the event.

Signature of Applicant

Date

PATRICK RAFFERTY
Print Name of Applicant

Total Fees Collected: \$50.00

Attachment: special events cm125 (2017-55 : Special Event Applications)



SPECIAL EVENTS PERMIT APPLICATION

Date Received: _____ APP. # _____

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PLEASE BE AWARE THAT PARK RENTAL FEES & OTHER FEES MAY CHANGE IN 2017

NAME OF EVENT: Step Up for The Arc Walk & 5k Run

DATE(S): Saturday, April 8, 2017 **Rain Date:** N/A

HOURS OF EVENT: From 8:00 am to 2:00 pm

EXACT LOCATION: YOU ARE REQUESTING TO STAGE YOUR EVENT:

Asbury Park Boardwalk and Convention Hall

Name of Applicant/Organization: The Arc of Monmouth

Address: 1158 Wayside Road

Contact: Jan Connolly

Phone: (732) 493-1919 ext. 120

Fax: (732) 493-3604 **Email:** jconnolly@arcofmonmouth.org

Non-Profit? Yes X No ____ **Tax Exempt Number** 21-0657022

If yes, please provide non-profit certificate

DESCRIBE IN DETAIL TYPE OF EVENT YOUR WILL BE STAGING:

After four years of successful events on the boardwalk, The Arc would like to return its Walk / Run to Asbury Park in 2017. Registration and after-party for walkers and runners will be held inside Convention Hall. The event should have minimal impact on the city, as there will be no street closings. Cones will direct runners/walkers to allow for normal flow of pedestrians and tourists.

On a separate sheet of paper, please provide a detailed description (footprint) of the proposed event and a sketch that shows the area or route to be used along with any proposed structures, tents, fences, barricades, signs, banners restroom facilities and electrical equipment.

NOTE: sketch should identify the dimensions of exhibit booths, structures, etc.

OVER

Attachment: special events cm125 (2017-55 : Special Event Applications)

City of Asbury Park Special Events Application

Page Two

WILL APPLICANT REQUIRE A LIQUOR SOCIAL EVENT OR CATERING PERMITYes _____ No XX If yes, please explain _____**NUMBER OF PEOPLE ANTICIPATED TO ATTEND:** 600**ADMISSION CHARGE?** YES XX NO _____ IF YES, HOW MUCH \$25 per participant _____**VENDOR CHARGE?** YES _____ NO _____ IF YES, HOW MUCH _____**WILL YOU REQUIRE A STREET CLOSING?** YES _____ NO XX Please Give Details:**PROVIDE COMPLETE DETAILS AS TO HOW THE APPLICANT INTENDS TO PROVIDE FOR SECURITY, TRAFFIC CONTROL, CLEAN UP, SEPARATION OF RECYCLABLE MATERIAL AND DISPOAL OF TRASH AND DEBRIS:**

Security & Volunteer Assistance: Security is not needed but The Arc comes with a crew of 40 volunteers consisting of staff, supporters and members of the 17th Masonic District. Doug Rice of the Runners Forum is providing guidance for this event. He is plotting the route and will lend expertise in cone placement and other logistics, to minimize inconvenience to pedestrians and tourists.

Clean-up: Runners and walkers are not expected to produce trash. However, water stations will be set up and key points and will contain trash containers. Volunteers at each water station will be responsible for removing any cups tossed on the boardwalk or surrounding area. As the Run / Walk conclude, volunteers will scan the area for debris and also remove cones and signage.

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

NOTE: There will be charges for all city services provided. Refer to the attached fee schedule.

*All vendors using tents and/or various cooking devices are required to obtain a vendor's permit from the Asbury Park Bureau of Fire Prevention.

*Asbury Park requires liability insurance. The amount of liability coverage depends upon the size and nature of the event planned. The minimum liability coverage is one million dollars. The City of Asbury Park must be named on the insurance policy as an "additional insured." All insurance policies are to be provided to the Special Events Office not less than 20 days prior to the date of the event.

*All estimated fees and/or costs the City of Asbury Park may incur as a result of the City issuing a special event's permit to stage this event must be paid in advance by certified or cashier's check, not less than 20 business days in advance of the event date.

*If the event insurance policy and all fees are not submitted to the City 20 days prior to the event, the City reserves the right to cancel the event.

Jan Connolly
Signature of Applicant

1-10-17
Date

Jan Connolly (Print Name of Applicant)

For Special Events Office Use only:

Total Fees Calculated to be paid by Applicant \$ 700.00 Total Fees Collected \$ _____

Total fees collected @ 50.00



SPECIAL EVENTS PERMIT APPLICATION

Date Received: _____ APP. # _____

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PLEASE BE AWARE THAT PARK RENTAL FEES & OTHER FEES MAY CHANGE IN 2017

NAME OF EVENT: Sixth Annual Asbury Park Restaurant Tour

DATE(S): SUNDAY April 30, 2017

Rain Date: N/A

HOURS OF EVENT: **From:** NOON (need all cars cleared by 9am for set-up) **To:** 6:00pm

EXACT LOCATION YOU ARE REQUESTING TO STAGE YOUR EVENT:

The APCC check-in tent will be set up in Press Plaza (Emory St from Cookman to Lake): actual tasting takes place at individual restaurants at Boardwalk, Downtown, Main St/West Side

Name of Applicant/Organization: THE ASBURY PARK CHAMBER OF COMMERCE

Address: P.O. Box 649, Asbury Park, NJ 07712

Contact: Sylvia Sylvia-Cioffi

Phone: 732-775-7676

Fax: N/A

Email: info@asburyparkchamber.com

Non-Profit? Yes ☒ No ☐ **Tax Exempt ID Number:** 22-2144484

If yes, please provide non-profit certificate

DESCRIBE IN DETAIL TYPE OF EVENT YOU WILL BE STAGING:

Restaurant Tour will feature small bites, sampling, and demos inside individual restaurants throughout the city all day. Guests purchase tasting wristbands online in advance. Limited quantity may be available the day of the event. Tour Transportation (small buses and vans) will make a continuous loop from Boardwalk, Downtown, Main St and to West Side (Kula Cafe)

*On a separate sheet of paper, please provide a detailed description (footprint) of the proposed event and a sketch that shows the area or route to be used along with any proposed structures, tents, fences, barricades, signs, banners restroom facilities and electrical equipment. **NOTE: sketch should identify the dimensions of exhibit booths, structures, etc.***

OVER

Attachment: special events cm125 (2017-55 : Special Event Applications)

City of Asbury Park Special Events Application

Page Two

WILL APPLICANT REQUIRE A LIQUOR SOCIAL EVENT OR CATERING PERMITYes _____ No X If yes, please explain _____**NUMBER OF PEOPLE ANTICIPATED TO ATTEND:** 800 - 1,000 (tour sells out at 1,500)**ADMISSION CHARGE?** YES: Tasting wristbands purchased at \$35 for 30+ restaurants**VENDOR CHARGE?** YES _____ NO X IF YES, HOW MUCH _____**WILL YOU REQUIRE A STREET CLOSING?** YES X NO _____ Please Give Details:

Press Plaza (Emory St between Cookman & Lake Ave)

PROVIDE COMPLETE DETAILS AS TO HOW THE APPLICANT INTENDS TO PROVIDE FOR SECURITY, TRAFFIC CONTROL, CLEAN UP, SEPARATION OF RECYCLABLE MATERIAL AND DISPOAL OF TRASH AND DEBRIS: APCC will be responsible for clean up of check-in site and will be monitoring trash in bins along tour.

DESCRIBE ALL CITY RESOURCES AND/OR SERVICES THAT WILL BE REQUIRED TO BE PROVIDED IN CONNECTION WITH THE EVENT: Extra trash cans placed in downtown and Ocean Ave by DPW

NOTE: There will be charges for all city services provided. Refer to the attached fee schedule.

*All vendors using tents and/or various cooking devices are required to obtain a vendor's permit from the Asbury Park Bureau of Fire Prevention.

*Asbury Park requires liability insurance. The amount of liability coverage depends upon the size and nature of the event planned. The minimum liability coverage is one million dollars. The City of Asbury Park must be named on the insurance policy as an "additional insured." All insurance policies are to be provided to the Special Events Office not less than 20 days prior to the date of the event.

*All estimated fees and/or costs the City of Asbury Park may incur as a result of the City issuing a special event's permit to stage this event must be paid in advance by certified or cashier's check, not less than 20 business days in advance of the event date.

*If the event insurance policy and all fees are not submitted to the City 20 days prior to the event, the City reserves the right to cancel the event.



Signature of Applicant

1-11-16
Date

Sylvia Sylvia-Cioffi

Print Name of Applicant

For Special Events Office Use only:

Total Fees Calculated to be paid by Applicant \$ _____ Total Fees Collected \$ _____



SPECIAL EVENTS PERMIT APPLICATION

Date Received: _____ APP. # _____

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PLEASE BE AWARE THAT PARK RENTAL FEES & OTHER FEES MAY CHANGE IN 2017

NAME OF EVENT: Mary's Place Walk 2017

DATE(S): 5/20/17 Rain Date: _____

HOURS OF EVENT: From 12 noon To: 2 pm

EXACT LOCATION YOU ARE REQUESTING TO STAGE YOUR EVENT:

Boardwalk only

Name of Applicant/Organization: Mary's Place by the Sea

Address: 22 Main Ave., Ocean Grove, NJ 07756

Contact: Clare Freda Phone: 732-455-5344

Fax: 732-361-0135 Email: cfreda@marysplacebythesea.org

Non-Profit? Yes ☒ No ☐ Tax Exempt ID Number: 26-4736451

If yes, please provide non-profit certificate

DESCRIBE IN DETAIL TYPE OF EVENT YOU WILL BE STAGING:

walk-a-thon along the boardwalk only
Registration and Vendors will be at main site
in Ocean Grove

On a separate sheet of paper, please provide a detailed description (footprint) of the proposed event and a sketch that shows the area or route to be used along with any proposed structures, tents, fences, barricades, signs, banners restroom facilities and electrical equipment. **NOTE: sketch should identify the dimensions of exhibit booths, structures, etc.**

OVER

Attachment: special events cm125 (2017-55 : Special Event Applications)

City of Asbury Park Special Events Application

Page Two

WILL APPLICANT REQUIRE A LIQUOR SOCIAL EVENT OR CATERING PERMITYes _____ No X If yes, please explain _____NUMBER OF PEOPLE ANTICIPATED TO ATTEND: 800-1000ADMISSION CHARGE? YES X NO _____ IF YES, HOW MUCH \$40.00 + \$25.00VENDOR CHARGE? YES X NO _____ IF YES, HOW MUCH \$50 / \$50.00WILL YOU REQUIRE A STREET CLOSING? YES _____ NO X Please Give Details: _____

PROVIDE COMPLETE DETAILS AS TO HOW THE APPLICANT INTENDS TO PROVIDE FOR SECURITY, TRAFFIC CONTROL, CLEAN UP, SEPARATION OF RECYCLABLE MATERIAL AND DISPOSAL OF TRASH AND DEBRIS: N/A

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

NOTE: *There will be charges for all city services provided. Refer to the attached fee schedule.*

*All vendors using tents and/or various cooking devices are required to obtain a vendor's permit from the Asbury Park Bureau of Fire Prevention.

*Asbury Park requires liability insurance. The amount of liability coverage depends upon the size and nature of the event planned. The minimum liability coverage is one million dollars. The City of Asbury Park must be named on the insurance policy as an "additional insured." All insurance policies are to be provided to the Special Events Office not less than 20 days prior to the date of the event.

*All estimated fees and/or costs the City of Asbury Park may incur as a result of the City issuing a special event's permit to stage this event must be paid in advance by certified or cashier's check, not less than 20 business days in advance of the event date.

*If the event insurance policy and all fees are not submitted to the City 20 days prior to the event, the City reserves the right to cancel the event.

Clare Freda

Signature of Applicant

11/13/17

Date

Clare Freda

Print Name of Applicant

For Special Events Office Use only:

Total Fees Calculated to be paid by Applicant \$ _____ Total Fees Collected \$ _____

Total fees collected \$50.00

Attachment: special events cm125 (2017-55 : Special Event Applications)

SPECIAL EVENTS PERMIT APPLICATION



Date Received: _____ APP. # _____

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PLEASE BE AWARE THAT PARK RENTAL FEES & OTHER FEES MAY CHANGE IN 2017

NAME OF EVENT: 82nd Annual City of AP Easter Pageant

DATE(S): 4/27/16 Rain Date: N/A
HOURS OF EVENT: From 9am To: 4pm

EXACT LOCATION YOU ARE REQUESTING TO STAGE YOUR EVENT:

Paramount Theatre - City Date

Name of Applicant/Organization: City of Asbury Park

Address: _____

Contact: Leesha / Cassandra Phone: _____

Fax: _____ Email: _____

Non-Profit? Yes ☐ No ☐ Tax Exempt ID Number: _____

If yes, please provide non-profit certificate

DESCRIBE IN DETAIL TYPE OF EVENT YOU WILL BE STAGING: Annual

Easter Parade & Pageant

On a separate sheet of paper, please provide a detailed description (footprint) of the proposed event and a sketch that shows the area or route to be used along with any proposed structures, tents, fences, barricades, signs, banners restroom facilities and electrical equipment. NOTE: sketch should identify the dimensions of exhibit booths, structures, etc.

OVER

City of Asbury Park Special Events Application

Page Two

WILL APPLICANT REQUIRE A LIQUOR SOCIAL EVENT OR CATERING PERMITYes _____ No ☒ If yes, please explain _____NUMBER OF PEOPLE ANTICIPATED TO ATTEND: 300ADMISSION CHARGE? YES _____ NO ☒ IF YES, HOW MUCH _____VENDOR CHARGE? YES _____ NO ☒ IF YES, HOW MUCH _____WILL YOU REQUIRE A STREET CLOSING? YES _____ NO ☒ Please Give Details: _____

PROVIDE COMPLETE DETAILS AS TO HOW THE APPLICANT INTENDS TO PROVIDE FOR SECURITY, TRAFFIC CONTROL, CLEAN UP, SEPARATION OF RECYCLABLE MATERIAL AND DISPOAL OF TRASH AND DEBRIS: _____

DESCRIBE ALL CITY RESOURCES AND/OR SERVICES THAT WILL BE REQUIRED TO BE PROVIDED IN CONNECTION WITH THE EVENT: police, public works

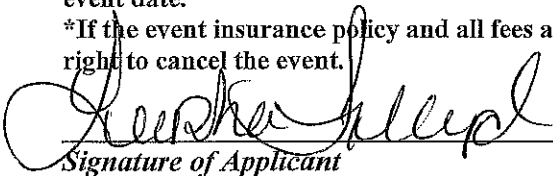
NOTE: There will be charges for all city services provided. Refer to the attached fee schedule.

*All vendors using tents and/or various cooking devices are required to obtain a vendor's permit from the Asbury Park Bureau of Fire Prevention.

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*If the event insurance policy and all fees are not submitted to the City 20 days prior to the event, the City reserves the right to cancel the event.


Signature of Applicant

1/9/17
Date

Print Name of Applicant

For Special Events Office Use only:

Total Fees Calculated to be paid by Applicant \$ N/A Total Fees Collected \$ N/A

SPECIAL EVENTS PERMIT APPLICATION



Date Received: _____ APP. # _____

Please complete the following information as required by city Ordinance No. 2362 "Entitled Licensing: 3-11." All applications are to be received by the Asbury Park Office of Special Events (1 Municipal Plaza Asbury Park, NJ 07712) no less than 45 Days prior to the event for which permit is being requested. All application fees are non refundable and must be submitted with this application. Contact Leesha Floyd at 732.502.5759 or Leesha.floyd@cityofasburypark.com for additional information. Fax number is 732.775.1483

NAME OF EVENT: _____ Paws for Bonnie 1K Walk for Dogs

DATE(S): _____ 4 / 23 / 2017 _____ Rain Date: _____ 4 / 30 / 2017 _____

HOURS OF EVENT: From _____ 10 am _____ To: _____ 12 pm _____

EXACT LOCATION YOU ARE REQUESTING TO STAGE YOUR EVENT:

_____ Boardwalk from 7th Avenue to Stone Pony

Name of Applicant/Organization: _____ Tails of Hope

Address: _____ P.O. Box 631, Oakhurst, NJ _____

Contact: _____ Eileen Keane _____ Phone: _____ (732)-546-2287

Fax: _____ Email: _____ e-keane@hotmail.com

Non-Profit? Yes ☒ No _____ Tax Exempt ID Number: _____ 81-0819742

If yes, please provide non-profit certificate

DESCRIBE IN DETAIL TYPE OF EVENT YOU WILL BE STAGING: _____ The event will consist of a walk from the starting point to The Stone Pony and back (app 1K total). Rest stops will be included at the center and far end of the route (since participants will be coming back). T-shirts and bracelets will be offered for the event, all proceeds to benefit the charity. The event is intended to be simple and low-key, allowing healthy exercise and socializing for everyone.

*On a separate sheet of paper, please provide a detailed description (footprint) of the proposed event and a sketch that shows the area or route to be used along with any proposed structures, tents, fences, barricades, signs, banners restroom facilities and electrical equipment. **NOTE: sketch should identify the dimensions of exhibit booths, structures, etc.***

OVER

Attachment: special events cm125 (2017-55 : Special Event Applications)

City of Asbury Park Special Events Application

Page Two

WILL APPLICANT REQUIRE A LIQUOR SOCIAL EVENT OR CATERING PERMITYes _____ No X If yes, please explain _____**NUMBER OF PEOPLE ANTICIPATED TO ATTEND:** _____**ADMISSION CHARGE? YES _____ NO _____ IF YES, HOW MUCH _____****VENDOR CHARGE? YES _____ NO X IF YES, HOW MUCH _____****WILL YOU REQUIRE A STREET CLOSING? YES _____ NO X Please Give Details:**

PROVIDE COMPLETE DETAILS AS TO HOW THE APPLICANT INTENDS TO PROVIDE FOR SECURITY, TRAFFIC CONTROL, CLEAN UP, SEPARATION OF RECYCLABLE MATERIAL AND DISPOAL OF TRASH AND DEBRIS: Requirements are minimal. The event should not attract outsize crowds, and will not require electricity or supplies. Only the ability to clean up after animals will be needed in case an owner or two is careless.

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

NOTE: There will be charges for all city services provided. Refer to the attached fee schedule.

*All vendors using tents and/or various cooking devices are required to obtain a vendor's permit from the Asbury Park Bureau of Fire Prevention.

*Asbury Park requires liability insurance. The amount of liability coverage depends upon the size and nature of the event planned. The minimum liability coverage is one million dollars. The City of Asbury Park must be named on the insurance policy as an "additional insured." All insurance policies are to be provided to the Special Events Office not less than 20 days prior to the date of the event.

*All estimated fees and/or costs the City of Asbury Park may incur as a result of the City issuing a special event's permit to stage this event must be paid in advance by certified or cashier's check, not less than 20 business days in advance of the event date.

*If the event insurance policy and all fees are not submitted to the City 20 days prior to the event, the City reserves the right to cancel the event.

Eileen Keane
Signature of Applicant

10/12/16
Date

Eileen Keane
Print Name of Applicant

For Special Events Office Use only:

Total Fees Calculated to be paid by Applicant \$ _____ Total Fees Collected \$ _____

ASBURY PARK SPECIAL EVENT FEE SCHEDULE- Revised November 25, 2015

Total fees collected \$50.00

SPECIAL EVENTS PERMIT APPLICATION



Date Received: _____ APP. # _____

Please complete the following information as required by city Ordinance No. 2362 "Entitled Licensing: 3-11." All applications are to be received by the Asbury Park Office of Special Events (1 Municipal Plaza Asbury Park, NJ 07712) no less than 45 Days prior to the event for which permit is being requested. All application fees are non refundable and must be submitted with this application. Contact Leesha Floyd at 732.502.5759 or Leesha.floyd@cityofasburypark.com for additional information. Fax number is 732.775.1483

PLEASE BE AWARE THAT PARK RENTAL FEES & OTHER FEES MAY CHANGE IN 2017

NAME OF EVENT: Springwood Ave. Music Fest

DATE(S): 7/8/17 - 7/15/17 - 7/22/17 - 7/29/17 Rain Date: 7/9, 7/16, 7/23, 7/30
HOURS OF EVENT: From 5pm To: 8pm

EXACT LOCATION YOU ARE REQUESTING TO STAGE YOUR EVENT:

Springwood Avenue Park

Name of Applicant/Organization: CHARITY Kings Inc.

Address: 57 South Main St. Neptune NJ 07753

Contact: DARRELL HAMMAY Phone: (973) 342-8410

Fax: _____ Email: DHAMMAY@yahoo.com

Non-Profit? Yes ☒ No _____ Tax Exempt ID Number: 90-0582653

If yes, please provide non-profit certificate

DESCRIBE IN DETAIL TYPE OF EVENT YOU WILL BE STAGING: ONE WEEK there will be a gospel concert, one week old school R&B concert, next week JAZZ concert, then old school Hip Hop concert

On a separate sheet of paper, please provide a detailed description (footprint) of the proposed event and a sketch that shows the area or route to be used along with any proposed structures, tents, fences, barricades, signs, banners restroom facilities and electrical equipment. NOTE: sketch should identify the dimensions of exhibit booths, structures, etc.

OVER

City of Asbury Park Special Events Application

Page Two

WILL APPLICANT REQUIRE A LIQUOR SOCIAL EVENT OR CATERING PERMIT

Yes _____ No ☒ If yes, please explain _____NUMBER OF PEOPLE ANTICIPATED TO ATTEND: 300ADMISSION CHARGE? YES _____ NO ☒ IF YES, HOW MUCH _____VENDOR CHARGE? YES _____ NO ☒ IF YES, HOW MUCH _____WILL YOU REQUIRE A STREET CLOSING? YES _____ NO ☒ Please Give Details: _____

PROVIDE COMPLETE DETAILS AS TO HOW THE APPLICANT INTENDS TO PROVIDE FOR SECURITY, TRAFFIC CONTROL, CLEAN UP, SEPARATION OF RECYCLABLE MATERIAL AND DISPOAL OF TRASH AND DEBRIS: Asbury Park Police, And Volunteers

DESCRIBE ALL CITY RESOURCES AND/OR SERVICES THAT WILL BE REQUIRED TO BE PROVIDED IN CONNECTION WITH THE EVENT: GARBAGE BAGS AND CANS ! BARRICADES.

NOTE: There will be charges for all city services provided. Refer to the attached fee schedule.

*All vendors using tents and/or various cooking devices are required to obtain a vendor's permit from the Asbury Park Bureau of Fire Prevention.

*Asbury Park requires liability insurance. The amount of liability coverage depends upon the size and nature of the event planned. The minimum liability coverage is one million dollars. The City of Asbury Park must be named on the insurance policy as an "additional insured." All insurance policies are to be provided to the Special Events Office not less than 20 days prior to the date of the event.

*All estimated fees and/or costs the City of Asbury Park may incur as a result of the City issuing a special event's permit to stage this event must be paid in advance by certified or cashier's check, not less than 20 business days in advance of the event date.

*If the event insurance policy and all fees are not submitted to the City 20 days prior to the event, the City reserves the right to cancel the event.

Darryl Hamman
Signature of Applicant

1/17/17
Date

DARRYL HAMMAN
Print Name of Applicant

For Special Events Office Use only:

Total Fees Calculated to be paid by Applicant \$ _____ Total Fees Collected \$ _____

SPECIAL EVENTS PERMIT APPLICATION



Date Received: _____ APP. # _____

Please complete the following information as required by city Ordinance No. 2362 "Entitled Licensing: 3-11." All applications are to be received by the Asbury Park Office of Special Events (1 Municipal Plaza Asbury Park, NJ 07712) no less than 45 Days prior to the event for which permit is being requested. All application fees are non refundable and must be submitted with this application. Contact Leesha Floyd at 732.502.5759 or Leesha.floyd@cityofasburypark.com for additional information. Fax number is 732.775.1483

PLEASE BE AWARE THAT PARK RENTAL FEES & OTHER FEES MAY CHANGE IN 2017

NAME OF EVENT: Back to School Block party school supply's 3rd Annual
DATE(S): August 26th 2017 Rain Date: August 27th 2017
HOURS OF EVENT: From 12pm To: 4pm

EXACT LOCATION YOU ARE REQUESTING TO STAGE YOUR EVENT:

DONALD HAMMARY SR. COMMUNITY COURTS

Name of Applicant/Organization: CHARITY KINGS INC.
Address: 57 South Main St. #262 Neptune NJ 07743
Contact: DARRYL HAMMARY Phone: (973) 342-8410
Fax: _____ Email: DHammary@yphco.com
Non-Profit? Yes ☒ No _____ Tax Exempt ID Number: 90-0582653
If yes, please provide non-profit certificate

DESCRIBE IN DETAIL TYPE OF EVENT YOU WILL BE STAGING:

giving school supply's Book Bags, pens ect. FREE food

On a separate sheet of paper, please provide a detailed description (footprint) of the proposed event and a sketch that shows the area or route to be used along with any proposed structures, tents, fences, barricades, signs, banners restroom facilities and electrical equipment. NOTE: sketch should identify the dimensions of exhibit booths, structures, etc.

OVER

City of Asbury Park Special Events Application

Page Two

WILL APPLICANT REQUIRE A LIQUOR SOCIAL EVENT OR CATERING PERMITYes _____ No ☒ If yes, please explain _____NUMBER OF PEOPLE ANTICIPATED TO ATTEND: 500ADMISSION CHARGE? YES _____ NO ☒ IF YES, HOW MUCH _____VENDOR CHARGE? YES _____ NO ☒ IF YES, HOW MUCH _____WILL YOU REQUIRE A STREET CLOSING? YES _____ NO ☒ Please Give Details: _____

PROVIDE COMPLETE DETAILS AS TO HOW THE APPLICANT INTENDS TO PROVIDE FOR SECURITY, TRAFFIC CONTROL, CLEAN UP, SEPARATION OF RECYCLABLE MATERIAL AND DISPOAL OF TRASH AND DEBRIS: VOLUNTEERS

DESCRIBE ALL CITY RESOURCES AND/OR SERVICES THAT WILL BE REQUIRED TO BE PROVIDED IN CONNECTION WITH THE EVENT: GARBAGE CANS AND BAGS
BARRICADES, FLOAT AND STEPS AS CO-SPONSORS

NOTE: There will be charges for all city services provided. Refer to the attached fee schedule.

*All vendors using tents and/or various cooking devices are required to obtain a vendor's permit from the Asbury Park Bureau of Fire Prevention.

*Asbury Park requires liability insurance. The amount of liability coverage depends upon the size and nature of the event planned. The minimum liability coverage is one million dollars. The City of Asbury Park must be named on the insurance policy as an "additional insured." All insurance policies are to be provided to the Special Events Office not less than 20 days prior to the date of the event.

*All estimated fees and/or costs the City of Asbury Park may incur as a result of the City issuing a special event's permit to stage this event must be paid in advance by certified or cashier's check, not less than 20 business days in advance of the event date.

*If the event insurance policy and all fees are not submitted to the City 20 days prior to the event, the City reserves the right to cancel the event.

Daryl Hamman
 Signature of Applicant

1/17/17
 Date

DARYL HAMMAN
 Print Name of Applicant

For Special Events Office Use only:

Total Fees Calculated to be paid by Applicant \$ _____ Total Fees Collected \$ _____

City of Asbury Park Wedding Application

1 Municipal Plaza Asbury Park, NJ 07712 (732)502-5759 or (732) 502-5749 Fax (732)775-1483

Wedding Application Fee: \$100.00 (nonrefundable)

Park/Beach Fee: \$250.00 (nonrefundable)

Checks or money orders should be made payable to the City of Asbury Park

Wedding Date: Monday May, 7th 2017 Ceremony start time: 3pm

Setup time: 10am (Breakdown time must be within 2 hours of the conclusion of the ceremony)

Location of Ceremony: 5th Ave Beach

Names of Couple getting married: Donna Felle-Ho + Mike LoSincz

Address: 3 Katherine Street City, State, Zip Code Branchburg NJ 08876

Day Phone: 732 774 1155 Evening Phone: same

E-mail Address: jbaczyk@mcloones.com

Other Pertinent Information

Number in wedding party: ~~100~~ W/A

Number of people attending wedding ceremony 100-70

Will any of the following equipment be used:

PA System: X yes no

Chairs: X yes no If yes, how many 50

Archway: X yes no

Canopy/tent: yes X no (if larger than 30x30, a fire permit is required)

Other

Attachment: special events cm125 (2017-55 : Special Event Applications)

Asbury Park requires minimum liability insurance. The amount of coverage depends upon the size of the event planned. The minimum liability coverage is one million dollars. The City of Asbury Park, its agents and employees must be named on the insurance policy as "the additional insured". (If you are a homeowner, some insurance companies allow a one day rider to be added on to your home insurance policy, please check with your individual insurance company. Or a one day insurance policy can be purchased from any insurance company.)

As per City ordinance, alcohol is prohibited on City beaches. Completed applications and payment must be received by the Special Events office at least 45 days prior to wedding date. Insurance policy must be provided to the office 10 days prior to the date of the wedding. I understand and agree by applying for this permit that I am responsible for the conduct of attendees, and that any violation of the rules can result in the cancellation of this event. I also understand that I am responsible for the cleanup of the area in which my event is held. If it becomes necessary for City employees to care for the area, then I am liable for all costs incurred. Lastly I understand that the wedding and park/beach rental fee are non refundable.

Julian Baker
Signature of Applicant

6.29.14
Date

For Special Events Department Use:

Wedding fee paid: \$ 350.00

Date of payment _____

Insurance _____

Attachment: special events cm125 (2017-55 : Special Event Applications)

City of Asbury Park Wedding Application

1 Municipal Plaza Asbury Park, NJ 07712 (732)502-5759 or (732) 502-5749 Fax (732)775-1483

Wedding Application Fee: \$100.00 (nonrefundable)

Park/Beach Fee: \$250.00 (nonrefundable)

Checks or money orders should be made payable to the City of Asbury Park

Wedding Date: Saturday April 29th, 2017 Ceremony start time: 6pm

Setup time: 4pm (Breakdown time must be within 2 hours of the conclusion of the ceremony)

Location of Ceremony: 5th Ave beach

Names of Couple getting married: Dawn Aiton + Jen Costaneda

Address: 9 Willow Drive City, State, Zip Code Hamden NJ 08060

Day Phone: 732 774 1155 Evening Phone: Same

E-mail Address: jpaczyk@mcloves.com

Other Pertinent Information

Number in wedding party: N/A

Number of people attending wedding ceremony 100

Will any of the following equipment be used:

PA System: X yes no

Chairs: X yes no If yes, how many 50

Archway: X yes no

Canopy/tent: yes X no (if larger than 30x30, a fire permit is required)

Other

Attachment: special events cm125 (2017-55 : Special Event Applications)

Asbury Park requires minimum liability insurance. The amount of coverage depends upon the size of the event planned. The minimum liability coverage is one million dollars. The City of Asbury Park, its agents and employees must be named on the insurance policy as "the additional insured". (If you are a homeowner, some insurance companies allow a one day rider to be added on to your home insurance policy, please check with your individual insurance company. Or a one day insurance policy can be purchased from any insurance company.)

As per City ordinance, alcohol is prohibited on City beaches. Completed applications and payment must be received by the Special Events office at least 45 days prior to wedding date. Insurance policy must be provided to the office 10 days prior to the date of the wedding .

I understand and agree by applying for this permit that I am responsible for the conduct of attendees, and that any violation of the rules can result in the cancellation of this event. I also understand that I am responsible for the cleanup of the area in which my event is held. If it becomes necessary for City employees to care for the area, then I am liable for all costs incurred. Lastly I understand that the wedding and park/beach rental fee are non refundable.

Julien Barea
Signature of Applicant

06.29.16
Date

For Special Events Department Use:

Wedding fee paid: \$ 350.00

Date of payment _____

Insurance _____

Attachment: special events cm125 (2017-55 : Special Event Applications)



RESOLUTION NO. 2017-56

**City of Asbury Park
County of Monmouth
State of New Jersey**

**RESOLUTION OF THE CITY OF ASBURY PARK, COUNTY OF MONMOUTH,
STATE OF NEW JERSEY, AUTHORIZING COMPENSATION PAYMENT TO LISA
SMITH UPON HER SEPARATION OF EMPLOYMENT**

WHEREAS, Lisa Smith and the City of Asbury Park have agreed on a separation and release agreement effective January 1, 2017; and

WHEREAS, Lisa Smith has accumulated earned time that he is entitled to be compensated for as follows:

76.75 Sick Days	\$40,554.70
	=====
	\$40,554.70

WHEREAS, in accordance with N.J.A.C. 5:30-15.4 and the Fair Labor Standards Act, sufficient documentation has been provided to Chief Financial Officer, JoAnn Boos for the above accumulated earned time.

NOW THEREFORE BE IT RESOLVED, by the Mayor and City Council of the City of Asbury Park, County of Monmouth, State of New Jersey, that they hereby approve the payment of \$40,554.70 to Lisa Smith upon his separation of employment effective January 1, 2017 for the above accumulated earned time to be paid on January 30, 2017.

I, CINDY A. DYE, City Clerk of the City of Asbury Park, Monmouth County, New Jersey, DO HEREBY CERTIFY the foregoing to be a true and exact copy of RESOLUTION NO. 2017-56 which was finally adopted by the City Council at a meeting held on the 25th day of January, 2017

CERTIFIED BY ME THIS 26th DAY OF January, 2017.

CINDY A. DYE
CITY CLERK



RESOLUTION NO. 2017-57

**City of Asbury Park
County of Monmouth
State of New Jersey**

**RESOLUTION APPROVING APPLICATION TO OPT OUT OF PARAMOUNT
HOMES FINANCIAL AGREEMENT TO FULLY DISABLED VETERAN**

WHEREAS, the City has entered into that certain “Amended and Restated Financial Agreement” dated as of January 2010 with respect to the Paramount Homes project located at 1501 Ocean Avenue (the “Financial Agreement”); and

WHEREAS, N.J.S.A. 54:4-3.30 provides that a 100% permanently disabled veteran with a service-related disability may be exempted from the payment of real property taxes, but does not address payments in lieu of taxes; and

WHEREAS, Steven Ira Levenson (the “Owner”) is the owner of a condominium unit identified as Block 4202, Lot 3.17, Qual. C2309 (the “Unit”), which is subject to the Financial Agreement; and

WHEREAS, the Owner has expressed a desire to opt out of the Financial Agreement in order to avail himself of the provisions of N.J.S.A. 54:4-3-30; and

WHEREAS, the City feels that it is appropriate, in this specific, limited circumstance, to permit the Owner to opt out of the Financial Agreement in order to effectuate the intent of N.J.S.A. 54:4-3.30,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Asbury Park, County of Monmouth, State of New Jersey that Steven Ira Levens is hereby approved to opt out of the Financial Agreement in order to avail himself of the provisions of N.J.S.A. 54:4-3-30.

I, CINDY A. DYE, City Clerk of the City of Asbury Park, Monmouth County, New Jersey, DO HEREBY CERTIFY the foregoing to be a true and exact copy of RESOLUTION NO. 2017-57 which was finally adopted by the City Council at a meeting held on the 25th day of January, 2017

CERTIFIED BY ME THIS 26th DAY OF January, 2017.

CINDY A. DYE
CITY CLERK



RESOLUTION NO. 2017-51

**City of Asbury Park
County of Monmouth
State of New Jersey**

IDENTIFYING OF MENU ITEMS AS PER THE SUBSEQUENT DEVELOPER AGREEMENT BETWEEN THE CITY OF ASBURY PARK, MADISON ASBURY RETAIL LLC, AND ASBURY PARTNERS

WHEREAS, Section 4.01(i) of the Subsequent Developer Agreement (SDA) between the City of Asbury Park, Madison Asbury Retail LLC and Asbury Partners authorizes funding for the City for Menu Items; and

WHEREAS, as per the SDA the City shall pass a Resolution to identify Menu Items; and

WHEREAS, the City of Asbury Park hereby identifies the Menu Items and their amounts as follows:

- Purchase of a littler scooter at an estimated cost of \$40,000
- Purchase of informational signage and/or advertising for \$5,000
- Purchase of garbage cans at an estimated cost of \$25,000
- \$10,000 for lav-shack operations
- \$10,000 for bike racks
- \$5,000 for beach mats

WHEREAS, the City Manager shall provide Madison Asbury Retail LLC with the specifications of these items for purchases.

I, CINDY A. DYE, City Clerk of the City of Asbury Park, Monmouth County, New Jersey, DO HEREBY CERTIFY the foregoing to be a true and exact copy of RESOLUTION NO. 2017-51 which was finally adopted by the City Council at a meeting held on the 25th day of January, 2017

CERTIFIED BY ME THIS 29th DAY OF December, 2016.

CINDY A. DYE
CITY CLERK



RESOLUTION NO. 2017-58

**City of Asbury Park
County of Monmouth
State of New Jersey**

RESOLUTION AUTHORIZING THE PAYMENT OF BILLS

WHEREAS, the following listed vouchers payable have been approved by the Chief Financial Officer and have subsequently been audited and found correct:

BE IT RESOLVED, that these vouchers payable totaling \$2,546,166.25

BE IT FURTHER RESOLVED, that proper officers are hereby authorized to execute and issue warrants for payment of said vouchers, but only if and when the conditions of the City Treasury shall permit.

CURRENT VOUCHERS	\$ 1,828,396.25
BOARD OF EDUCATION	\$ 717,770.00
TOTAL VOUCHERS	\$ 2,546,166.25

I, CINDY A. DYE, City Clerk of the City of Asbury Park, Monmouth County, New Jersey, DO HEREBY CERTIFY the foregoing to be a true and exact copy of RESOLUTION NO. 2017-58 which was finally adopted by the City Council at a meeting held on the 25th day of January, 2017

CERTIFIED BY ME THIS 26th DAY OF January, 2017.

CINDY A. DYE
CITY CLERK

January 10, 2017
11:56 AM

CITY OF ASBURY PARK
Bill List By Budget Account

Page No. 1
2.M.2.a

P.O. Type: Contract Print Alpha, Revenue, & G/L Accounts: Y Open: N Void: N Paid: N
Format: Condensed Held: Y Aprv: N Rcvd: Y
Range: 6-First to 7-Last Bid: Y State: Y Other: Y Exempt: Y
Rcvd Batch Id Range: First to Last Include Non-Budgeted: Y
Department Page Break: No Subtotal CAFR: Yes Subtotal Department: Yes Subtotal Extd: Yes

Budget Account	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
Fund:	CURRENT					
Department:	ADMINISTRATION					
Extd:	ADMINISTRATION					
6-01-20-100-000-201	ADMINISTRATION General Plant					
PROSCALF PRO SCAFFOLDING, INC.	16-04031 Invoice 2016-05-237			950.00	0.00	
PROSCALF PRO SCAFFOLDING, INC.	16-04127 Invoice 20146-05-111A			950.00	0.00	
VERIZON VERIZON WIRELESS	16-04151 10/26-11/25/16 INV#9775983618			294.96	0.00	
VERIZON VERIZON WIRELESS	16-04398 11/26-12/25/16 INV#9777659362			293.65	0.00	
				2,488.61		
6-01-20-100-000-248	ADMINISTRATION Postage					
MARBUS MARLIN BUSINESS BANK	16-04361 #14636825:CONTRACT PAYMENT			397.00	0.00	
	Extd Total: ADMINISTRATION			2,885.61		
	Department Total: ADMINISTRATION			2,885.61		
Department:	MUNICIPAL CLERK					
Extd:	MUNICIPAL CLERK					
6-01-20-120-000-217	MUNICIPAL CLERK Ads&Promotion					
NJADV NJ ADVANCE MEDIA	16-04329 LEGAL ADS =104267387-12062016			139.60	0.00	
NJADV NJ ADVANCE MEDIA	16-04330 LEGAL AD 104267391-12062016			361.25	0.00	
				500.85		
	Extd Total: MUNICIPAL CLERK			500.85		
	Department Total: MUNICIPAL CLERK			500.85		
Department:	FINANCIAL ADMINISTRATION					
Extd:	FINANCIAL ADMINISTRATION					
6-01-20-130-000-202	FINANCE Office Supplies					
MGLFOR MGL PRINTING SOLUTIONS, LLC	16-04158 #142995:PAYROLL CHECKS			304.00	0.00	
CRAPRI CRAFTMASTER PRINTING, INC.	16-04159 #145368:BUS. CARDS			44.00	0.00	
				348.00		
	Extd Total: FINANCIAL ADMINISTRATION			348.00		
	Department Total: FINANCIAL ADMINISTRATION			348.00		
Department:	TAX REVENUE ADMINISTRATION					
Extd:	TAX REVENUE ADMINISTRATION					
6-01-20-145-000-202	TAX REV ADMIN Office Supplies					
STAPLE STAPLES ADVANTAGE	16-03849 TONER			100.85	0.00	
CRAPRI CRAFTMASTER PRINTING, INC.	16-04197 Tax Collector Business Cards			44.00	0.00	
				144.85		

Attachment: 1.25.17 bill list (2017-58 : Payment of Bills 1.25.17)

January 10, 2017
11:56 AM

CITY OF ASBURY PARK
Bill List By Budget Account

2.M.2.a
Page No: 2

Budget Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
6-01-20-145-000-248	TAX REV ADMIN Postage					
JERMAIL	JERSEY MAIL SYSTEMS	16-03504	#2016-650:SUPPLIES	53.00	0.00	
	Extd Total: TAX REVENUE ADMINISTRATION			197.85		
	Department Total: TAX REVENUE ADMINISTRATION			197.85		
Department: TAX ASSESSOR						
Extd: TAX ASSESSOR						
6-01-20-150-000-252	TAX ASSESSOR Maps					
CIVSOL	CIVIL SOLUTIONS:A DIV. OF	16-03815	2016 Tax Map Maint	1,875.00	0.00	
	Extd Total: TAX ASSESSOR			1,875.00		
	Department Total: TAX ASSESSOR			1,875.00		
Department: DIRECTOR OF COMMUNICATIONS						
Extd: DIRECTOR OF COMMUNICATIONS						
6-01-20-151-000-299	DIRECTOR OF COMMUNICATIONS - Misc Exp					
VERZON	VERIZON BUSINESS	16-04065	#732774518143534y:11/22-12/21	42.02	0.00	
ADORAMA	ADORAMA INC.	16-04195	Nikon camera bundle	446.95	0.00	
VERZON	VERIZON BUSINESS	16-04227	#354477004000156:12/13-1/12	104.99	0.00	
				593.96		
	Extd Total: DIRECTOR OF COMMUNICATIONS			593.96		
	Department Total: DIRECTOR OF COMMUNICATIONS			593.96		
Department: LEGAL SERVICES						
Extd: LEGAL SERVICES						
6-01-20-155-000-209	LEGAL SERVICES Fees					
MCMSCO	MCMANIMON,SCOTLAND&BAUMANN,LLC	16-04221	FOR SERV. RENDERED THRU OCT-16	2,852.39	0.00	
	Extd Total: LEGAL SERVICES			2,852.39		
	Department Total: LEGAL SERVICES			2,852.39		
Department: CABLE TV ADVISORY COMMITTEE						
Extd: CABLE TV ADVISORY COMMITTEE						
6-01-20-162-000-299	CABLE TV ADVISORY COMMITTEE - MISC EXP					
CONNEX	CONNECTIONSFORART.COM	16-03963	website maintenance nov & dec	200.00	0.00	
	Extd Total: CABLE TV ADVISORY COMMITTEE			200.00		
	Department Total: CABLE TV ADVISORY COMMITTEE			200.00		
	CAFR Total:			9,453.66		
Department: PLANNING BOARD						
Extd: PLANNING BOARD						
6-01-21-180-000-201	PLANNING BOARD General Plant					
ARTCOA	ARTS COALITION OF ASBURY PARK	16-03624	#69:Train Station Mural	500.00	0.00	
VERIZON	VERIZON WIRELESS	16-04151	10/26-11/25/16 INV#9775983618	83.90	0.00	
JACSER	JACK A. SERPICO	16-04319	September 2016 general matters	775.00	0.00	

Attachment: 1.25.17 bill list (2017-58 : Payment of Bills 1.25.17)

January 10, 2017
11:56 AM

CITY OF ASBURY PARK
Bill List By Budget Account

Budget Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
6-01-21-180-000-201	PLANNING BOARD General Plant		Continued			
VERIZON	VERIZON WIRELESS	16-04398	11/26-12/25/16 INV#9777659362	241.34	0.00	
				1,600.24		
	Extd Total: PLANNING BOARD			1,600.24		
	Department Total: PLANNING BOARD			1,600.24		
Department: ZONING BOARD OF ADJUSTMENT						
Extd: ZONING BOARD OF ADJUSTMENT						
6-01-21-185-000-201	ZONING BOARD General Plant					
ENVSYS	ENVIRONMENTAL SYSTEMS RESEARCH	16-04114	GIS 2016 License	1,236.00	0.00	
6-01-21-185-000-209	ZONING BOARD Fees					
JACSER	JACK A. SERPICO	16-04320	November 2016 General Matters	475.00	0.00	
	Extd Total: ZONING BOARD OF ADJUSTMENT			1,711.00		
	Department Total: ZONING BOARD OF ADJUSTMENT			1,711.00		
	CAFR Total:			3,311.24		
Department: CODE ENFORCEMENT AND ADMIN.						
Extd: CODE ENFORCEMENT AND ADMIN.						
6-01-22-195-000-299	CODE ENFORCE Misc.					
THEHAR	THE HARDWARE STORE	16-04139	#1121786:Outlet Tester	23.97	0.00	
VERIZON	VERIZON WIRELESS	16-04151	10/26-11/25/16 INV#9775983618	828.61	0.00	
MONINT	MONMOUTH INTERNET CORPORATION	16-04178	Relocated wires and jacks	523.81	0.00	
THEHAR	THE HARDWARE STORE	16-04213	Scanning Thermo-Check	389.94	0.00	
VERIZON	VERIZON WIRELESS	16-04398	11/26-12/25/16 INV#9777659362	828.61	0.00	
				2,594.94		
	Extd Total: CODE ENFORCEMENT AND ADMIN.			2,594.94		
	Department Total: CODE ENFORCEMENT AND ADMIN.			2,594.94		
Department: CONSTRUCTION CODE OFFICIAL						
Extd: CONSTRUCTION CODE OFFICIAL						
6-01-22-200-000-299	CONSTRUCTION CODE Misc. (In Cap)					
VERIZON	VERIZON WIRELESS	16-04151	10/26-11/25/16 INV#9775983618	189.75	0.00	
VERIZON	VERIZON WIRELESS	16-04398	11/26-12/25/16 INV#9777659362	1,333.47	0.00	
				1,523.22		
	Extd Total: CONSTRUCTION CODE OFFICIAL			1,523.22		
	Department Total: CONSTRUCTION CODE OFFICIAL			1,523.22		
	CAFR Total:			4,118.16		
Department: POLICE DEPARTMENT						
Extd: POLICE DEPARTMENT						
6-01-25-240-000-201	POLICE General Plant					
THEHAR	THE HARDWARE STORE	16-02236	Blanket Genersl Hardware	14.34	0.00	B
THEHAR	THE HARDWARE STORE	16-03582	Blanket	38.06	0.00	B
RATMIC	RATH MICROTECH	16-03757	Item 675POOL Emergency Pool	413.43	0.00	

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Budget Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
6-01-25-240-000-201	POLICE General Plant		Continued			
LANASO	LANIGAN ASSOCIATES. INC.	16-03821	50 & 25 Rounds Dummy Ammo	153.75	0.00	
ALPPIN	ALPINE PINNACLE INC.	16-04083	#80511: Uniseal High PE TXT XL	708.38	0.00	
SIGSEA	SIGNS,SEALED & DELIVERED, INC.	16-04168	#3652 Lettering for Dodge	325.00	0.00	
CRAPRI	CRAFTMASTER PRINTING, INC.	16-04170	#145394:2500 #10 Envelopes	200.00	0.00	
				1,852.96		
6-01-25-240-000-202	POLICE Office Supplies					
STAPLE	STAPLES ADVANTAGE	16-03867	(10) #209573 4GB Memory Cards	204.28	0.00	
CRAPRI	CRAFTMASTER PRINTING, INC.	16-04099	10285 Business Cards For	80.00	0.00	
				284.28		
6-01-25-240-000-203	POLICE Motor Vehicle					
LAKAUT	LAKEWOOD AUTO-ASBURY NAPA	16-03493	Blanket Car Repairs	108.42	0.00	B
LAKAUT	LAKEWOOD AUTO-ASBURY NAPA	16-03990	Blanket for Car Repairs	290.75	0.00	B
BENAUT	BENNETT'S AUTO RECOVERY	16-04161	16-05328,16-05333:TOWING	40.00	0.00	
RICAUT	RICH'S AUTO BODY	16-04244	#2821, 2822 Towed Unit 15	40.00	0.00	
				479.17		
6-01-25-240-000-205	POLICE Animal Control Services					
ASHUMA	ASSOCIATED HUMANE SOCIETIES	16-04187	#7700 Animal Control November	4,427.00	0.00	
6-01-25-240-000-216	POLICE Supplies-Compu.					
ATLTOM	ATLANTIC TOMORROWS OFFICE GPO	16-03179	Savin SPC252SF	1,531.00	0.00	
6-01-25-240-000-218	POLICE Contract.Serv.					
VERIZON	VERIZON BUSINESS	16-03987	#M150512227-16315:CURRENT	199.69	0.00	
VERIZON	VERIZON WIRELESS	16-04091	#9775983619:Current	76.02	0.00	
VERIZON	VERIZON WIRELESS	16-04092	#9775581556:Current	1,029.69	0.00	
VERIZON	VERIZON BUSINESS	16-04093	#201z02871812131Y Current	1,608.70	0.00	
VERIZON	VERIZON WIRELESS	16-04151	10/26-11/25/16 INV#9775983618	241.18	0.00	
CABLE	CABLEVISION OF NYC	16-04175	#078866-182313-182313-01-5	151.27	0.00	
VERIZON	VERIZON WIRELESS	16-04237	#9776443657 Current	103.84	0.00	
VERIZON	VERIZON BUSINESS	16-04318	#M150512227-16345 Current	199.87	0.00	
VERIZON	VERIZON WIRELESS	16-04356	#9777255262:MONTHLY BILL	1,242.28	0.00	
VERIZON	VERIZON WIRELESS	16-04398	11/26-12/25/16 INV#9777659362	241.16	0.00	
				5,093.70		
6-01-25-240-000-222	POLICE Training					
BORNEP	BOROUGH OF NEPTUNE CITY	16-04081	Participation in 2017 Active	1,000.00	0.00	
6-01-25-240-000-237	POLICE Accredadation					
THEROG	THE ROGERS GROUP, LLC	16-04082	#3685 Specialized Service Law	4,158.33	0.00	
6-01-25-240-000-275	POLICE Traffic Maintenance					
THEHAR	THE HARDWARE STORE	16-04163	#1113904 Supplies For Handicap	51.74	0.00	
THEHAR	THE HARDWARE STORE	16-04188	#1123357 5/16-18 ZC HEX Nuts	5.99	0.00	
				57.73		
Extd Total: POLICE DEPARTMENT				18,884.17		
Department Total: POLICE DEPARTMENT				18,884.17		

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Budget Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
Department: FIRE DEPARTMENT						
Extd: FIRE DEPARTMENT						
6-01-25-265-000-201	FIRE DEPT. General Plant					
COUCLE	COUNTRY CLEAN	16-02284	Blanket PO not to exceed	444.08	0.00	B
CINCOR	CINTAS CORPORATION #062	16-02429	Blanket PO not to exceed	81.95	0.00	B
CINCOR	CINTAS CORPORATION #062	16-03986	Inv 42F115758 Shop towels	81.95	0.00	
VERIZON	VERIZON WIRELESS	16-04151	10/26-11/25/16 INV#9775983618	1,028.92	0.00	
BULLOC	BULLET LOCK & SAFE	16-04176	Inv 42777 Lock repair	307.00	0.00	
WESPES	WESTERN PEST SERVICES	16-04181	Inv 4299767B Pest Svc December	85.50	0.00	
PRESPE	PREVENTION SPECIALISTS, INC.	16-04182	Inv 24344 Random DT (MO)	99.00	0.00	
CINCOR	CINTAS CORPORATION #062	16-04183	Inv 42F117414 Shop towels	81.95	0.00	
AIRUSA	AIRGAS USA, LLC	16-04185	Inv 9940647219 med o2	692.00.	0.00	
AIRGAS	AIR GAS TECHNOLOGIES	16-04220	Invoice #133179 Breathing Air	461.62	0.00	
VERIZON	VERIZON WIRELESS	16-04398	11/26-12/25/16 INV#9777659362	271.50-	0.00	
				3,092.47		
6-01-25-265-000-203	FIRE DEPT. Motor Vehicle					
COUNTYM	COUNTY OF MONMOUTH	16-04174	MV Repairs APFD 09-16-09	1,422.03	0.00	
EDWTIR	EDWARDS TIRE CO.	16-04207	#136673:Tires for pickup	764.76	0.00	
EDWTIR	EDWARDS TIRE CO.	16-04208	Tires for Engines	4,745.66	0.00	
				6,932.45		
6-01-25-265-000-207	FIRE DEPT. Clothing Allowance					
ALLHAN	ALL HANDS FIRE EQUIPMENT, LLC	16-00221	Blanket PO 2016 cloth allow	6,332.02	0.00	B
Extd Total: FIRE DEPARTMENT				16,356.94		
Extd: FIRE HYDRANT						
6-01-25-265-266-299	FIRE HYDRANT Misc.					
NJAMER	N.J. AMERICAN WATER CO.	16-04370	HYDRANT SVC. 11/24-12/22	16,236.00	0.00	
Extd Total: FIRE HYDRANT				16,236.00		
Department Total: FIRE DEPARTMENT				32,592.94		
CAFR Total:				51,477.11		
Department: STREETS & ROADS MAINTENANCE						
Extd: STREETS & ROADS MAINTENANCE						
6-01-26-290-000-201	STREETS & ROAD General Plant					
SUNFAR	ANTHONY & FRANK D'ESPOSITO	16-01086	Various Supplies, Tools, etc	386.82	0.00	B
SHEWIL	SHERWIN WILLIAMS	16-02828	Paint, Supplies & Material	4.95	0.00	B
PECMAT	PECKHAM MATERIALS CORP.	16-04106	winter Calcium chloride	980.00	0.00	
				1,371.77		
6-01-26-290-000-202	STREETS & ROAD Office Supplies					
STAPLE	STAPLES ADVANTAGE	16-03297	3316645653,3317802188,	132.64	0.00	
6-01-26-290-000-203	STREETS & ROAD Motor Vehicle					
MANGEN	FRED GRIFFITH	16-00328	Automotive Parts/Supplies, etc	220.00	0.00	B
HERCRY	HERITAGE-CRYSTAL CLEAN, LLC	16-03508	Drum Mount & Energy Surcharge	376.24	0.00	
LAKAUT	LAKEWOOD AUTO-ASBURY NAPA	16-03751	Automotive Parts, Tools, etc	3,097.51	0.00	B

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Budget Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
6-01-26-290-000-203	STREETS & ROAD	Motor Vehicle	Continued			
NETWOR	NETWORKFLEET, INC.	16-03944	#532562 Monthly Bundle	1,920.00	0.00	
ACEOUT	ACE OUTDOOR POWER EQUIPMENT	16-04135	#116085 Wheel f/Dixie Chopper	75.13	0.00	
NETWOR	NETWORKFLEET, INC.	16-04149	#553246 Monthly Bundled - Dec	1,920.00	0.00	
TONWAS	TONKS WASTE OIL SERVICE	16-04200	#4096 Waste Oil Disposal, etc	250.00	0.00	
LAKAUT	LAKEWOOD AUTO-ASBURY NAPA	16-04201	#508510 Wheel Kit (Lift) 12/3	<u>2,056.11</u>	0.00	
				9,914.99		
6-01-26-290-000-218	STREETS & ROAD	Contract.Serv.				
WESPES	WESTERN PEST SERVICES	16-04134	#4299593B Monthly Pest Control	219.00	0.00	
CABLE	CABLEVISION OF NYC	16-04148	Optimum Online, etc 12/8-01/7	148.00	0.00	
VERIZON	VERIZON WIRELESS	16-04151	10/26-11/25/16 INV#9775983618	899.16	0.00	
VERIZON	VERIZON WIRELESS	16-04398	11/26-12/25/16 INV#9777659362	<u>771.05</u>	0.00	
				2,037.21		
6-01-26-290-000-222	STREETS & ROAD	Training				
GPANJ	GPANJ INC. SYMPOSIUM	16-04272	#2017-0001 2017 MembershipDues	100.00	0.00	
ROBBIA	ROBERT BIANCHINI	16-04340	Employee Reimbursement	<u>316.05</u>	0.00	
				416.05		
	Extd Total:	STREETS & ROADS MAINTENANCE		13,872.66		
	Department Total:	STREETS & ROADS MAINTENANCE		13,872.66		
Department: SOLID WASTE COLLECTION						
Extd: SOLID WASTE COLLECTION						
6-01-26-305-000-209	SOLID WASTE	Fees				
OHAG	GLENN O'HAGAN-APPLEGATE	16-04146	#AP12092016 Vac & Raw Leaves	2,334.40	0.00	
RUBREC	RUBBERCYCLE LLC	16-04199	#60313 Tires & Tires w/Rims	66.25	0.00	
DELDEM	DELISA DEMOLITION, INC.	16-04265	#103476 Construction Debris	1,341.71	0.00	
DELDEM	DELISA DEMOLITION, INC.	16-04349	#104866 Construction Debris	921.70	0.00	
DELDEM	DELISA DEMOLITION, INC.	16-04374	#105025 Construction Debris	2,115.77	0.00	
DELDEM	DELISA DEMOLITION, INC.	16-04379	#105116 Tipping Fees 12/16-31	<u>18,979.97</u>	0.00	
				25,759.80		
	Extd Total:	SOLID WASTE COLLECTION		25,759.80		
	Department Total:	SOLID WASTE COLLECTION		25,759.80		
Department: BUILDINGS & GROUNDS						
Extd: BUILDINGS & GROUNDS						
6-01-26-310-000-201	BUILDING & GND	General Plant				
IMPBAG	IMPERIAL BAG & PAPER CO., LLC	16-04075	Quote for Cleaning Supplies	950.80	0.00	
MOOGEN	MOONEY GENERAL PAPER COMPANY	16-04107	#217755:Towels, etc	<u>934.30</u>	0.00	
				1,885.10		
	Extd Total:	BUILDINGS & GROUNDS		1,885.10		
	Department Total:	BUILDINGS & GROUNDS		1,885.10		
	CAFR Total:			41,517.56		

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Budget Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
Department: SOCIAL SERVICES:						
Extd: SOCIAL SERVICES:						
6-01-27-345-000-201	SOCIAL SERVICES General Plant					
VERIZON	VERIZON WIRELESS	16-04151	10/26-11/25/16 INV#9775983618	133.15	0.00	
VERIZON	VERIZON WIRELESS	16-04398	11/26-12/25/16 INV#9777659362	133.15	0.00	
				266.30		
	Extd Total: SOCIAL SERVICES:			266.30		
	Department Total: SOCIAL SERVICES:			266.30		
Department: SENIOR CENTER						
Extd: SENIOR CENTER						
6-01-27-350-000-201	SENIOR CENTER General Plant					
VERIZON	VERIZON WIRELESS	16-04151	10/26-11/25/16 INV#9775983618	80.03	0.00	
CABLE	CABLEVISION OF NYC	16-04228	Invoice December Cable Service	127.18	0.00	
VERIZON	VERIZON WIRELESS	16-04398	11/26-12/25/16 INV#9777659362	64.16	0.00	
				271.37		
6-01-27-350-000-299	SENIOR CENTER Misc.					
SERSTU	ALISON M. BOWIE	16-03486	Quote Ceramic 4th Qtr Blanket	132.00	0.00	B
IMPGAR	IMPERIAL GARDENS	16-03921	Quote Holiday Party Menu	595.00	0.00	
				727.00		
	Extd Total: SENIOR CENTER			998.37		
	Department Total: SENIOR CENTER			998.37		
	CAFR Total:			1,264.67		
Department: RECREATION SERVICES & PROGRAM						
Extd: RECREATION SERVICES & PROGRAM						
6-01-28-370-000-299	RECREATION Misc.					
SKYZON	SKY ZONE OCEAN	16-01656	#8,705:SUMMER CAMP ACITIVITY	3,400.00	0.00	
MEDTIM	MEDIEVAL TIMES	16-01663	#21248362/ORDER ID #9031614	7,466.00	0.00	
VERIZON	VERIZON WIRELESS	16-04151	10/26-11/25/16 INV#9775983618	41.95	0.00	
SEMTOV	SEMAN TOV INC.	16-04152	#6001947:community bus trip	500.00	0.00	
VERIZON	VERIZON WIRELESS	16-04398	11/26-12/25/16 INV#9777659362	41.95	0.00	
				11,449.90		
	Extd Total: RECREATION SERVICES & PROGRAM			11,449.90		
	Department Total: RECREATION SERVICES & PROGRAM			11,449.90		
	CAFR Total:			11,449.90		
Department: LIGHTING						
Extd: LIGHT, HEAT & POWER						
6-01-31-435-435-299	LIGHT, HEAT & POWER Misc.					
NJNATU	N.J. NATURAL GAS CO.	16-04274	SERVICE 11/11-12/14	10,059.64	0.00	
HUDENE	HUDSON ENERGY SERVICES	16-04324	HER5343609,HER5343610:11/18-	74.08	0.00	
JCPL	JCPL	16-04362	SERVICE 11/23-12/22	893.08	0.00	
JCPL	JCPL	16-04366	SERVICE 11/24-12/27	7,999.90	0.00	
JCPL	JCPL	16-04396	SERVICE 11/23-12/27	1,094.99	0.00	

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6-01-31-435-435-299	LIGHT, HEAT & POWER Misc.		Continued			
NJAMER	N.J. AMERICAN WATER CO.	17-00001	SERVICE 12/6-1/4	188.80	0.00	
				20,310.49		
	Extd Total: LIGHT, HEAT & POWER			20,310.49		
Extd:	STREET&TRAFFIC LIGHTING					
6-01-31-435-436-299	STREET&TRAFFIC LIGHTING Misc.					
JCPL	JCPL	16-04276	SERVICE 11/22-12/21	54.52	0.00	
JCPL	JCPL	16-04323	SERVICE 11/23-12/22	202.43	0.00	
HUDENE	HUDSON ENERGY SERVICES	16-04324	HER5343609,HER5343610:11/18-	1,705.40	0.00	
JCPL	JCPL	16-04362	SERVICE 11/23-12/22	2,107.01	0.00	
JCPL	JCPL	16-04366	SERVICE 11/24-12/27	3,551.32	0.00	
JCPL	JCPL	16-04396	SERVICE 11/23-12/27	157.04	0.00	
				7,777.72		
	Extd Total: STREET&TRAFFIC LIGHTING			7,777.72		
	Department Total: LIGHTING			28,088.21		
Department:	TELEPHONE					
Extd:	TELEPHONE					
6-01-31-440-000-299	TELEPHONE Misc.					
MONINT	MONMOUTH INTERNET CORPORATION	16-04044	#258148-M:SVC. NOV. 2016	5,317.80	0.00	
	Extd Total: TELEPHONE			5,317.80		
	Department Total: TELEPHONE			5,317.80		
Department:	GASOLINE					
Extd:	GASOLINE					
6-01-31-460-000-299	GASOLINE Misc.					
ALLOIL	ALLIED OIL, LLC	16-04339	#1070070 Diesel Fuel 12/21	8,157.31	0.00	
	Extd Total: GASOLINE			8,157.31		
	Department Total: GASOLINE			8,157.31		
	CAFR Total:			41,563.32		
Department:	DEFINED CONTRIBUTION RETIREMENT PLAN					
Extd:	DEFINED CONTRIBUTION RETIREMENT PLAN					
6-01-36-478-000-299	DEFINED CONTRIBUTION RETIREMENT Misc.					
DCRP	DEFINED CONT. RETIREMENT PRGRM	16-04399	#316149:DECEMBER 2016	189.56	0.00	
	Extd Total: DEFINED CONTRIBUTION RETIREMENT PLAN			189.56		
	Department Total: DEFINED CONTRIBUTION RETIREMENT PLAN			189.56		
	CAFR Total:			189.56		

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Budget Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
Department: MUNICIPAL COURT						
Extd: MUNICIPAL COURT						
6-01-43-490-000-245	MUNIC COURT Interpreter					
BEACRA	BEATRIZ C. CRANEY	16-04155	#11919:interpreter 12/9/16	120.00	0.00	
	Extd Total: MUNICIPAL COURT			120.00		
	Department Total: MUNICIPAL COURT			120.00		
	CAFR Total:			120.00		
	Fund Total: CURRENT			164,465.18		
Fund: BEACH						
Department: BEACH UTILITY O/E: OTHER EXPENSES:						
Extd: BEACH UTILITY O/E: OTHER EXPENSES:						
6-05-55-502-000-201	BEACH UTILITY O/E: General Plant					
THEHAR	THE HARDWARE STORE	16-02086	Various Supplies, Tools, etc	46.20	0.00	B
STUMPY	STUMPY'S SALES & SERVICE, INC.	16-03747	RO# 12689 2012 Yamaha YXR7FB1	1,579.05	0.00	
STUMPY	STUMPY'S SALES & SERVICE, INC.	16-03762	2017 Yamaha Viking, Red	11,975.00	0.00	
KEMWO	KEMPTON WOOD PRODUCTS, LLC	16-04024	6x8 Utility Tack Room	2,790.00	0.00	
VERIZON	VERIZON WIRELESS	16-04151	10/26-11/25/16 INV#9775983618	87.18	0.00	
CABLE	CABLEVISION OF NYC	16-04206	Optimum Online, etc	159.72	0.00	
VERIZON	VERIZON WIRELESS	16-04398	11/26-12/25/16 INV#9777659362	92.52	0.00	
				16,729.67		
	Extd Total: BEACH UTILITY O/E: OTHER EXPENSES:			16,729.67		
	Department Total: BEACH UTILITY O/E: OTHER EXPENSES:			16,729.67		
	CAFR Total:			16,729.67		
	Fund Total: BEACH			16,729.67		
Fund: PARKING UTILITY: BUDGET:						
Department: PARKING UTILITY O/E: OTHER EXPENSES:						
Extd: PARKING UTILITY O/E: OTHER EXPENSES:						
6-06-55-502-000-201	PARKING UTILITY O/E: General Plant					
ATTMOB	AT&T MOBILITY	16-04094	#287260245542X11272016:CURRENT	192.40	0.00	
STRMOT	STRAUB MOTORS, INC.	16-04164	#191813 Repaired GEM E2	1,489.17	0.00	
VERIZON	VERIZON WIRELESS	16-04191	#9776165675:Current	2,110.50	0.00	
LESGLE	LESTER GLENN FORD	16-04193	#PQ10240 (2) Keys Gem Car	50.00	0.00	
TOWNEP	TOWNSHIP OF NEPTUNE	16-04242	Fleet Maintenance Nov. 2016	3,785.91	0.00	
CABLE	CABLEVISION OF NYC	16-04243	#07866196915013:CURRENT CHRGS.	115.59	0.00	
INTECH	INTEGRATED TECHNICAL SYSTEMS,	16-04247	#YE2289 Digital EMS Fee	4,040.00	0.00	
				11,783.57		
	Extd Total: PARKING UTILITY O/E: OTHER EXPENSES:			11,783.57		
	Department Total: PARKING UTILITY O/E: OTHER EXPENSES:			11,783.57		
	CAFR Total:			11,783.57		
	Fund Total: PARKING UTILITY: BUDGET:			11,783.57		

Budget Account	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
Vendor						
Fund:	SEWER UTILITY: BUDGET:					
Department:	SEWER UTILITY O/E: OTHER EXPENSES:					
Extd:	SEWER UTILITY O/E: OTHER EXPENSES:					
6-07-55-502-000-201	SEWER UTILITY O/E: General Plant					
FERGUS	FERGUSON	16-00139	supplies, Parts, etc	17.54	0.00	B
DAREQU	DARLINGTON EQUIPMENT CO.	16-02571	Dbf Frames, Saddle, Plate, etc	31,264.00	0.00	
THEHAR	THE HARDWARE STORE	16-02629	Various Supplies, Tools, etc	21.25	0.00	B
AQUWHA	AQUARIAN WHATS YOUR SIGN, LLC	16-03644	#3224:Directional Signage	265.00	0.00	
CALCON	CALIFORNIA CONTRACTOR SUPPLY	16-03932	#T46828:Super Fit Gloves	191.52	0.00	
ALLIND	ALL-INDUSTRIAL SAFETY PRODUCTS	16-03949	Rainwear & Gloves	165.75	0.00	
VERIZON	VERIZON WIRELESS	16-04151	10/26-11/25/16 INV#9775983618	175.52	0.00	
VERIZON	VERIZON WIRELESS	16-04398	11/26-12/25/16 INV#9777659362	212.07	0.00	
				32,312.65		
6-07-55-502-000-211	SEWER UTILITY O/E: Light & Power					
NJNATU	N.J. NATURAL GAS CO.	16-04274	SERVICE 11/11-12/14	10,128.84	0.00	
JCPL	JCPL	16-04366	SERVICE 11/24-12/27	20,083.74	0.00	
NJAMER	N.J. AMERICAN WATER CO.	17-00001	SERVICE 12/6-1/4	1,556.25	0.00	
				31,768.83		
6-07-55-502-000-218	SEWER UTILITY O/E: Contract Services					
LONGO	LONGO ELECTRICAL-MECHANICAL	16-02673	Q# 63042 Preventive Maintenece	1,325.00	0.00	B
EURQC	EUROFINS QC, INC.	16-04002	#1836357 Sludge Grab 007 10/6	368.00	0.00	
EURQC	EUROFINS QC, INC.	16-04019	#1836046 Influent/Effluent,etc	406.00	0.00	
ANSWER	ANSERCOMM	16-04205	#M4541-121216 Answering Svcs	171.65	0.00	
CABLE	CABLEVISION OF NYC	16-04261	Optimum Online, etc	100.59	0.00	
				2,371.24		
6-07-55-502-000-224	SEWER UTILITY O/E: Sludge Removal					
PASVAL	PASSAIC VALLEY SEWERAGE COM.	16-04351	#513178 Sludge Disposal	9,180.00	0.00	
6-07-55-502-000-230	SEWER UTILITY O/E: Hypochlorite					
MIRCHE	MIRACLE CHEMICAL CO.	16-04346	#24113 Sodium Hypochlorite	1,972.20	0.00	
	Extd Total:	SEWER UTILITY O/E: OTHER EXPENSES:		77,604.92		
	Department Total:	SEWER UTILITY O/E: OTHER EXPENSES:		77,604.92		
	CAFR Total:			77,604.92		
	Fund Total:	SEWER UTILITY: BUDGET:		77,604.92		
	Year Total:			270,583.34		

Attachment: 1.25.17 bill list (2017-58 : Payment of Bills 1.25.17)

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CITY OF ASBURY PARK
Bill List By Budget Account

Budget Account Vendor	Description P.O. Id P.O. Description	Amount	Void Amount	PO Type
Fund: CURRENT				
CAFR: CURRENT FUND NON BUDGET ACCTS:				
Department: TAXES PAYABLE:				
Extd: TAXES PAYABLE:				
7-01-55-001-000-001	School Taxes Payable			
ASBBOA	ASBURY PARK BOARD OF EDUCATION 17-00002 JANUARY 2017 SCHOOL APPROP.	717,770.00	0.00	
	Extd Total: TAXES PAYABLE:	717,770.00		
	Department Total: TAXES PAYABLE:	717,770.00		
	CAFR Total: CURRENT FUND NON BUDGET ACCTS:	717,770.00		
	Fund Total: CURRENT	717,770.00		
	Year Total:	717,770.00		
Fund: GRANT FUND BUDGET:				
G-02-43-871-015-200	2015 NJDHMS Mental Health Grant			
HOMDRU	HOME DRUG 15-03492 Medication assistance	8.95	0.00	B
	Extd Total:	8.95		
G-02-43-871-016-200	2016 NJDHMS Mental Health Grant			
VISNUR	VISITING NURSES ASSN. OF CENTR 16-00661 Nursing Services 2016	3,833.33	0.00	B
	Extd Total:	3,833.33		
	Department Total:	3,842.28		
	CAFR Total:	3,842.28		
	Fund Total: GRANT FUND BUDGET:	3,842.28		
	Year Total:	3,842.28		
Fund: TRUST OTHER				
T-20-56-850-851-801	Reserve for Public Defender			
RICKEI	RICHARD M. KEIL 16-04167 public defender 12/13/16	250.00	0.00	
	Extd Total:	250.00		
Extd: 5 YR EMERGENCY				
T-20-56-850-875-801	Reserve for DCA Training Fees			
NJDEPC	NJ DEPT. OF COMMUNITY AFFAIRS 16-04368 Fourth Qt 2016 DCA Fees	5,693.00	0.00	
	Extd Total: 5 YR EMERGENCY	5,693.00		
T-20-56-850-909-801	Reserve for Tax Sale Premiums			
TTLBL	TTLBL, LLC 16-03816 PREMIUM TSC-15-00176	800.00	0.00	
PUBTAX	PUBLIC TAX INVESTMENTS, LLC 16-04132 PREMIUM TSC-15-00122	1,100.00	0.00	
LILZHA	LILLIAN ZHANG 16-04210 PREMIUM TSC-14-00120	1,400.00	0.00	
		3,300.00		
	Extd Total:	3,300.00		

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Budget Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
T-20-56-850-935-308 ANSZAR ANSELL, GRIMM & AARON, P.C.	TRANSPORTATION FOOD CRT.(J&A CONCESSION)	16-04252	Serv. for July Escrow J&A Con.	143.00	0.00	
T-20-56-850-935-309 ANSZAR ANSELL, GRIMM & AARON, P.C.	TRANSPORTATION CTR.RENT(TOPS TAXI, INC.)	16-04251	Serv. for July Escrow Tops Tax	143.00	0.00	
	Extd Total:			286.00		
	Department Total:			9,529.00		
	CAFR Total:			9,529.00		
	Fund Total: TRUST OTHER			9,529.00		
Fund:	PLANNING & ZONING ESCROW FUND BUDGET:					
CAFR:	PLANNING & ZONING ESCROW FUND BUDGET:					
T-21-00-139-000-299 INSENG INSITE ENGINEERING	700 BANGS AVE(MLB CONST&MGMT)	16-04293	Invoice 17841 700 Bangs	125.00	0.00	
	Extd Total:			125.00		
	Department Total:			125.00		
Department:	FIRE DEPT.					
T-21-00-265-000-299 INSENG INSITE ENGINEERING	1308 WASHINGTON AVE(GOOD HOPE BAPTIST)	16-04298	Invoice 17839	520.00	0.00	
	Extd Total:			520.00		
	Department Total: FIRE DEPT.			520.00		
T-21-00-302-000-299 INSENG INSITE ENGINEERING	601 BANGS AVENUE(ASBURY BOND STREET,LLC)	16-04300	Invoice 17837 601 Bangs	150.00	0.00	
	Extd Total:			150.00		
	Department Total:			150.00		
T-21-00-314-000-299 INSENG INSITE ENGINEERING	1183 MAIN STREET (PATRICK J. FASANO)	16-04294	Invoice 17842	775.00	0.00	
	Extd Total:			775.00		
	Department Total:			775.00		
T-21-00-350-000-299 INSENG INSITE ENGINEERING	210 5TH AVENUE(INSPECTION FEE)(I-STAR)	16-04295	Invoice 17844 Salvation Army	130.00	0.00	
	Extd Total:			130.00		
	Department Total:			130.00		
T-21-00-375-000-299 INSENG INSITE ENGINEERING	208 MAIN ST.(PLAN AMEND)(JOHNNY MAC HOS)	16-04297	Invoice 17848 208 main st.	130.00	0.00	
	Extd Total:			130.00		
	Department Total:			130.00		

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CITY OF ASBURY PARK
Bill List By Budget Account

Budget Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
T-21-00-377-000-299	601 BANGS AVE-INSP.(ASBURY BOND, LLC)					
INSENG	INSITE ENGINEERING	16-04296	Invoice 17845 601 bangs	130.00	0.00	
	Extd Total:			130.00		
	Department Total:			130.00		
T-21-00-381-000-299	1101 OCEAN(INSPECTION FEE)(ISTAR,INC.)					
INSENG	INSITE ENGINEERING	16-04299	Invoice 17838 1101 Ocean	300.00	0.00	
	Extd Total:			300.00		
	Department Total:			300.00		
T-21-00-398-000-299	AP DISTILLERY(SACKCON, LLC)					
TMASSO	T & M ASSOCIATES	16-04290	LAF301265 AP Distillery	757.25	0.00	
	Extd Total:			757.25		
	Department Total:			757.25		
	CAFR Total: PLANNING & ZONING ESCROW FUND BUDGET:			3,017.25		
	Fund Total: PLANNING & ZONING ESCROW FUND BUDGET:			3,017.25		
Fund:	MADISON-ASBURY RETAIL, LLC FUND BUDGET:					
CAFR:	MADISON-ASBURY RETAIL, LLC FUND BUDGET:					
T-39-00-850-000-299	MADISON-ASBURY RETAIL - Miscellaneous					
MCMSO	MCMANIMON,SCOTLAND&BAUMANN,LLC	16-04222	#143758: MADISON BOARDWALK	1,017.50	0.00	
ANSZAR	ANSELL,GRIMM & AARON, P.C.	16-04250	Serv. for July-Madison Marq.	140.00	0.00	
				1,157.50		
	Extd Total:			1,157.50		
	Department Total:			1,157.50		
	CAFR Total: MADISON-ASBURY RETAIL, LLC FUND BUDGET:			1,157.50		
	Fund Total: MADISON-ASBURY RETAIL, LLC FUND BUDGET:			1,157.50		
	Year Total:			13,703.75		
Total Charged Lines: 267 Total List Amount: 1,005,899.37 Total Void Amount:				0.00		

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January 11, 2017 Council Meeting

Balance brought forward from Total List Amount \$ 1,005,899.37

Additional Items:

US Bank Operations Ctr. (RAB Pilot)	69,627.19
NJSHBP Health Coverage Jan. 2017 (Employees/Retirees)	504,315.04
Treasurer, State of NJ/727 GSPT	8,117.01
Treasurer, State of NJ/727 GSPT	12,938.06
Catel, Inc. (Final Pymt.)	3,190.80
Verizon (Camera Project Application Fee)	146.00
CMRS-FP (Postage Municipal Court)	<u>5,000.00</u>

Total Bill List January 11, 2017 \$ 1,609,233.47

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CITY OF ASBURY PARK
Bill List By Budget Account

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P.O. Type: Contract Print Alpha, Revenue, & G/L Accounts: Y Open: N Void: N Paid: N
Format: Condensed Held: Y Aprv: N Rcvd: Y
Range: 6-First to 7-Last Bid: Y State: Y Other: Y Exempt: Y
Rcvd Batch Id Range: First to Last Include Non-Budgeted: Y
Department Page Break: No Subtotal CAFR: Yes Subtotal Department: Yes Subtotal Extd: Yes

Budget Account	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
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Fund: CURRENT
Department: ADMINISTRATION
Extd: ADMINISTRATION

6-01-20-100-000-202	ADMINISTRATION Office Supplies					
WBMASON	W.B.MASON CO., INC.	16-03755	Office supplies	199.84	0.00	
	Extd Total: ADMINISTRATION			199.84		
	Department Total: ADMINISTRATION			199.84		

Department: MUNICIPAL CLERK
Extd: MUNICIPAL CLERK

6-01-20-120-000-202	MUNICIPAL CLERK Office Supplies					
WBMASON	W.B.MASON CO., INC.	16-03732	I39155296,CR3674282,I39493410:	136.88	0.00	

6-01-20-120-000-216	MUNICIPAL CLERK Supplies-Compu.					
ONSITE	ON-SITE COMPUTER SERVICE	16-04326	INVOICE#261224991	624.98	0.00	

6-01-20-120-000-217	MUNICIPAL CLERK Ads&Promotion					
NJADV	NJ ADVANCE MEDIA	17-00075	Ad104270985-12142016	147.35	0.00	
NJADV	NJ ADVANCE MEDIA	17-00076	AD 104270987-12142016	141.15	0.00	
NJADV	NJ ADVANCE MEDIA	17-00077	AD 104270983-12142016	155.10	0.00	
NJADV	NJ ADVANCE MEDIA	17-00078	AD 104270979-12142016	148.90	0.00	
NJADV	NJ ADVANCE MEDIA	17-00080	AD 104273948-12172016	147.35	0.00	
NJADV	NJ ADVANCE MEDIA	17-00081	AD 104273937-12172016	147.35	0.00	
NJADV	NJ ADVANCE MEDIA	17-00082	AD 104273953-12172016	142.70	0.00	
NJADV	NJ ADVANCE MEDIA	17-00083	AD 104273956-12172016	128.75	0.00	
NJADV	NJ ADVANCE MEDIA	17-00085	AD 104273950-12172016	142.70	0.00	
				1,301.35		

Extd Total: MUNICIPAL CLERK	2,063.21
Department Total: MUNICIPAL CLERK	2,063.21

Department: FINANCIAL ADMINISTRATION
Extd: FINANCIAL ADMINISTRATION

6-01-20-130-000-201	FINANCE General Plant					
BALARM	B ALARMED, INC.	16-04209	#P104400:SERVICE/REPAIR	290.00	0.00	

6-01-20-130-000-202	FINANCE Office Supplies					
STAPLE	STAPLES ADVANTAGE	16-04198	TIME CLOCK	145.99	0.00	

Extd Total: FINANCIAL ADMINISTRATION	435.99
Department Total: FINANCIAL ADMINISTRATION	435.99

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CITY OF ASBURY PARK
Bill List By Budget Account

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Budget Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
Department: TAX REVENUE ADMINISTRATION						
Extd: TAX REVENUE ADMINISTRATION						
6-01-20-145-000-202	TAX REV ADMIN Office Supplies					
WBMASON	W.B.MASON CO., INC.	16-04157	Office Supplies 12/14/16	158.47	0.00	
STAPLE	STAPLES ADVANTAGE	16-04257	Supplies for 12.22.16	57.84	0.00	
				216.31		
Extd Total: TAX REVENUE ADMINISTRATION				216.31		
Department Total: TAX REVENUE ADMINISTRATION				216.31		
Department: TAX ASSESSOR						
Extd: TAX ASSESSOR						
6-01-20-150-000-209	TAX ASSESSOR Fees					
HARHAU	HARRY HAUSHALTER	16-04328	#1080:Haushalter Nov 2016	2,739.00	0.00	
HARHAU	HARRY HAUSHALTER	16-04333	#1081:haushalter dec 2016	1,540.00	0.00	
				4,279.00		
Extd Total: TAX ASSESSOR				4,279.00		
Department Total: TAX ASSESSOR				4,279.00		
Department: DIRECTOR OF COMMUNICATIONS						
Extd: DIRECTOR OF COMMUNICATIONS						
6-01-20-151-000-299	DIRECTOR OF COMMUNICATIONS - Misc Exp					
APCHAM	A.P. CHAMBER OF COMMERCE	16-04103	#3736:2017 Chamber of Commerce	150.00	0.00	
Extd Total: DIRECTOR OF COMMUNICATIONS				150.00		
Department Total: DIRECTOR OF COMMUNICATIONS				150.00		
Department: LEGAL SERVICES						
Extd: LEGAL SERVICES						
6-01-20-155-000-209	LEGAL SERVICES Fees					
ANSZAR	ANSELL,GRIMM & AARON, P.C.	16-04291	Service for July 2016 Gen-Liti	5,256.30	0.00	
ANSZAR	ANSELL,GRIMM & AARON, P.C.	16-04292	Services for Oct. 2016 Gen-Lit	6,068.00	0.00	
ANSZAR	ANSELL,GRIMM & AARON, P.C.	16-04301	Services for Oct. 2016 Gen-Lit	4,257.00	0.00	
ANSZAR	ANSELL,GRIMM & AARON, P.C.	16-04302	Service for Oct. Asbury Part.	122.50	0.00	
				15,703.80		
Extd Total: LEGAL SERVICES				15,703.80		
Department Total: LEGAL SERVICES				15,703.80		
Department: CABLE TV ADVISORY COMMITTEE						
Extd: CABLE TV ADVISORY COMMITTEE						
6-01-20-162-000-299	CABLE TV ADVISORY COMMITTEE - MISC EXP					
ADORAMA	ADORAMA INC.	16-03962	19609298,19610650,19631304:	458.90	0.00	
Extd Total: CABLE TV ADVISORY COMMITTEE				458.90		
Department Total: CABLE TV ADVISORY COMMITTEE				458.90		

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CITY OF ASBURY PARK
Bill List By Budget Account

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Budget Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
Department: ENGINEERING SERVICES						
Extd: ENGINEERING SERVICES						
6-01-20-165-000-209	ENGINEERING SERVICES Fees					
TMASSO	T & M ASSOCIATES	17-00092	LAF13959 general engineering	1,693.50	0.00	
	Extd Total: ENGINEERING SERVICES			1,693.50		
	Department Total: ENGINEERING SERVICES			1,693.50		
	CAFR Total:			25,200.55		
Department: PLANNING BOARD						
Extd: PLANNING BOARD						
6-01-21-180-000-201	PLANNING BOARD General Plant					
SHIINT	SHI INTERNATIONAL CORP	16-03966	Adobe Creative Cloud 1 year 16	813.16	0.00	
WBMASON	W.B.MASON CO., INC.	16-04070	Manzella office supplies 12.16	105.41	0.00	
WBMASON	W.B.MASON CO., INC.	16-04112	Toner for the Large Printer	429.87	0.00	
				1,348.44		
	Extd Total: PLANNING BOARD			1,348.44		
	Department Total: PLANNING BOARD			1,348.44		
Department: ZONING BOARD OF ADJUSTMENT						
Extd: ZONING BOARD OF ADJUSTMENT						
6-01-21-185-000-201	ZONING BOARD General Plant					
CRAPRI	CRAFTMASTER PRINTING, INC.	16-04277	Business Cards	44.00	0.00	
	Extd Total: ZONING BOARD OF ADJUSTMENT			44.00		
	Department Total: ZONING BOARD OF ADJUSTMENT			44.00		
	CAFR Total:			1,392.44		
Department: CODE ENFORCEMENT AND ADMIN.						
Extd: CODE ENFORCEMENT AND ADMIN.						
6-01-22-195-000-299	CODE ENFORCE Misc.					
FOXFLO	FOX FLOORS	16-04025	Carpet for Code Enforcement	1,295.84	0.00	
TREARUT	TREASURER, STATE OF NEW JERSEY	16-04140	Richard Thornborough Class Reg	300.00	0.00	
WBMASON	W.B.MASON CO., INC.	16-04142	2017 Office supplies	625.97	0.00	
CRAPRI	CRAFTMASTER PRINTING, INC.	16-04214	Gina & Adan's Cards	88.00	0.00	
THEHAR	THE HARDWARE STORE	16-04358	Key House-Auto Single	5.79	0.00	
CRAPRI	CRAFTMASTER PRINTING, INC.	16-04360	2017 T.O.T & C.O Certificates	405.00	0.00	
				2,720.60		
	Extd Total: CODE ENFORCEMENT AND ADMIN.			2,720.60		
	Department Total: CODE ENFORCEMENT AND ADMIN.			2,720.60		
	CAFR Total:			2,720.60		
Department: POLICE DEPARTMENT						
Extd: POLICE DEPARTMENT						
6-01-25-240-000-201	POLICE General Plant					
LANASO	LANIGAN ASSOCIATES. INC.	16-03818	#92700:26 Badges	1,579.00	0.00	

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CITY OF ASBURY PARK
Bill List By Budget Account

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Budget Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
6-01-25-240-000-201	POLICE General Plant		Continued			
CRAPRI	CRAFTMASTER PRINTING, INC.	16-03994	# 10281 2500 #10 white woven	683.62	0.00	
TRIFOR	TRI-TECH FORENSICS, INC.	16-04194	#140719:(28(Drug Testing Kits	550.00	0.00	
TOSSOL	TOSHIBA BUSINESS SOLUTION	16-04239	#1840489 Supplies for ABC	166.00	0.00	
STAPLE	STAPLES ADVANTAGE	16-04241	!2 Print Cartridges	1,043.24	0.00	
STUREI	STUART REICHMAN, ESQ.	16-04248	DKT. NO. AR-2016-565	2,285.93	0.00	
				6,307.79		
6-01-25-240-000-216	POLICE Supplies-Compu.					
BALARM	B ALARMED, INC.	16-04238	Service Call 9/2/16 #P104399	200.00	0.00	
6-01-25-240-000-218	POLICE Contract.Serv.					
WIRCOM	WIRELESS COMMUNICATIONS &	16-04162	#M57268 Mobile Data - December	1,220.00	0.00	
	Extd Total: POLICE DEPARTMENT			7,727.79		
	Department Total: POLICE DEPARTMENT			7,727.79		
Department: FIRE DEPARTMENT						
Extd: FIRE DEPARTMENT						
6-01-25-265-000-201	FIRE DEPT. General Plant					
ECOLAB	ECOLAB	16-03286	#3560737:Enzymatic Detergent	633.41	0.00	
GENSAF	GEN-EL SAFETY & IND.PROD.	16-04253	#22931:02 Meter	4,940.00	0.00	
				5,573.41		
6-01-25-265-000-203	FIRE DEPT. Motor Vehicle					
COUNTYM	COUNTY OF MONMOUTH	16-04254	Inv 11-16-09 MV Repairs	423.74	0.00	
	Extd Total: FIRE DEPARTMENT			5,997.15		
	Department Total: FIRE DEPARTMENT			5,997.15		
Department: MUNICIPAL PROSECUTOR						
Extd: MUNICIPAL PROSECUTOR						
6-01-25-275-000-201	PROSECUTOR General Plant					
BRIWIL	BRIAN T. WILTON, ESQ.,	16-04212	acting prosecutor	1,500.00	0.00	
	Extd Total: MUNICIPAL PROSECUTOR			1,500.00		
	Department Total: MUNICIPAL PROSECUTOR			1,500.00		
	CAFR Total:			15,224.94		
Department: STREETS & ROADS MAINTENANCE						
Extd: STREETS & ROADS MAINTENANCE						
6-01-26-290-000-201	STREETS & ROAD General Plant					
MONARCH	MONARCH ELECTRIC COMPANY	16-02638	Electrical Supplies, etc	53.70	0.00	B
MONARCH	MONARCH ELECTRIC COMPANY	16-03273	S106437659.002,S106437659.003:	847.47	0.00	
IMPBAG	IMPERIAL BAG & PAPER CO., LLC	16-04153	16J16 Foam Cup, 16oz	223.32	0.00	
STAPLE	STAPLES ADVANTAGE	16-04154	Various Office Supplies	60.22	0.00	
STAVOLA	STAVOLA COMPANIES	16-04267	#70043 Hi-Perf Cold Patch	551.60	0.00	
ONSITE	ON-SITE COMPUTER SERVICE	16-04287	#261224990 Service Call	169.99	0.00	

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Budget Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
6-01-26-290-000-201	STREETS & ROAD General Plant		Continued			
STAVOLA	STAVOLA COMPANIES	16-04348	#70649 Hi-Perf Cold Patch	306.60	0.00	
				2,212.90		
6-01-26-290-000-203	STREETS & ROAD Motor Vehicle					
NEWBRU	NEWARK BRUSH COMPANY, LLC	16-04018	Brushes: Ravo Street Sweeper	780.00	0.00	
THEHAR	THE HARDWARE STORE	16-04259	#1124073 Ratchet Tiedowns	53.90	0.00	
HERCRY	HERITAGE-CRYSTAL CLEAN, LLC	16-04260	#14354426 Tank Unit, etc 12/8	432.26	0.00	
LAKAUT	LAKEWOOD AUTO-ASBURY NAPA	16-04262	#509528 CREDIT MEMO 12/16	447.09	0.00	
WETIMM	W.E. TIMMERMAN COMPANY, INC.	16-04273	#0211496-IN:D-Carrier Assembly	817.37	0.00	
AERRIS	Aerial Rise LLC	16-04317	Quote for Auto Parts (Trk #12)	2,097.05	0.00	
EDWTIR	EDWARDS TIRE CO.	16-04350	#136949 Tires (Kubota) 12/29	580.00	0.00	
LAKAUT	LAKEWOOD AUTO-ASBURY NAPA	16-04353	#509953 LED Cordless Lamp	115.33	0.00	
ALLDIE	ALLIED DIESEL SERVICE CORP.	16-04369	PART #745-5007130 BRAKE CHAMB.	49.95	0.00	
				5,372.95		
6-01-26-290-000-205	STREETS & ROAD Snowstorm Expenses					
MORSAL	MORTON SALT, INC.	16-04280	Untreated Rock Salt	4,163.20	0.00	
6-01-26-290-000-218	STREETS & ROAD Contract.Serv.					
WATEAS	WATERLOGIC EAST LLC	16-04341	#CNIN036741E Infiniti Rental	36.35	0.00	
PRESPE	PREVENTION SPECIALISTS, INC.	16-04373	#24418 Random Drug Tests	116.00	0.00	
				152.35		
	Extd Total: STREETS & ROADS MAINTENANCE			11,901.40		
	Department Total: STREETS & ROADS MAINTENANCE			11,901.40		
Department: SOLID WASTE COLLECTION						
Extd: SOLID WASTE COLLECTION						
6-01-26-305-000-209	SOLID WASTE Fees					
AMEDIR	AMERIMARK DIRECT	16-04105	Totes, Pocket Notebooks, etc	884.16	0.00	
CRAPRI	CRAFTMASTER PRINTING, INC.	16-04119	2017 Recycling Calendars	8,970.00	0.00	
OHAG	GLENN O'HAGAN-APPEGATE	16-04266	#AP12182016 Vac & Raw Leaves	1,278.00	0.00	
OHAG	GLENN O'HAGAN-APPEGATE	16-04347	#AP12232016 Vac & Raw Leaves	1,021.00	0.00	
OHAG	GLENN O'HAGAN-APPEGATE	16-04375	#Lastof2016 Vac & Raw Leaves	988.50	0.00	
MONWIR	MONMOUTH WIRE & COMPUTER	16-04376	#15552 Electronic Recycling	500.00	0.00	
				13,641.66		
	Extd Total: SOLID WASTE COLLECTION			13,641.66		
	Department Total: SOLID WASTE COLLECTION			13,641.66		
Department: BUILDINGS & GROUNDS						
Extd: BUILDINGS & GROUNDS						
6-01-26-310-000-201	BUILDING & GND General Plant					
MOOGEN	MOONEY GENERAL PAPER COMPANY	16-04108	217753,217753A:VARIOUS SUP.	2,007.65	0.00	
THEHAR	THE HARDWARE STORE	16-04258	#1123672 Carpet Shampoo, etc	121.20	0.00	

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6-01-26-310-000-201	BUILDING & GND General Plant		Continued			
THEHAR THE HARDWARE STORE		16-04343	#1126064 Brush, Sponge, etc	<u>212.99</u>	0.00	
				2,341.84		
	Extd Total: BUILDINGS & GROUNDS			2,341.84		
	Department Total: BUILDINGS & GROUNDS			2,341.84		
	CAFR Total:			27,884.90		
Department: SOCIAL SERVICES:						
Extd: SOCIAL SERVICES:						
6-01-27-345-000-202	SOCIAL SERVICES Office Supplies					
STAPLE STAPLES ADVANTAGE		16-04169	2017 Planners,Office Supplies	35.03	0.00	
6-01-27-345-000-203	SOCIAL SERVICES Motor Vehicle					
SEAFOR SEA BREEZE FORD INC.		16-03964	#6031286:Vehicle Service	115.49	0.00	
6-01-27-345-000-299	SOCIAL SERVICES Misc.					
KMART K MART		16-03924	#0760212051602555365:	98.23	0.00	
	Extd Total: SOCIAL SERVICES:			248.75		
	Department Total: SOCIAL SERVICES:			248.75		
Department: SENIOR CENTER						
Extd: SENIOR CENTER						
6-01-27-350-000-201	SENIOR CENTER General Plant					
WBMASON W.B.MASON CO., INC.		16-03974	WB Mason Maintenance Supplies	165.96	0.00	
6-01-27-350-000-299	SENIOR CENTER Misc.					
THECOM THE COMMUNITY YMCA		16-03465	10/6,10/20,11/3,11/17,12/1 &	570.00	0.00	
WBMASON W.B.MASON CO., INC.		16-03750	WB Mason Arts and Crafts Suply	24.74	0.00	
WBMASON W.B.MASON CO., INC.		16-03975	WB Mason Plates & Napkins	<u>65.28</u>	0.00	
				660.02		
	Extd Total: SENIOR CENTER			825.98		
	Department Total: SENIOR CENTER			825.98		
	CAFR Total:			1,074.73		
Department: LIGHTING						
Extd: LIGHT, HEAT & POWER						
6-01-31-435-435-299	LIGHT, HEAT & POWER Misc.					
NJAMER N.J. AMERICAN WATER CO.		17-00034	SERVICE 12/6-1/4	510.41	0.00	
NJAMER N.J. AMERICAN WATER CO.		17-00095	SERVICE 12/6-1/4	842.43	0.00	
NJAMER N.J. AMERICAN WATER CO.		17-00116	SERVICE 12/6-1/4	470.84	0.00	
NJAMER N.J. AMERICAN WATER CO.		17-00151	SERVICE 12/6-1/4	<u>329.44</u>	0.00	
				2,153.12		
	Extd Total: LIGHT, HEAT & POWER			2,153.12		

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Extd:	STREET&TRAFFIC LIGHTING					
6-01-31-435-436-299 JCPL JCPL	STREET&TRAFFIC LIGHTING Misc.	17-00043	SERVICE 11/23-12/23	1,662.48	0.00	
	Extd Total: STREET&TRAFFIC LIGHTING			1,662.48		
	Department Total: LIGHTING			3,815.60		
Department: GASOLINE						
Extd: GASOLINE						
6-01-31-460-000-299 TONWAS TONKS WASTE OIL SERVICE	GASOLINE Misc.	16-04278	#4193 Contaminated Fuel	1,000.00	0.00	
	Extd Total: GASOLINE			1,000.00		
	Department Total: GASOLINE			1,000.00		
	CAFR Total:			4,815.60		
Department: MUNICIPAL COURT						
Extd: MUNICIPAL COURT						
6-01-43-490-000-201 WBMASON W.B.MASON CO., INC.	MUNIC COURT General Plant	16-03724	assorted supplies	529.80	0.00	
6-01-43-490-000-216 CRAPRI CRAFTMASTER PRINTING, INC.	MUNIC COURT Supplies-Compu.	16-04156	envelopes	656.00	0.00	
6-01-43-490-000-245 BEACRA BEATRIZ C. CRANEY	MUNIC COURT Interpreter	16-04331	#11945:interpreter 12/13	120.00	0.00	
BEACRA BEATRIZ C. CRANEY		16-04332	#11953:interpreter 12/16	120.00	0.00	
				240.00		
	Extd Total: MUNICIPAL COURT			1,425.80		
	Department Total: MUNICIPAL COURT			1,425.80		
	CAFR Total:			1,425.80		
	Fund Total: CURRENT			79,739.56		
Fund: BEACH						
Department: BEACH UTILITY O/E: OTHER EXPENSES:						
Extd: BEACH UTILITY O/E: OTHER EXPENSES:						
6-05-55-502-000-201 THEHAR THE HARDWARE STORE	BEACH UTILITY O/E: General Plant	16-02086	Various Supplies, Tools, etc	45.68	0.00	B
STASUP STANDARD SUPPLY CO. INC.		16-04005	Proposal: windows, Screens,etc	945.10	0.00	
EDWTIR EDWARDS TIRE CO.		16-04234	Tires, Svc Cal, etc	8,273.24	0.00	
MANGEN FRED GRIFFITH		16-04335	#913248 new Alternator 12/28	280.00	0.00	

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6-05-55-502-000-201	BEACH UTILITY O/E: General Plant		Continued			
THEHAR THE HARDWARE STORE		16-04342	#1126067 Landscape TMB Screw	50.98	0.00	
				9,595.00		
	Extd Total: BEACH UTILITY O/E: OTHER EXPENSES:			9,595.00		
	Department Total: BEACH UTILITY O/E: OTHER EXPENSES:			9,595.00		
	CAFR Total:			9,595.00		
	Fund Total: BEACH			9,595.00		
Fund:	PARKING UTILITY: BUDGET:					
Department:	PARKING UTILITY O/E: OTHER EXPENSES:					
Extd:	PARKING UTILITY O/E: OTHER EXPENSES:					
6-06-55-502-000-201	PARKING UTILITY O/E: General Plant					
GLSUP GLENCO SUPPLY INC.		16-03989	4 Signs Official Public Works	100.00	0.00	
TAYCOM TAYLOR COMMUNICATIONS		16-04141	pats tickets	2,811.60	0.00	
BATPLU BATTERIES PLUS		16-04190	(10) SLADC 12-35J	649.50	0.00	
CRAPRI CRAFTMASTER PRINTING, INC.		16-04240	250 Hang Tags	521.51	0.00	
				4,082.61		
	Extd Total: PARKING UTILITY O/E: OTHER EXPENSES:			4,082.61		
	Department Total: PARKING UTILITY O/E: OTHER EXPENSES:			4,082.61		
	CAFR Total:			4,082.61		
	Fund Total: PARKING UTILITY: BUDGET:			4,082.61		
Fund:	SEWER UTILITY: BUDGET:					
Department:	SEWER UTILITY O/E: OTHER EXPENSES:					
Extd:	SEWER UTILITY O/E: OTHER EXPENSES:					
6-07-55-502-000-201	SEWER UTILITY O/E: General Plant					
USABLU USA BLUEBOOK		16-00133	various Supplies, Parts, etc	743.30	0.00	B
PILELE PILOT ELECTRIC COMPANY, INC.		16-00144	Repairs, Parts, Supplies, etc	1,033.90	0.00	B
GRAING GRAINGER		16-01920	Various Supplies, Tools, etc	1,223.58	0.00	B
STESUP STEVENSON SUPPLY CO., INC.		16-02553	Hypochlorite Disinfection	1,999.21	0.00	B
PARSTE PARK STEEL & IRON CO.		16-03140	Stock: SS Bars for Bar Screens	3,200.00	0.00	
KIEEQU KIELY EQUIPMENT CO., LLC		16-03765	#7706.1.1:Signage (Yard)	882.25	0.00	
WINCOR WINZER CORPORATION		16-04144	Various Tool/Material	1,257.20	0.00	
GRACON GRAPHIC CONTROLS CORP.		16-04147	#MO4213:Recording Charts	449.93	0.00	
MCMCAR MCMaster-CARR SUPPLY CO.		16-04271	#93984122 Vinyl Pouch, etc	554.70	0.00	
THEHAR THE HARDWARE STORE		16-04279	#1125065 Ball Valve & Adapter	13.87	0.00	
				11,357.94		
6-07-55-502-000-211	SEWER UTILITY O/E: Light & Power					
NJAMER N.J. AMERICAN WATER CO.		17-00095	SERVICE 12/6-1/4	1,639.96	0.00	
6-07-55-502-000-218	SEWER UTILITY O/E: Contract Services					
SECWOR SECURITY WORLD INC.		16-04001	Proposal: RBC Area Fire Alarm	12,940.00	0.00	
ELEMAI ELECTRO MAINTENACE INC.		16-04133	#10761:Installation/Labor	2,300.00	0.00	
ALLBOI ALLIED BOILER REPAIR CORP.		16-04264	#15638:Labor and Material	1,661.01	0.00	
WATSPR WATCHUNG SPRING WATER CO., INC.		16-04345	#0208283 Delivery Fee & Water	32.13	0.00	
				16,933.14		

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6-07-55-502-000-224	SEWER UTILITY O/E: Sludge Removal					
ACCWAS	ACCURATE WASTE REMOVAL SVCS.,	17-00052	#AP0333 Sludge Hauling	8,964.00	0.00	
	Extd Total: SEWER UTILITY O/E: OTHER EXPENSES:			38,895.04		
	Department Total: SEWER UTILITY O/E: OTHER EXPENSES:			38,895.04		
	CAFR Total:			38,895.04		
	Fund Total: SEWER UTILITY: BUDGET:			38,895.04		
	Year Total:			132,312.21		
Fund:	CURRENT					
Department:	MUNICIPAL CLERK					
Extd:	MUNICIPAL CLERK					
7-01-20-120-000-216	MUNICIPAL CLERK Supplies-Compu.					
EDMASS	EDMUNDS & ASSOCIATES, INC.	17-00007	#17-00094:2017 SOFTWARE MAIN.	945.00	0.00	
7-01-20-120-000-217	MUNICIPAL CLERK Ads&Promotion					
ASBPAK	ASBURY PARK PRESS	17-00018	Invoice 0001839247	86.15	0.00	
	Extd Total: MUNICIPAL CLERK			1,031.15		
	Department Total: MUNICIPAL CLERK			1,031.15		
Department:	FINANCIAL ADMINISTRATION					
Extd:	FINANCIAL ADMINISTRATION					
7-01-20-130-000-209	FINANCE Fees					
EDMASS	EDMUNDS & ASSOCIATES, INC.	17-00007	#17-00094:2017 SOFTWARE MAIN.	5,198.00	0.00	
	Extd Total: FINANCIAL ADMINISTRATION			5,198.00		
	Department Total: FINANCIAL ADMINISTRATION			5,198.00		
Department:	TAX REVENUE ADMINISTRATION					
Extd:	TAX REVENUE ADMINISTRATION					
7-01-20-145-000-209	TAX REV ADMIN Fees					
EDMASS	EDMUNDS & ASSOCIATES, INC.	17-00007	#17-00094:2017 SOFTWARE MAIN.	3,405.00	0.00	
	Extd Total: TAX REVENUE ADMINISTRATION			3,405.00		
	Department Total: TAX REVENUE ADMINISTRATION			3,405.00		
Department:	DIRECTOR OF COMMUNICATIONS					
Extd:	DIRECTOR OF COMMUNICATIONS					
7-01-20-151-000-299	DIRECTOR OF COMMUNICATIONS - Misc Exp					
VERZON	VERIZON BUSINESS	17-00006	#732774518143534Y:12/22-1/21	42.02	0.00	
	Extd Total: DIRECTOR OF COMMUNICATIONS			42.02		
	Department Total: DIRECTOR OF COMMUNICATIONS			42.02		
	CAFR Total:			9,676.17		

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Budget Account Vendor	Description	P.O. Id	P.O. Description	Amount	void Amount	PO Type
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Department: Planning Department
Extd: Planning Department

7-01-21-179-000-201	Planning Dept. General Plant					
MITHUM MITCHELL HUMPHREY	17-00009 2017 ANNUAL MAINT. FEE			1,853.33	0.00	
MITHUM MITCHELL HUMPHREY	17-00149 #00004096:PRO-RATED MAIN. FEE			<u>231.67</u>	0.00	
				2,085.00		
	Extd Total: Planning Department			2,085.00		
	Department Total: Planning Department			2,085.00		
	CAFR Total:			2,085.00		

Department: CODE ENFORCEMENT AND ADMIN.
Extd: CODE ENFORCEMENT AND ADMIN.

7-01-22-195-000-299	CODE ENFORCE Misc.					
EDMASS EDMUNDS & ASSOCIATES, INC.	17-00007 #17-00094:2017 SOFTWARE MAIN.			2,205.00	0.00	
MITHUM MITCHELL HUMPHREY	17-00009 2017 ANNUAL MAINT. FEE			1,853.34	0.00	
MITHUM MITCHELL HUMPHREY	17-00149 #00004096:PRO-RATED MAIN. FEE			<u>231.66</u>	0.00	
				4,290.00		
	Extd Total: CODE ENFORCEMENT AND ADMIN.			4,290.00		
	Department Total: CODE ENFORCEMENT AND ADMIN.			4,290.00		

Department: CONSTRUCTION CODE OFFICIAL
Extd: CONSTRUCTION CODE OFFICIAL

7-01-22-200-000-299	CONSTRUCTION CODE Misc. (In Cap)					
MITHUM MITCHELL HUMPHREY	17-00009 2017 ANNUAL MAINT. FEE			1,853.33	0.00	
MITHUM MITCHELL HUMPHREY	17-00149 #00004096:PRO-RATED MAIN. FEE			<u>231.67</u>	0.00	
				2,085.00		
	Extd Total: CONSTRUCTION CODE OFFICIAL			2,085.00		
	Department Total: CONSTRUCTION CODE OFFICIAL			2,085.00		
	CAFR Total:			6,375.00		

Department: LIABILITY INSURANCE
Extd: LIABILITY INSURANCE

7-01-23-210-000-209	LIABILITY INSURANCE Fees					
OTTINS OTTERSTEDT INS. AGENCY, INC.	17-00094 #9445:POLLUTION LEGAL LIAB.			1,695.00	0.00	
PMACOM PMA COMPANIES, INC.	17-00096 DEC. 2016 REFILL GENERAL LIAB			<u>13,631.31</u>	0.00	
				15,326.31		
	Extd Total: LIABILITY INSURANCE			15,326.31		
	Department Total: LIABILITY INSURANCE			15,326.31		

Department: WORKER'S COMPENSATION
Extd: WORKER'S COMPENSATION

7-01-23-215-000-209	WORKER'S COMPENSATION Fees					
PMACOM PMA COMPANIES, INC.	17-00097 NOV. & DEC. 2016 WORKERS COMP			69,963.93	0.00	

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Budget Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
7-01-23-215-000-209	WORKER'S COMPENSATION Fees		Continued			
PMACOM PMA COMPANIES, INC.		17-00099	DEC. 2016 RUN OFF CLAIMS W/C	32,693.10	0.00	
				102,657.03		
	Extd Total: WORKER'S COMPENSATION			102,657.03		
	Department Total: WORKER'S COMPENSATION			102,657.03		
Department: EMPLOYEE GROUP INSURANCE						
Extd: EMPLOYEE GROUP INSURANCE						
7-01-23-220-000-209	EMPLOYEE GROUP INSURANCE Fees (IN CAP)					
JASFAZ JASON FAZIO		17-00013	REIMB. OF MEDICAL PREMIUMS	557.83	0.00	B
DOMMAR DOMINICK MARINO		17-00014	REIMB. OF MEDICAL PREMIUMS	1,964.59	0.00	B
MARKIN MARK KINMON		17-00015	REIMB. OF MEDICAL PREMIUMS	1,645.59	0.00	B
ROBASH ROBERT ASH		17-00016	REIMB. OF MEDICAL PREMIUMS	1,805.82	0.00	B
JOHMOO JOHN MOOR		17-00017	REIMB. OF MEDICAL PREMIUMS	1,269.08	0.00	B
STEKAY STEPHEN M. KAY		17-00019	REIMB. OF MEDICAL PREMIUMS	1,269.08	0.00	B
MICMAU MICHAEL MAUTNER		17-00021	REIMB. OF MEDICAL PREMIUMS	2,063.91	0.00	B
RONSLI RONALD SLINGER		17-00023	REIMB. OF MEDICAL PREMIUMS	2,063.91	0.00	B
BRIWHE BRIAN WHEARY		17-00024	REIMB. OF MEDICAL PREMIUMS	2,063.91	0.00	B
LISSMI LISA SMITH		17-00025	REIMB. OF MEDICAL PREMIUMS	557.83	0.00	B
BREMOO BRENDA J. MOORE		17-00026	REIMB. OF MEDICAL PREMIUMS	564.44	0.00	B
ROBRIC ROBERT RICKS		17-00027	REIMB. OF MEDICAL PREMIUMS	1,394.46	0.00	B
JOYCHA JOYCE CHAPMAN		17-00028	REIMB. OF MEDICAL PREMIUMS	564.44	0.00	B
				17,784.89		
	Extd Total: EMPLOYEE GROUP INSURANCE			17,784.89		
	Department Total: EMPLOYEE GROUP INSURANCE			17,784.89		
	CAFR Total:			135,768.23		
Department: STREETS & ROADS MAINTENANCE						
Extd: STREETS & ROADS MAINTENANCE						
7-01-26-290-000-201	STREETS & ROAD General Plant					
ROBBIA ROBERT BIANCHINI		17-00109	Reimbursement for Purchase	36.22	0.00	
	Extd Total: STREETS & ROADS MAINTENANCE			36.22		
	Department Total: STREETS & ROADS MAINTENANCE			36.22		
Department: SOLID WASTE COLLECTION						
Extd: SOLID WASTE COLLECTION						
7-01-26-305-000-209	SOLID WASTE Fees					
DELDEM DELISA DEMOLITION, INC.		17-00111	#105147 Construction Debris	2,118.68	0.00	
DELDEM DELISA DEMOLITION, INC.		17-00132	#105358 Tipping Fees 1/1-14/17	24,564.52	0.00	
				26,683.20		
7-01-26-305-000-218	SOLID WASTE Contract.Serv.					
DELDEM DELISA DEMOLITION, INC.		17-00057	#104962 Monthly Service	36,333.33	0.00	
	Extd Total: SOLID WASTE COLLECTION			63,016.53		
	Department Total: SOLID WASTE COLLECTION			63,016.53		
	CAFR Total:			63,052.75		

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Budget Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
Department: TELEPHONE						
Extd: TELEPHONE						
7-01-31-440-000-299	TELEPHONE Misc.					
MONINT	MONMOUTH INTERNET CORPORATION	17-00010	#259363-M:SVC. JAN. 2017	5,327.08	0.00	
	Extd Total: TELEPHONE			5,327.08		
	Department Total: TELEPHONE			5,327.08		
Department: GASOLINE						
Extd: GASOLINE						
7-01-31-460-000-299	GASOLINE Misc.					
ALLOIL	ALLIED OIL, LLC	17-00055	#1068164 Diesel Fuel 1/03	5,512.67	0.00	
	Extd Total: GASOLINE			5,512.67		
	Department Total: GASOLINE			5,512.67		
	CAFR Total:			10,839.75		
Department: DEFERRED CHARGES						
7-01-46-870-880-297	P/Y BILLS - DPW					
TAYTOW	TAYLOR'S TOWING	17-00150	#128490:TOWING SERVICES	435.00	0.00	
	Extd Total:			435.00		
	Department Total: DEFERRED CHARGES			435.00		
	CAFR Total:			435.00		
	Fund Total: CURRENT			228,231.90		
Fund: SEWER UTILITY: BUDGET:						
Department: SEWER UTILITY O/E: OTHER EXPENSES:						
Extd: SEWER UTILITY O/E: OTHER EXPENSES:						
7-07-55-502-000-209	SEWER UTILITY O/E: Fees					
EDMASS	EDMUNDS & ASSOCIATES, INC.	17-00007	#17-00094:2017 SOFTWARE MAIN.	3,516.00	0.00	
7-07-55-502-000-233	SEWER UTILITY OE: Postage					
POST	POSTMASTER	17-00040	Postage sewer back bills	2,000.00	0.00	
7-07-55-502-000-259	SEWER UTILITY O/E: Pmt.of Bond Principal					
NJEIT	NJ ENVIRON.INFRA.TRUST	17-00128	NJEIT 2006 A PRINCIPAL	15,576.98	0.00	
NJEIT	NJ ENVIRON.INFRA.TRUST	17-00129	NJEIT 2007 A PRINCIPAL	64,267.42	0.00	
NJEIT	NJ ENVIRON.INFRA.TRUST	17-00130	NJEIT 2010 A PRINCIPAL	205,452.46	0.00	
				285,296.86		
	Extd Total: SEWER UTILITY O/E: OTHER EXPENSES:			290,812.86		
	Department Total: SEWER UTILITY O/E: OTHER EXPENSES:			290,812.86		
7-07-55-599-000-299	ACCURED INTEREST ON BONDS & NOTES					
NJEIT	NJ ENVIRON.INFRA.TRUST	17-00128	NJEIT 2006 A PRINCIPAL	7,407.68	0.00	
NJEIT	NJ ENVIRON.INFRA.TRUST	17-00129	NJEIT 2007 A PRINCIPAL	32,025.00	0.00	

Attachment: 1.25.17 bill list (2017-58 : Payment of Bills 1.25.17)

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CITY OF ASBURY PARK
Bill List By Budget Account

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Budget Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
7-07-55-599-000-299	ACCRUED INTEREST ON BONDS & NOTES		Continued			
NJEIT NJ ENVIRON.INFRA.TRUST		17-00130	NJEIT 2010 A PRINCIPAL	51,312.50	0.00	
				90,745.18		
	Extd Total:			90,745.18		
	Department Total:			90,745.18		
	CAFR Total:			381,558.04		
	Fund Total: SEWER UTILITY: BUDGET:			381,558.04		
	Year Total:			609,789.94		
Fund:	GENERAL CAPITAL FUND BUDGET:					
Department:	Alternate Developer Ord #					
Extd:	Recon Foot Bridge-Sunset Lake (Ord#3036)					
C-04-55-995-013-001	Recon Foot Bridge - 40A(Ord#3036/2016-1)					
TMASSO T & M ASSOCIATES		16-02764	BLANKET FOOTBRIDGE	4,139.97	0.00	B
	Extd Total: Recon Foot Bridge-Sunset Lake (Ord#3036)			4,139.97		
	Department Total: Alternate Developer Ord #			4,139.97		
Extd:	2015-39/Roadway and Sewer Improvements					
C-04-55-998-015-001	2015-39/Roadway & Sewer Improvmts (40A)					
TMASSO T & M ASSOCIATES		17-00104	#LAF313953:2016 RD. PROGRAM	1,179.39	0.00	C
	Extd Total: 2015-39/Roadway and Sewer Improvements			1,179.39		
Extd:	2016/16/VARIOUS 2016 CAPITAL IMPROVEMENT					
C-04-55-998-162-003	2016-16/DPW VEHICLES/EQUIPMENT					
MULSYS MULTIFORCE SYSTEMS CORPORATION		16-02276	#915466:FUELING	12,555.00	0.00	
C-04-55-998-162-005	2016-16/ADMIN EQUIPMENT,IMPROVEMENTS					
ACCELA ACCELA, INC.		16-02348	Agenda/Minute Software	660.00	0.00	B
MCCI MCCI, LLC		16-04012	INV#00009812 OPRA SERVICES	1,250.00	0.00	
				1,910.00		
	Extd Total: 2016/16/VARIOUS 2016 CAPITAL IMPROVEMENT			14,465.00		
Extd:	2016-17/VARIOUS 2016 ROADWAY IMPROVEMENT					
C-04-55-998-163-001	2016-17/2016 ROADWAY IMPROVEMENTS (40A)					
TMASSO T & M ASSOCIATES		16-03651	2015 ROAD PROJECT	13,791.00	0.00	B
	Extd Total: 2016-17/VARIOUS 2016 ROADWAY IMPROVEMENT			13,791.00		

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Budget Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
Extd: Ord. 2016-28 4th Ave. Improvements						
C-04-55-998-164-001	Section 20 Costs					
TMASSO	T & M ASSOCIATES	16-03650	4TH AVE. RD. IMPROVEMENTS 2016	30,061.58	0.00	B
	Extd Total: Ord. 2016-28 4th Ave. Improvements			30,061.58		
	Department Total:			59,496.97		
	CAFR Total:			63,636.94		
	Fund Total: GENERAL CAPITAL FUND BUDGET:			63,636.94		
Fund: SEWER CAPITAL FUND BUDGET:						
Extd: Sewer Plant Improvements - Ord. #3038						
C-08-55-526-013-001	Sewer Plant Impr - 40A Costs (Ord #3038)					
TMASSO	T & M ASSOCIATES	15-01868	SVCS. RENDERED IN CONNECTION	705.00	0.00	B
TMASSO	T & M ASSOCIATES	17-00093	LAF313955 Outfall Diffuser	717.55	0.00	
				1,422.55		
	Extd Total: Sewer Plant Improvements - Ord. #3038			1,422.55		
	Department Total:			1,422.55		
	CAFR Total:			1,422.55		
	Fund Total: SEWER CAPITAL FUND BUDGET:			1,422.55		
	Year Total:			65,059.49		
Fund: GRANT FUND BUDGET:						
G-02-43-871-014-206	Clean Communities Program - 2014					
MAYRAC	MAYRAC CO.,INC.	16-04100	Mailing of Recycling Calendar	375.00	0.00	
MAYRAC	MAYRAC CO.,INC.	16-04102	Postage: Recycling Calendars	1,435.77	0.00	
				1,810.77		
	Extd Total:			1,810.77		
G-02-43-871-016-200	2016 NJDHMS Mental Health Grant					
CARSUR	CARLTON SURGICAL SUPPLY	16-03803	Nurse supplies	223.20	0.00	
CARSUR	CARLTON SURGICAL SUPPLY	16-03805	Alcohol case	187.20	0.00	
SEAFOR	SEA BREEZE FORD INC.	16-03964	#6031286:Vehicle Service	495.00	0.00	
NJTRNST	NJ TRANSIT CORP.%FINANCE DEPT.	16-04275	BUS TICKETS	62.50	0.00	
				967.90		
	Extd Total:			967.90		
	Department Total:			2,778.67		
	CAFR Total:			2,778.67		
	Fund Total: GRANT FUND BUDGET:			2,778.67		
	Year Total:			2,778.67		

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Budget Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
Fund: COMMUNITY DEVELOPMENT BLK GRANT BUDGET:						
T-17-72-850-850-810	2015 CDBG - PUBLIC FACILITIES (3)					
INTNEI	INTERFAITH NEIGHBORS, INC.	16-04327	Rights of Passage Project	50,000.00	0.00	
	Extd Total:			50,000.00		
	Department Total:			50,000.00		
	CAFR Total:			50,000.00		
T-17-73-850-850-801	2016 CDBG - ADMINISTRATION					
THECOA	THE NEW COASTER	16-04204	2016 Amendment to FY2014 AAP	21.74	0.00	
	Extd Total:			21.74		
	Department Total:			21.74		
	CAFR Total:			21.74		
	Fund Total: COMMUNITY DEVELOPMENT BLK GRANT BUDGET:			50,021.74		
Fund: TRUST OTHER						
T-20-56-850-853-801	Reserve for Special Events					
KMART	K MART	16-03943	#0760212051602555357:	103.95	0.00	
	Extd Total:			103.95		
T-20-56-850-909-801	Reserve for Tax Sale Premiums					
FWDSL	FWDSL & ASSOCIATES, LP	16-04307	PREMIUM TSC-16-00005	900.00	0.00	
FNANJ	FNA NJ, LLC	16-04308	PREMIUM TSC-16-00027	7,000.00	0.00	
				<u>7,900.00</u>		
	Extd Total:			7,900.00		
	Department Total:			8,003.95		
	CAFR Total:			8,003.95		
	Fund Total: TRUST OTHER			8,003.95		
Fund: PLANNING & ZONING ESCROW FUND BUDGET:						
CAFR: PLANNING & ZONING ESCROW FUND BUDGET:						
T-21-00-219-000-299	5TH AVE PAVILION (MADISON ASBURY RETAIL)					
TMASSO	T & M ASSOCIATES	17-00091	LAF313964	70.50	0.00	
	Extd Total:			70.50		
	Department Total:			70.50		
T-21-00-269-000-299	901-909 MEMORIAL DRIVE (ASBURY AUTO SPA)					
TMASSO	T & M ASSOCIATES	17-00088	LAF313961 901 Memorial Drive	423.00	0.00	
	Extd Total:			423.00		
	Department Total:			423.00		

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Budget Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
Department: PUBLIC ASST						
T-21-00-345-000-299	RENAISSANCE VILLAGE(MICHAELS DEVELOPMNT)					
TMASSO T & M ASSOCIATES		17-00089	LAF313962 Renaissance Village	141.00	0.00	
	Extd Total:			141.00		
	Department Total: PUBLIC ASST			141.00		
T-21-00-362-000-299	1101 MAIN STREET(PF PROPERTIES, LLC)					
TMASSO T & M ASSOCIATES		17-00090	LAF313970	979.50	0.00	
	Extd Total:			979.50		
	Department Total:			979.50		
	CAFR Total: PLANNING & ZONING ESCROW FUND BUDGET:			1,614.00		
	Fund Total: PLANNING & ZONING ESCROW FUND BUDGET:			1,614.00		
	Year Total:			59,639.69		
Total Charged Lines: 279 Total List Amount: 869,580.00 Total Void Amount: 0.00						

Attachment: 1.25.17 bill list (2017-58 : Payment of Bills 1.25.17)

January 25, 2017 Council Meeting

Balance brought forward from Total List Amount \$ 869,580.00

Additional Items:

US Bank Operations Ctr. (Bond Int.) 65,652.78

B&B Trophy 1 1,700.00

Total Bill List January 25, 2017 \$ 936,932.78

**RESOLUTION NO. 2017-59**

**City of Asbury Park
County of Monmouth
State of New Jersey**

RESOLUTION ADOPTING THE PERSONNEL POLICY FOR 2017

WHEREAS, the City Council, staff and the New Jersey Joint Intergovernmental Insurance Funds (NJIIF) has undertaken the annual review of the Personnel Policy; and

NOW, THEREFORE, BE IT RESOLVED by Council of the City of Asbury Park, Monmouth County, State of New Jersey that the attached Personnel Policy is hereby adopted.

I, CINDY A. DYE, City Clerk of the City of Asbury Park, Monmouth County, New Jersey, DO HEREBY CERTIFY the foregoing to be a true and exact copy of RESOLUTION NO. 2017-59 which was finally adopted by the City Council at a meeting held on the 25th day of January, 2017

CERTIFIED BY ME THIS 25th DAY OF January, 2017.

CINDY A. DYE
CITY CLERK

PURPOSE OF THIS PERSONNEL MANUAL

This Personnel Manual is intended to present an overview of employment with the City of Asbury Park. The manual outlines certain Civil Service Commission policies, certain City employee benefits and policies and other information to assist employees during their employment with the City. Each employee of the City has both the right and the responsibility to know and understand the operation policies and procedures which govern employment with the City of Asbury Park. This manual has been prepared and distributed as a way to communicate that information.

To the maximum extent permitted by law, the employment practices of the City shall operate under the legal doctrine known, as “employment at will.” Within Federal and State law, (including the New Jersey Civil Service Act) and any applicable bargaining unit agreement, the City shall have the right to terminate an employee at any time and for any reason, with or without notice, except the City shall comply with all Federal and State legal requirements requiring notice and an opportunity to be heard in the event of discipline or dismissal.

DISCLAIMER....

THIS MANUAL IS TO BE USED AS A GUIDE ONLY AND IS NOT A CONTRACT BETWEEN AN EMPLOYEE AND THE CITY. If more detailed information is necessary, contact your Supervisor for guidance. This manual may be changed and/or supplemented at any time throughout the year, at the discretion of the City Manager to provide clarification. The governing body may “codify” the Manual annually if substantial changes have been implemented or proposed.

Most City employees are covered by a Collective Bargaining Agreement between the City and their bargaining unit. This personnel manual is provided to all employees of the City. **Employees covered by a contract (Collective Bargaining Agreement) shall refer to the contract for exact language on personnel policies not covered in this manual or which may conflict with this manner. THE CONTRACT CONTROLS THE EMPLOYMENT OF A UNION EMPLOYEE.**

Periodically, changes in laws, administrative code, policies regulatory agency rulings, Transitional Aid or other types of aid requiring agreements with other funding agencies, consent decrees or similar directors and contract rulings may require revisions or additions to this manual which will be issued by the City. In the event any statement herein conflicts with law, administrative code, regulatory rules or contract, the applicable law, administrative code, ruling or contract shall govern.

City employees are responsible for safeguarding and maintaining in good order their Personnel Manual which is issued on hire. Employees are also required to return their Personnel Manual on termination of their employment, for any reason(s). Every employee will sign for this Personnel Manual and a record acknowledging receipt will be kept in his/her personnel folder. A replacement manual will be provided to an employee who has lost his/her manual at the employees’ cost.

Manual Effective & Distribution Date – August 17, 2016
CITY OF ASBURY PARK GOVERNMENT

FORM OF GOVERNMENT

The form of government for the City of Asbury Park adopted by public referendum on November 5, 2013, and effective January 1, 2015, shall be known as the "Council-Manager Plan," N.J.S.A. 40:69A-81 to 40:69A-98, under the Optional Municipal Charter Law, also known as the Faulkner Act. The form of government provided in N.J.S.A. 40:69A-81 through 40:69A-98, together with N.J.S.A. 40:69A-26 to 40:69A-30, and 40:69A-150 to 40:69A-210, shall govern the City of Asbury Park, the voters of which have adopted this plan pursuant to law

THE CITY COUNCIL

As per the City Code, the City Council members shall be elected by the voters of the City through non-partisan regular municipal elections under the Uniform Nonpartisan Elections Law, N.J.S.A. 40:45-5 et seq., at the general election held on the first Tuesday after the first Monday in November or at such other time as may be provided by law for holding general elections, and the term of office of the City Council members shall begin on January 1 next following their election. (N.J.S.A. 40:69A-83.1)

The City Council members elected at the first election following the adoption of the plan shall serve for the following terms: The Mayor shall serve for a term of four (4) years. The length of the respective term of the remaining members of the first City Council shall be determined by lot at the organization meeting, with one member of the first City Council serving for a term of four (4) years and three (3) members of the first City Council serving for terms of two (2) years each. This will initiate the staggering of terms. Thereafter, the term of each City Council member shall be for (4) years.(N.J.S.A. 40:69A-83.3)

The Mayor shall be elected directly by the voters of the City at the non-partisan regular municipal election held during the general election. At the first election following the adoption of the Council-Manager form of government under N.J.S.A. 40:69A-81 et seq., and each appropriate subsequent election, one position of City Council member to be elected at large shall be designated and voted for under the title of Mayor, and candidates for the position shall be clearly designated as candidates for Mayor in their respective nominating petitions.(N.J.S.A. 40:69A-86)

The Council members comprise the policy-making body of the City government and as such, have the authority to do all that is necessary to promote and maintain the health, safety and welfare of the citizens of the City of Asbury Park.

THE CITY MANAGER

The City Manager shall be chosen by the City Council solely on the basis of his/her executive and administrative qualifications with special reference to his/her actual experience in, or

his/her knowledge of, accepted practice in respect to the duties of his/her office as hereinafter set forth. At the time of his/her appointment, he/she need not be a resident of the City, but during his tenure of office he/she may reside outside the City only with the approval of City Council. He/she shall have his or her principal residence in this State pursuant to N.J.S.A. 52:14-7.

(N.J.S.A. 40:69A-92) (N.J.S.A. 52:14-7)

The City Manager shall hold office for an indefinite term and may be removed by a majority vote of the City Council. At least thirty (30) days before such removal shall become effective, the City Council shall by a majority vote of its members adopt a preliminary resolution stating the reasons for his/her removal. The City Manager may reply in writing and may request a public hearing, which shall be held not earlier than twenty (20) days nor later than thirty (30) days after the filing of such request. After such public hearing, if one be requested, and after full consideration, the City Council by majority vote of its members may adopt a final resolution of removal. By the preliminary resolution the City Council may suspend the City Manager from duty, but shall in any case cause to be paid him/her any unpaid balance of his/her salary and his/her salary for the next three (3) calendar months following adoption of the preliminary resolution unless he/she is removed for good cause. For the purposes of this section, "good cause" shall mean conviction of a crime or offense involving moral turpitude, the violation of the provisions of N.J.S.A. 40:69A-163 through 40:69A-167, or the violation of any code of ethics in effect within the City.

(N.J.S.A. 40:69A-93)

The powers and duty of the City Manager are found in the City's Code.

EMPLOYEES OF THE CITY OF ASBURY PARK

The City of Asbury Park is a Civil Service Jurisdiction and therefore operates under the rules and regulations of the Civil Service Commission as set forth in N.J.S.A. 11a:1-1 et.seq. and N.J.A.C. 4a:1-1.1 et. As a City employee, you will be performing an important duty in rendering services to the citizens of your community. Learning your job, getting to know your fellow employees and getting to know how your government operates is your first step. You should be sure that you should report to your immediate supervisor at all times, unless a complaint or request is ignored.

Each employee, regardless of his or her position, may be the only representative of the City government with whom a number of people are acquainted. Such people often judge the whole organization by what one employee says and does. In order to form good public relations, you should always remember to serve the public in such a manner as to justify the respect and confidence of the citizens with whom you come into contact. Take pride in your part of our City government. Always be ready to explain City programs to the public, friends and neighbors. If you don't understand an issue, be sure to ask your supervisor, and then you can respond to questions correctly.

DEFINITIONS

This section of the manual defines terms and phrases used in the administration of the City's personnel system. The general terms are those used by the New Jersey Civil Service Commission, contained in city ordinances, negotiated employee bargaining units, and/or used by tradition as part of City operations. Federal or State law or regulations may supersede these general definitions.

The City employs three (3) types of employees:

Full Time: those employees who work year round for thirty-five (35) or more hours in a business week.

Part Time: those employees working year round, but less than twenty-nine (29) hours in a business week.

Seasonal: those employees, who work for specified period or season during the year, normally the summer season. Seasonal employees work either full time or part time. *Most* seasonal employees work 35 hours .

Generally, only full time, year round employees are covered by Civil Service Commission rules and regulations and receive a full benefits package provided by the City. An employee must consult their collective bargaining agreement, eligibility with the State Health Benefits Plan or other Plans and the Fringe Benefits Section of this manual for specific information on benefits eligibility.

The New Jersey Civil Service Commission defines classes of positions for purposes of providing coverage and personnel action. These classes' definitions are:

Unclassified Service: includes those positions not subject to Civil Service Commission rules or regulations; normally these positions are those to which the Council or City Manager make appointments for a specified period of time without competitive testing or a probationary period; these positions are those which are policy-making and administrative in nature, i.e. certain department heads.

Classified Service: includes those positions covered by Civil Service Commission rules and regulations; normally those positions which are not appointive in nature and which are filled through competitive testing and probationary periods.

Within the classified service there are three (3) categories of employees:

Permanent Position: positions created by ordinance and finally accepted by the Civil Service Commission. A permanent position cannot be abolished without Civil Service Commission approval. A permanent position can be either full or part time.

Provisional Position: positions created by ordinance, but not accepted by the Civil Service Commission. It is during this status that the Civil Service Commission conducts various investigations (i.e. desk audit, revising job description) to determine if it will accept the title as a permanent position.

Temporary Position: positions created for a specified period of time, generally less than six (6) months or on an emergency basis. This position does not require Civil Service Commission acceptance. Some temporary positions depend upon the length of a grant and are not considered permanent employment.

Within the classified service there are three (3) types or classes of employees:

Permanent Employee: an employee who has acquired Civil Service Commission "permanent status" which is the attainment of tenure and rights resulting from successful completion of an examination and working test period.

Provisional Employee: an employee who is appointed to a permanent position Pending an examination and working test period.

Temporary Employee: an employee appointed to a position for not more than six (6) months or appointed in an emergency.

Probation Period

In order to obtain permanent status in a position in a classified service you must serve a three (3) month probationary period during which you are observed to determine your fitness for the job. You may be discharged during your probation if you fail to meet the required standards. The successful completion of your probation will result in permanent status as an employee of the City. The probationary period of police officers is ninety (90) days as recognized by Civil Service.

A probationary employee may be required to take a Civil Service Commission test to achieve permanent status if they have not successfully passed a prior examination for the position.

There are four (4) exceptions to the working test period requirement. Civil Service Commission rules preclude work test periods in the following situations:

1. Appointments from special, police and fire and regular re-employment lists;
2. Appointments to a comparable or lower related title in lieu of layoff;
3. Appointments to titles previously held on a permanent basis with current permanent continuous service; and
4. For a lateral title change if the nature of work, education and experience requirements and titles are substantially similar. N.J.A.C. 4a4-5.1; N.J.A.C.:4-7.6.

If you are promoted to a higher position you will be required to serve a three (3) month probationary period to become permanent in the higher position. If you do not perform satisfactory work in the new position during your probation, you may be demoted to your former position.

Certain phrases or terms are used daily in the conduct of City business. For purposes of clarity the definitions for these terms will be the ones utilized in this handbook.

Department: a work unit, agency or office which performs one function and for which there is a supervisor or administrator who reports directly to the Manager; examples would be Police, Finance and Public Works.

Department Head: the supervisor of a department. Generally, department heads report Directly to the City Manager, except those which are confidential by law, and supervise at least one employee. Examples of department heads meeting this definition would be:

Director of Finance & Administration (unclassified, statutory), Director of Public Safety (unclassified), Tax Assessor (unclassified), City Clerk (unclassified), Director of Community Development (classified), Director of Economic Development (unclassified) Director of Public Maintenance (classified), Deputy Director Public Maintenance (classified) and Director of Social Services (unclassified). For communication purposes (i.e. distribution of administrative information, department head meetings) and budget control purposes (i.e. responsibility for preparing the annual budget and monitoring and controlling expenditures within a budgetary account), the term department head is broadened to include those City employees who are responsible for running an office or a service.

Bargaining units for the City of Asbury Park (Appendix A)

International Federation of Professional and Technical Engineers (IFPTE) Local 196

International Association of Fire Fighters (IAFF) Local 384

Patrolmen's Benevolent Association (PBA) Local No. 6

Superior Officers Association (SOA) Local No. 6

The American Federation of State, County and Municipal Employees (AFSCME) Local 225

All employee questions regarding specific union membership should be directed to the City Manager's office. The City Manager will direct the employee to the appropriate union representative.

POLICIES AND PROCEDURES

Non Discrimination Policy

The City of Asbury Park is committed to the principle of equal employment opportunity and anti-discrimination pursuant to Title VII of the 1964 Civil Rights Act as amended by the Equal Opportunity Act of 1972 and the New Jersey Law Against Discrimination (LAD) as amended by the New Jersey Pregnant Workers Fairness Act. Under no circumstances will the City discriminate on the basis of sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, domestic partnership status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), pregnancy (including pregnancy related medical condition), childbirth, liability for service in the United States armed forces, gender identity or expression, and/or any other characteristic protected by law. Decisions regarding the hiring, promotion, transfer, demotion or termination are based solely on the qualifications and performance of the employee or prospective employee. If any employee or prospective employee feels they have been treated unfairly, they have the right to address their concern with their supervisor, or if they prefer their Department Head, or City Manager. The Affirmative Action Officer is appointed annually by the City Council; please contact the City Clerk for the current year appointment.

Americans with Disabilities Act/ New Jersey Pregnant Worker's Fairness Act

In compliance with the Americans with Disabilities Act, the ADA Amendments Act and the New Jersey Law Against Discrimination as amended by the New Jersey Pregnant Worker's Fairness Act (LAD),, the City of Asbury Park does not discriminate based on disability , pregnancy, pregnancy related medical condition or childbirth. The City will endeavor to make every work environment handicap assessable and all future construction and renovation of facilities will be in accordance with applicable barrier-free Federal and State regulations and the Americans with Disabilities Act Accessibility Guidelines, as well as the ADA Amendments Act.

It is the policy of the City to comply with all relevant and applicable provisions of the Americans with Disabilities Act, the ADA Amendments Act and the New Jersey Law Against Discrimination/LAD. We will not discriminate against any employee or job applicant with respect to any terms, conditions, or privileges of employment on the basis of a known or perceived disability, pregnancy, childbirth or pregnancy related medical condition.. We will also make reasonable accommodations to known physical or mental limitations of all employees and applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose undue hardship on the City.

The City Manager and/or the ADA Compliance Officer, shall engage in an interactive dialogue with disabled/pregnant employees and prospective disabled/pregnant employees to identify reasonable

accommodations or their respective physician. All decisions with regard to reasonable accommodation shall be made by the City Manager. Employees who are assigned to a new position as a reasonable accommodation will receive the salary for their new position. The Americans with Disabilities Act does not require the City to offer permanent “light duty”, relocate essential job functions, or provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc.

Employees should also offer assistance, to the extent possible, to any member of the public who requests or needs an accommodation when visiting City’s facilities. Any questions concerning proper assistance should be directed to ADA Compliance Officer; who is appointed annually by the City Council. Please see the City Clerk for the current appointment.

If an employee feels that the City is not in compliance with the ADA or is having difficulty because the City is not meeting their needs, the Affirmative Action Officer should be notified immediately. The Affirmative Action Officer will promptly investigate the employee’s complaint and present a report to the City Manager for a determination. The City Manager will inform the complainant of the result of the investigation and the remedial measures which will be taken.

Contagious or Life Threatening Illnesses Policy:

The City encourages employees with contagious diseases or life-threatening illnesses to continue their normal pursuits, including work, to the extent allowed by their condition. The City shall make reasonable accommodations to known physical and mental limitations of all employees, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose an unreasonable hardship on the City.

The City will take reasonable precautions to protect such information from inappropriate disclosure, including the following:

- Medical information may be disclosed with the prior written informed consent of the person who is the subject of the information.
- Information may be disclosed without the prior written consent to qualified individuals for the purpose of conducting management audits, financial audits, and program evaluations, but these individuals shall not identify, either directly or indirectly, the person who is the subject of the record in a report or evaluation, or otherwise disclose the person’s identity in any manner. Information shall not be released to these individuals unless it is vital to the audit or evaluation.
- Information may be disclosed to the Department of Health as required by State or Federal law.

Managers and other employees have a responsibility to maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information shall be subject to disciplinary action.

Hiring and Appointments

When a vacancy occurs in the City’s work force due to resignation, dismissal or creation of a newly authorized position, the head of the department where the vacancy occurs contacts the City Manager to begin the recruitment process. The department head must inform the City Manager, in writing, the title of the vacant position, the qualifications, job responsibilities, recommended salary and the date the

position should be filed. The City Manager is the exclusive appointing authority for the City of Asbury Park for all departments and will determine the salary for the position.

The recruitment and hiring process consists of the following procedures:

- Internal posting of the vacant position;
- Notification to the Civil Service Commission to announce a test if the position is to fill a classified service;
- Place classified advertisements for the position in newspapers of record;
- Applicants must fill out the City's employment application;
- Applicants must submit documentation of residency;
- Reference checks are performed for all potential candidates;
- Criminal background check is performed for all potential candidates;
- Successful candidate must submit to a drug screening;
- If applicable, psychological exam
- Interviews are conducted by the Supervisor of the vacant position;
- Applicants file is submitted to the City Manager for approval;
- City website and other social forms as applicable

The above listed procedure is followed to fill both classified and unclassified vacancies. Civil Service Commission rules will also be pooled to fill vacant positions. The Police and Fire Departments must follow their own hiring process. Check with the Fire Chief or Director of Public Safety, Chief of Police for the appropriate hiring procedure.

All department heads MUST submit a request for new hire/promotion form (Appendix F) to the City Manager for approval before beginning the recruitment process.

Certain positions are statutorily exempt from the above policy and taken into consideration by Mayor/Council appointments.

Work Force Reduction Policy:

Pursuant to N.J.A.C. 4A: 8-1.1 the City may institute layoff actions for economy, efficiency or other related reasons, but will first consider voluntary alternatives. (Seniority, lateral or other re-employment rights for employees in Career Service titles will be determined by the New Jersey Civil Service Commission.)

RESIDENCY ORDINANCE AND REQUIREMENT

The City of Asbury Park has an ordinance that requires all employees of the City to be City residents. The Ordinance is 3072-A and 3089 and they are included as an Appendix. Additionally residency requirements may be imposed by contract, NJ Civil Service Commission or other means as deemed legal and appropriate.

Promotions

The procedure to fill a high level vacancy is the same as the procedure to fill an entry level position. Examinations for promotional opportunities may only be taken by eligible City employees.

An employee, covered by the Civil Service Commission, may be requested to accept a promotion into an unclassified position. If the employee accepts the promotion, he/she may lose certain protections afforded in a classified position. Before making the decision to accept the promotion, check with the City Manager. The City of Asbury Park, under all circumstances, promotes employees solely on the basis of merit.

Personnel Actions

All personnel actions affecting permanent, classified and unclassified employees must be approved by the New Jersey Civil Service Commission as per the Commission's guidelines.

Anniversary Date

Employees whose employment began with the City between 1st and 15th days of the month will have their anniversary date on the 1st day of that month. Employees whose anniversary date falls between the 16th and 31st day of the month will have their anniversary date on the 1st of the following month.

Credit Information and Wage Assignments

The City will furnish credit references and other information about employees to authorized personnel upon written request. All employees are expected to pay their just debts and child support/alimony obligations when due. If employees fall behind on their credit payments, court ordered garnishment of wages may occur. If this happens, the City is legally required to deduct a portion of the employee's salary from each pay check and forward it to the creditor.

Longevity Pay

Certain employee contracts provide for longevity pay to employees hired before a certain date. An employee must consult their collective bargaining agreement for the appropriate policy on longevity pay.

Overtime and Compensatory Time

Employees must consult their Collective Bargaining Agreement for the appropriate overtime policy. No department head is to receive overtime or compensatory time.

Non-union employees should consult with their department head or the City Manager's office to determine what policy applies to them.

All employees must use compensatory time within the quarter it is earned or must have approval to carry over to the next quarter. All requests for compensatory time must be approved at least 48 hours in advance by the Department Director or authorized official. Exceptions may be granted by the City Manager for emergency personnel. Time not used shall be lost.

Payroll Deductions

Mandatory deductions are made from employee's paychecks for:

- Federal Income Withholding Tax
- Federal Insurance Contribution Act (FICA)
- Public Employees Retirement System or
- Police and Firemen's Retirement System Contributory Insurance
- State Unemployment Insurance
- State Income Tax
- Union Dues (where applicable)
- Health Care under Chapter 78
- Other items as mandated

An employee has the option to request and have deductions taken from their check for:

- Credit Union-Savings, Loan, Checking, Christmas Club, Dental, Voluntary Benefits or Insurance programs
- Deferred Compensation
- Additional State Income Withholding Tax
- Additional Federal Withholding Tax
- Healthcare Savings Account (if applicable)
- Supplemental Disability (ex. AFLAC); if applicable
- Other items if presented

Any error in the payroll must be reported to the Payroll Department for verification. The error will be corrected in the employee's next pay check unless mitigating circumstances indicate otherwise.

Pay Period

Employees will receive their pay checks on semi-monthly schedule. Pay checks are distributed on the 15th and 30th of each month. Employees working in departments which distribute checks at the work area will receive their check from their supervisor. If a holiday or weekends falls on a payday, pay checks will be distributed on the prior business day.

Direct Deposit

Required if done by City Ordinance

Promotions

Promoted employees are paid at the salary stated in the applicable contract. When an employee is promoted to a new position, he/she would normally receive the salary at the minimum of the range for that position. However, if the minimum salary for the new position is less than the employee's base salary in his/her prior position, he/she will receive the salary at the first step immediately above his/her current base salary unless the appropriate Collective Bargaining Agreement provides a different formula.

Work RulesHours:

The official hours for City Hall employees are 9:00 a.m. to 5:00p.m., Monday thru Friday. Some departments (Police, Fire, Public Works, etc.) may have different hours due to shift work. These employees should check with their supervisor for their weekly work schedule. All employees are expected to report to work at the official starting time and work exclusively on City business until official finishing time.

The Department of Public Works/Property Maintenance has office hours from 7:00 AM to 5:00 PM, Monday thru Friday. Other hours may vary depending upon the work.

Employees who work outside of regular hours are not to bring friends or guests into City offices or buildings, unless cleared by the City Manager in advance, with the exception of a true emergency.

Parents are not to bring their children to work unless approved by the City Manager or a special date is announced by the City.

Time Clock

The time clock is the official clock of the City and determines when an employee must report to work. There are no grace periods permitted regarding employees reporting time. The time reported on the time clock is the exclusive clock to determine an employee's reporting time regardless of the time displayed on any other clock in the City. There are no exceptions to this policy. An employee must clock themselves in; under no circumstance should another employee clock another in; disciplinary action will be the result. AN EMPLOYEE'S FAILURE TO REPORT TO WORK BY THE APPROPRIATE TIME DISPLAYED ON THE TIME CLOCK WILL RESULT IN DISCIPLINARY ACTION.

Department Head Call-In

All Department Heads, with the exception of Public Maintenance, must email the City Manager's office by 10 a.m. each business day to report the attendance of their staff in the event that staff is out sick or utilizing personnel time.

Sign In/Out

All employees of the municipality when entering or leaving the building for any reason must utilize the Sign In/Out sheets. Department Heads are responsible for monitoring their staff's compliance with this policy. Any employee's failure to comply with this policy will result in disciplinary action, up to and including discharge.

Lunch

Lunch must be taken between 11:30 AM and 2:00 PM. If working with a customer, lunch should be delayed until the customer's needs/requests are completed. Lunch shall be an hour in length. Department's should make every effort to provide coverage during the lunch hour. Lunch should not be taken at the employee's desk area. Emergency personnel may make reasonable accommodations.

Emergency Closing

If there is a need for an emergency closing of the City's offices, the decision will be made by the City Manager or his/her designee. However, if due to weather conditions, an employee is unable to report to work, or if conditions, warrant you're leaving, it must be with the permission of your department head. In either case, the employee shall be charged one personal leave day or one vacation day for each day you are not at work. Employees should consult the appropriate collective bargaining agreement for more information. This does not pertain to essential City workers.

Dress Code

Dress, grooming and personal hygiene must be appropriate for the position. Uniforms are required for certain jobs and are to be worn in accordance with applicable departmental standards. All other employees are required to dress in a manner that is normally acceptable in similar business establishments and consistent with applicable safety standards. Employees shall not wear suggestive attire, jeans, athletic clothing, shorts, sandals, T-shirts, novelty buttons, baseball hats and similar items of casual attire that do not present a businesslike appearance. Hair, sideburns, moustaches and beards must be clean, combed and neatly trimmed. Shaggy, unkempt hair is not permissible regardless of length. With the advance approval of the CITY MANAGER title the City will make reasonable religious accommodations that do not violate safety standards. Employees violating this policy shall be required to take corrective action or will be sent home without pay. Certain Departments will be exempt from this depending on the nature of the work; please check with your supervisor.

The following is a guideline for appropriate dress:

Police Officers, Superior Officers and Firefighters:

Wear regulation uniforms as specified in the Police and Fire Departments Regulation Handbooks.

Friday is "casual day" for non-uniformed municipal employees.

The following are not appropriated for casual dress day: tank/halter/cabana tops; shorts, miniskirts, sandals (dress sandals are ok), pajamas, beach thongs, bathing suits, transparent blouses/shirts; outfit

which exposes the midriff area; hair curlers and nets; dangling and/or large jewelry that can be caught in machinery, doors, etc.; faded ripped or torn clothing, sweat pant outfits/work-out attire and tight clothing.

Thursday is casual day for Court employees.

Casual days are subject to change at the discretion of the City Manager.

Public Works:

All employees shall dress in an appropriate and safe manner which shall be at the discretion of supervisors and senior management.

Telephone Policy

Telephone manners are of the utmost importance to the City. Employees must always be courteous and helpful on the telephone. In many cases, the only contact an individual has with the City is via telephone. Calls are to be answered and/or returned quickly and pleasantly. Always remember to say please and thank you. If a caller is angry and/or abusive, do not respond in kind. When using a telephone on City business, remember you represent the entire City to the person calling. When you answer calls promptly and courteously, you make a favorable impression on the caller.

As employees of the City we must understand that our salary is paid by Asbury Park taxpayers. The City will take steps to insure that this is the guiding principle that directs our actions.

Personal use of the City's telephone at any time is prohibited, except in an emergency. Violation of this policy by an employee may result in disciplinary action. Long distance telephone calls, except for city business, are prohibited at all times. Violation of the long distance calls policy will result in personal reimbursement for non-sanctioned calls and/or disciplinary action up to and including termination.

WORK SAFETY

The City will provide a safe and healthy work environment and shall comply with the Public Employees Occupational Safety and Health Act (PEOSHA). The City is equally concerned about the safety of the public. Consistent with this policy, employees will receive periodic safety training and will be provided with appropriate safety equipment. Employees are responsible for observing safety rules and using available safety devices including personal protective equipment. Failure to do so constitutes grounds for disciplinary action. Any occupational or public unsafe condition, practice, procedure or act must be immediately reported to the supervisor or Department Head. Any on-the-job accident or accident involving City facilities, equipment or motor vehicles must also be reported to the supervisor or Department Head as per the guidelines in this Policy

The City Manager may appoint a Safety Committee that meets on a regular basis to discuss and recommend solutions to safety problems. Employees are encouraged to discuss safety concerns with their Safety Committee Representative and the City Manager.

Safety Glasses

As part of its accident prevention program, the City of Asbury Park requires employees who are involved in physical activities to have and wear safety glasses. Eye injuries can be easily caused by flying debris and result in serious long term disabilities to an employee. All employees engaged in physical activities shall wear safety glasses whenever on the job and must wear special masks/goggles when required to do so, they will be subject to disciplinary proceedings.

If the City has provided safety glasses/goggles; the employee will be expected to wear the glasses/goggles and maintain them in good condition. The City will replace any safety glasses/goggles broken as a result of job related accident. However, if the glasses/goggles are damaged as a result of the employee's negligence, then the employee must have them repaired or replaced at their own expense.

No Smoking Policy:

The New Jersey Legislature has declared that in all governmental buildings the rights of non-smokers to breathe clean air supersedes the rights of smokers. In accordance with State law, the City has adopted a smoke-free policy for all buildings. City facilities shall be smoke-free and no employee or visitor will be permitted to smoke anywhere in City buildings. Employees are permitted to smoke only outside City buildings and such locations as not to allow the re-entry of smoke into building entrances. Smoking inside vehicles owned by the City and near equipment that may be sensitive to smoke is also prohibited. This policy shall be strictly enforced and any employee found in violation will be subject to disciplinary action.

At the Public Works facility, there shall be no smoking within the fenced-in yard.

There shall be no smoking in City owned vehicles.

Workplace Violence Policy:

The City will not tolerate workplace violence. Violent acts or threats made by an employee against another person or property are cause for immediate dismissal and will be fully prosecuted. This includes any violence or threats made on City property, at City events or under other circumstances that may negatively affect the City's ability to conduct business.

Prohibited conduct includes:

- Causing physical injury to another person;
- Making threatening remarks;

- Aggressive, hostile, or bullying behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another employee;
- Possession of a weapon while on City property or while on City business except with the authority of the Police Chief or highest ranking law enforcement officer; and
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Any potentially dangerous situations must be immediately reported. The City will actively intervene in any potentially hostile or violent situation.

General Anti-Harassment Policy:

It is the City's policy to prohibit harassment of an employee by another employee, management representative, supplier, volunteer, or business invitee on the basis of actual or perceived sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, domestic partnership status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), gender identity or expression, liability for service in the United States armed forces, and/or any other characteristic protected by law. Harassment of non-employees by our employees is also prohibited. While it is not easy to define precisely what harassment is, it includes slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, caricatures or representations of persons using electronically or physically altered photos, drawings or images, and other similar verbal, written, printed or physical conduct.

If an employee is witness to or believes to have experienced harassment, immediate notification of the supervisor or other appropriate person should take place. See the Employee Complaint Policy.

Harassment of any employees, in connection with their work, by non-employees may also be a violation of this policy. Any employee who experiences harassment by a non-employee, or who observes harassment of an employee by a non-employee should report such harassment to the supervisor. Appropriate action will be taken against any non-employee.

Notification of appropriate personnel of any harassment problem is essential to the success of this policy and the [local unit type] generally. The City cannot resolve a harassment problem unless it knows about it. Therefore, it is the responsibility of all employees to bring those kinds of problems to attention of the appropriate officials so that steps are taken to correct them.

Violation of this harassment policy will subject employees to disciplinary action, up to and including immediate discharge.

TRANSITIONAL (LIGHT) DUTY POLICY

The City will endeavor to bring employees with temporary disabilities back on the job as soon as possible and may assign transitional duty to employees who temporarily cannot perform the essential functions of their positions because of injury or illness. Traditional duty is not guaranteed and will not exceed forty-five workdays.

An employee requesting transitional duty or the Workers' Compensation Physician shall notify the Department Head and copy the City Manager as soon as the temporarily disabled employee is able to return to work. Any restrictions will be detailed. Transitional duty will only be assigned if the employee will probably be able to perform the essential functions of the regular position after the transitional duty period. The City Manager will consult with the department head to determine if there is any meaningful work that can be performed consistent with the restrictions. Transitional duty assignments may be in any department and not just the employee's normal department. The City Manager and/or Department Head will decide if it is in the best interest of the City Manager to approve a transitional duty request and will notify the employee of the decision. The City reserves the right to terminate the transitional duty assignment at any time without cause.

Employees may not refuse transitional duty assignments that are recommended by the Workers' Compensation Physician. In such cases, failure to report to work as directed shall result in disciplinary action including but not limited to termination. If the employee believes that the transitional duty assignment is beyond the employee's abilities, the employee may request a meeting the City Manager who will render a written response within 24 hours.

Employees on transitional duty will receive their regular salaries and are prohibited from engaging in outside employment of any kind unless they receive prior written approval from the Workers' Compensation Physician that no further harm may occur in said secondary job and the City Manager must also approve. If transitional duty is approved, the employee or Workers' Compensation Physician must keep the Department Head informed of the medical progress. Employees assigned to transitional duty will be allotted time off to attend medical or physical therapy appointments but must request leave time for any other reason. If at the end of the transitional duty period the employee is not able to return to work without restrictions, the City reserves the right at its sole discretion to extend the transitional duty or place the employee back on workers' compensation or disability. This policy does not affect an employee's rights under the Americans with Disabilities Act, the Family and Medical Leave Act, the Fair Labor Standards Act, the Contagious or Life Threatening Illnesses Policy or other Federal or State law.

"Whistle Blower" Policy:

Employees have the right under the "Conscientious Employee Protection Act (CEPA)" to complain about any activity, policy or practice that the employees reasonably believe is in violation of a law, rule, or regulation promulgated pursuant to law without fear of retaliation or reprisal. This right shall be communicated to all employees in an annual letter outlining the specific employee complaint procedure and in a posted notice. A written acknowledgement that the employee received, read, and understood this letter will be included in the employee's official personnel file. The annual notice shall be in English and Spanish and must contain the name of the person who is designated to receive written notification of policies or practices that might violate CEPA. This right will also be communicated in the Employee Handbook. All complaints will be taken seriously and promptly investigated.

The City shall not take any retaliatory action or tolerate any reprisal against an employee for any of the following:

- Disclosing or threatening to disclose to a supervisor, Department Head, the CITY MANAGER title, other official or to a public body, as defined in the Conscientious Employee Protection Act (N.J.S.A. 34:19-1 et seq.) an activity, policy or practice that the employee reasonably believes is in violation of a law, a rule or regulation promulgated pursuant to law;
- Providing information to, or testifying before any public body conducting an investigation, hearing, an inquiry into any violation of law, or a rule or regulation promulgated pursuant to law; or
- Objecting to, or refusing to participate in any activity, policy, or practice that the employee reasonably believes is a violation of a law, rule or regulation promulgated pursuant to law; is fraudulent or criminal; or is incompatible with a clear public policy mandate concerning the public health, safety, or welfare.

In accordance with the statute, the employee must bring the violation to the attention of the City Manager. However, disclosure is not required where (1) the employee is reasonably certain that the violation is known to one or more officials; (2) where the employee reasonably fears physical harm; or (3) the situation is emergency in nature. Employees are encouraged to complain in writing using the Employee Complaint form. See Employee Complaint Policy. Under the law, the employee must give the City a reasonable opportunity to correct the activity, policy or practice. The administration of whistleblower complaints is not subject to the limitations in the Grievance Policy.

RETALIATION

It shall be a violation of this policy for any employee to take reprisals against any person because she/he has filed a complaint, testified or assisted in any proceedings in this policy. Threats, other forms of intimidation and/or retaliation against the complainant or any other party based on involvement in the complaint process may be cause for disciplinary action.

Video Surveillance

The City may install video surveillance camera systems within public buildings and throughout public areas within the City, primarily as visual deterrents of criminal behavior and for the protection of employees and municipal assets. In implementing these video camera systems, the City will ensure compliance with federal, state and local laws governing such usage.

The City video surveillance camera systems are a significant tool to which the employees of the City will avail themselves in order to complete the goals and objectives of the City. Employees are only permitted to use the video surveillance camera systems for a legitimate purpose and with proper authorization. The City Manager designee will be responsible for authorization of users; said designee shall be the highest ranking law enforcement officer unless otherwise stated in a memorandum. The improper use of these systems can result in discipline up to and including termination.

No employee is permitted to view, continually watch, search, copy or otherwise use one of the City video

surveillance camera systems or tamper with access, archive, alter, add to, or make copies of any data that has been recorded and stored within any of these systems without (1) a specific legitimate purpose and (2) permission for the designee of the City.

The City shall designate a person to be responsible for the maintenance and administration of the video surveillance camera system. Such designee will be responsible for maintaining a user access log detailing the date and name of individuals who view/access a stored recording.

Any employee who becomes aware of any unauthorized disclosure of a video record in a contravention of this policy and/or a potential privacy breach has the responsibility to ensure that the City Manager are immediately informed of such breach.

Safety Vests

The City has purchased reflecting safety vests to be worn by those city employees who work in the streets. These vests are to be worn by employees when working in the streets to protect employees from vehicle accidents. Employees who refuse to wear the safety vest while working in the street will be subject to disciplinary action.

Electronic Equipment

The City's Communication Media are the property of the City and, as such, are to be used for legitimate business purposes only. For purposes of this Communication Media Policy, "Communication Media" includes all electronic media forms provided by the City, such as cell phones, smart phones, computers, electronic tablets, access to the internet, voicemail, email, and fax.

All data stored on and/or transmitted through Communication Media is the property of the City. For purposes of this policy, "Data" includes "electronically-stored files, programs, tables, data bases, audio and video objects, spreadsheets, reports and printed or microfiche materials which serve a City business purpose, regardless of who creates, processes or maintains the data, or whether the data is processed manually or through any of the City's mainframe, midrange or workstations; servers, routers, gateways, bridges, hubs, switches and other hardware components of the City's local or wide-area networks."

The City respects the individual privacy of its employees. However, employee communications transmitted by the City's Communication Media are not private to the individual. **All Communication Media and all communications and stored information transmitted, received, or contained in or through such media may be monitored by the City. The City reserves the absolute right to access, review, audit and disclose all matters entered into, sent over, placed in storage in the City's Communication Media.** By using the City's equipment and/or Communication Media, employees consent to have such use monitored at any time, with or without notice, by City personnel. The existence of passwords does not restrict or eliminate the City's ability or right to access electronic communications. However, the City cannot require the employee to provide its password to his/her personal account.

All email, voicemail and Internet messages (including any technology-based messaging) are official documents subject to the provisions of the Open Public Records Act (NJSA 47:1A-1). Employees of the

City are required to use the assigned municipal email account for ALL City business and correspondence. The use of private email accounts for ANY City business or during business hours is strictly prohibited.

Employees can only use the City's Communication Media for legitimate business purposes. Employees may not use City's Communication Media in any way that is defamatory, obscene, or harassing or in violation of any City rules or policy. Examples of forbidden transmissions or downloads include sexually-explicit messages; unwelcome propositions; ethnic or racial slurs; or any other message that can be construed to be harassment or disparaging to others based on their actual or perceived age, race, religion, sex, sexual orientation, gender identity or expression, genetic information, disability, national origin, ethnicity, citizenship, marital status or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances.

Social Media and its uses in government and daily life are expanding each year however, information posted on a website is available to the public; therefore, employees must adhere to the following guidelines for their participation in social media. Only those Employees directly authorized by the City Manager may engage in social media activity during work time through the use of the City's Communication Media, as it directly relates to their work and it is in compliance with this policy.

All employees, who have been granted access to electronically-stored data, must use a logon ID assigned by City. Certain data, or applications that process data, may require additional security measures as determined by the City. Employees must not share their passwords; and each employee is responsible for all activity that occurs in connection with their passwords.

All employees may access only data for which the City has given permission. All employees must take appropriate actions to ensure that City data is protected from unauthorized access, use or distribution consistent with these policies. Employees may not access or retrieve any information technology resource and store information other than where authorized.

Employees must not disable anti-virus and other implemented security software for any reason, in order to minimize the risk of introducing computer viruses into the City's computing environment.

Employees may not install or modify ANY hardware device, software application, program code, either active or passive, or a portion thereof, without the express written permission from the City. Employees may not upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of the City, or licensed to the City. Employees shall observe the copyright and licensing restrictions of all software applications and shall not copy software from internal or external sources unless legally authorized.

The City encourages employees to share information with co-workers and with those outside the City for the purpose of gathering information, generating new ideas and learning from the work of others to the extent such sharing is permitted by the City. Social media provide inexpensive, informal and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public; therefore, employees must adhere to the following guidelines for their

participation in social media. Employees may engage in social media activity during work time through the use of the City's Communication Media, provided that it is directly related to their work and it is in compliance with this policy.

The City encourages employees to share information with co-workers and with those outside the City for the purpose of gathering information, generating new ideas and learning from the work of others to the extent such sharing is permitted by the City. Social media provide inexpensive, informal and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public; therefore, employees must adhere to the following guidelines for their participation in social media. Employees may engage in social media activity during work time through the use of the City's Communication Media, provided that it is directly related to their work and it is in compliance with this policy.

Employees must not reveal or publicize confidential City information. Confidential proprietary or sensitive information may be disseminated only to individuals with a need and a right to know, and where there is sufficient assurance that appropriate security of such information will be maintained. Such information includes, but is not limited to the transmittal of personnel information such as medical records or related information. In law enforcement operations, confidential, proprietary or sensitive information also includes criminal history information, confidential informant identification, and intelligence and tactical operations files.

Employees are prohibited from releasing or disclosing any internal working documents to social media sites. This includes, but is not limited to, screenshots of computer stations, pictures of monitors and/or actual documents themselves without the prior approval of the City Manager. Photographs, pictures, digital images of any crime scenes, traffic crashes, arrestees, detainees, people or job related incident or occurrence taken with the City's Communication Media to any person, entity, business or media or Internet outlet whether on or off duty without the express written permission of the City Manager. Except in "emergency situations, "Employees are prohibited from taking digital images or photographs with media equipment not owned by the City. For purposes of this section, an "emergency situation" involves a sudden and unforeseen combination of circumstances or the resulting state that calls for immediate action, assistance or relief, and may include accidents, crimes and flights from accidents or crimes and the employee does not have access to the City's Communication Media. If such situation occurs, employee agrees that any images belong to the City and agree to release the image to the City and ensure its permanent deletion from media device upon direction from the City.

No media advertisement, electronic bulletin board posting, or any other posting accessible via the Internet about the City or on behalf of the City, whether through the use of the City's Communication Media or otherwise, may be issued unless it has first been approved by the City Manager or Director of Communication. Under no circumstances may information of a confidential, sensitive or otherwise proprietary nature be placed or posted on the Internet or otherwise disclosed to anyone outside the City.

Because (authorized) postings placed on the Internet through use of the City's Communication Media will display on the City's return address, any information posted on the Internet must reflect and adhere to all of the City's standards and policies.

All users are personally accountable for messages that they originate or forward using the City's Communication Media. Misrepresenting, obscuring, suppressing, or replacing a user's identity on any Communication Media is prohibited. "Spoofing" (constructing electronic communications so that it appears to be from someone else) is prohibited.

Employees must respect the laws regarding copyrights, trademarks, rights of public City and other third-party rights. Any use of the City's name, logos, service marks or trademarks outside the course of the employee's employment, without the express consent of the City, is strictly prohibited. To minimize the risk of a copyright violation, employees should provide references to the source(s) of information used and cite copyrighted works identified in online communications.

To the extent that employees use social media outside of their employment and in so doing employees identify themselves as City's employees, or if they discuss matters related to the City on a social media site, employees must add a disclaimer on the front page, stating that it does not express the views of the City, and the employee is expressing only their personal views. For example: "The views expressed on this website/web log are mine alone and do not necessarily reflect the views of my employer." Place the disclaimer in a prominent position and repeat it for each posting that is expressing an opinion related to the City or the City's business. Employees must keep in mind that, if they post information on a social media site that is in violation of City policy and/or federal, state or local laws, the disclaimer will not shield them from disciplinary action.

Nothing in these policies is designed to interfere with, restrain or prevent employee communications regarding wages, hours or other terms and conditions of employment. City employees have the right to engage in or refrain from such activities.

ALCOHOL AND DRUG POLICY

Employees must check with their Supervisor to see if a particular alcohol and/or drug policy applies to their department (i.e. Department of Public Safety, employees with a CDL license and/or in safety-sensitive position). If so, the policy for the specific department is the only Alcohol and Drug Policy which applies to those employees.

This policy conforms to current State of New Jersey law upon the publication of this manual. This policy will at all times be interpreted and enforced in accordance with current New Jersey law.

The City recognizes that the possession or use of unlawful drugs and the abuse of alcohol pose a threat to the health and safety of all employees. Any employee who appears to be intoxicated or under the influence of alcohol or drugs during working hours or is under reasonable suspicion of same shall be immediately tested and is subject to discipline up to and including termination. The supervisor or Department Head will immediately report any reasonable suspicions to the CITY MANAGER.

An employee will be required to submit to alcohol, drug or controlled substance testing when the employee's work performance causes a reasonable suspicion that that employee is impaired due to current intoxication, drug or controlled substance use, or in cases where employment has been conditioned upon remaining alcohol, drug, or controlled dangerous substance free following treatment. Refusal to submit to testing when requested may result in immediate disciplinary action, including termination. Supervisors or Department heads that observe behavior constituting reasonable suspicion are required to institute testing and do not have the option of sending the employee home as an alternative.

The manufacturing, distribution, dispensation, possession, and use of alcohol or unlawful drugs on City premises, vehicles or during work hours by employees is strictly prohibited.

Employees must notify their supervisor within three (3) days of conviction for a drug or alcohol related violation, whether or not the violation occurred in the workplace.

Employees who maintain a Commercial Driver's License (CDL) are subject to random drug testing as required by the federal government.

Employees using prescription drugs that may affect job performance or safety must notify the City Manager and the Personnel Officer who is required to maintain the confidentiality of any information regarding an employee's medical condition in accordance with the Health Insurance Portability and Protection Act. City personnel who hold a Commercial Driver's License (CDL) are subject to the provisions of the Commercial Driver's Licenses Drug and Alcohol Testing Policy. (A program to assist employees who may have a drug/alcohol problem is provided through the City's Employee Assistance Program.)

No prescription drug should be used by any person other than the individual to whom it is prescribed. Such substances or non-prescription (over-the-counter) drugs should be used only as prescribed or indicated. Employees are prohibited from consuming prescription drugs that are not prescribed in their name on City property or while performing City business. Soliciting or distributing prescription drugs for or to other employees is also strictly prohibited.

SEXUAL HARASSMENT POLICY

AT ANY TIME ANY PERSON FEELING THAT THEY ARE THE VICTIM OF SEXUAL HARASSMENT MAY BYPASS THE CHAIN OF COMMAND AS OUTLINED AND IMMEDIATELY SEEK OUT THE INVOLVEMENT OF THE CITY MANAGER. It is the policy of the City of Asbury Park to prohibit sexual harassment of any employee by another employee, supervisor or a third party. Harassment of third parties by an employee of the City is also prohibited. The purpose of this policy is to assure that in the work place, no employee is subject to sexual harassment. Sexual harassment includes: unwelcome sexual advances, requests for sexual and/or verbal or physical conduct of a sexual nature, including, but not limited to drawings, pictures, jokes, teasing, uninvited touching or other sexually related comments.

Sexual harassment of an employee will not be tolerated by the City of Asbury Park. Violations of this policy will result in the disciplinary action, up to and including termination. There will be no adverse action taken against employees who report violations of this policy or participate in the investigation of such violations.

ANY employee who feels that (s)he is a victim of sexual harassment should immediately report such actions in accordance with the following procedure. All complaints will be promptly and thoroughly investigated.

AN EMPLOYEE WHO FEELS HE/SHE HAS BEEN SEXUALLY HARASSED SHOULD:

1. Tell the harasser in no uncertain terms that the behavior is unwanted and remove themselves as best possible from the situation
2. Keep a log, record the incident, in detail, note the date, time and place of each incident and any possible witnesses;
3. Inform the immediate supervisor and/or the next supervisory level immediately, in writing, immediately. A complaint of sexual harassment form is provided in this manual as Appendix B. (An employee may consult with the City Manager, if he/she cannot comfortably hold a discussion with the supervisor);
4. The immediate supervisor of the employee will report the incident to the Affirmative Action Officer if not bypassed directly to the City Manager;
5. The Affirmative Action Officer will promptly schedule individual review meetings with the complainant and the accused and respond to the complaint. The Affirmative Action Officer may also:
 - A. Permit the attendance of counsel or union representative, if applicable.
 - B. Make sound or video recordings of the meetings if he or she feels same is advisable.
 - C. Obtain signed statements from the complainant, the accused and all witnesses at the conclusion of the meeting(s) to verify information they presented.
 - D. The Affirmative Action Officer shall present his/her findings in a written report to the City Manager and the City Council promptly upon the conclusion of the investigation for review and action.
6. The City Manager will make his/her decision, based on the findings of the report and notify all parties involved. The City Manager will then take the appropriate disciplinary action, if necessary.

The City's Affirmative Action Officer as outlined above will promptly investigate every reported incident of sexual harassment immediately. The City will conduct all investigations in a discreet manner.

Confidentiality will be maintained throughout the investigation process. The City recognizes that every investigation requires a determination based on all the facts in the matter. The investigation may include, but need not be limited to, interviews and written statements from the victim, the alleged harasser and any witnesses. The City Manager or Affirmative Action Officer may request the assistance of the City Labor Attorney, other supervisory personnel, or outside sources, such as the County Human Relations Commissions, in conducting the investigation.

EMPLOYMENT INFORMATION

Outside Employment

Outside employment will be subject to any relevant provisions in a collective bargaining agreement. In the absence of appropriate contractual language, a written request to engage in outside employment shall be submitted to the City Manager or his/her designee for approval. Notice of any approved outside employment will be given by the City Manager to the appropriate department head and Payroll Supervisor. The Department Head, City Manager or designee may approve or deny such as request.

Change of Vital Information

An employee is responsible for notifying the Payroll office within three (3) work days of any change in name, address and/or phone number. Further, it is an employee's responsibility to ensure that all necessary information for taxes and health benefits is kept current and accurate.

Employee Assistance Program

The City will offer an Employee Assistance Program (EAP) through the insurance carrier or as a stand-alone activity. To the fullest extent possible under the law and/or existing contracts, an employee shall seek assistance by the EAP Provider for stress or other issues they feel are associated with the workplace.

Driver's License Policy:

Any employee whose work requires that the operation of City vehicles must hold a valid New Jersey State Driver's License.

All new employees who will be assigned work entailing the operating of a City vehicle will be required to submit to a Department of Motor Vehicles driving records check as a condition of employment. A report indicating a suspended or revoked license status may be cause to deny or terminate employment.

Periodic checks of employee's drivers' licenses through visual and formal Department of Motor Vehicles review checks shall be made by Department Heads or Division Supervisors. Any employee who does not hold a valid driver's license will not be allowed to operate a City vehicle until such time as a valid license is obtained. If the license is required for job duties, the employee may face disciplinary action up to and including termination.

Any employee performing work which requires the operation of a City vehicle must notify the immediate supervisor in those cases where a license is expired, suspended or revoked and/or who is unable to obtain an occupational permit from the State Department of Licensing. An employee that fails to report such an instance, is subject to disciplinary action, including demotion or termination. An employee who fails to immediately report such revocation or suspension to their supervisor and continues to operate a City vehicle shall be subject to possible termination.

Any information obtained by the City in accordance with this section shall be used by the City only for carrying out its lawful functions and for other lawful purposes in accordance with the Driver's Privacy Protection Act (18 U.S.C. S 2721 et seq.)

Medical Examinations

Some employees are required to have a medical examination prior to employment by the City. The examination will be performed by a physician designated by the City at no cost to the employee. Some employees, as required by State and Federal Law, must take medical examinations during employment. Employees required to take medical examinations during employment should consult their supervisor for the appropriate policy and/or procedure for the examinations.

Work Related Injuries and Worker's Compensation Policy

All injuries sustained on the job must be reported to the employee's supervisor within seventy-two hours and this information shall be provided to the insurance carrier. Failure to report injuries and/or complete notification requirements in a timely manner may result in disciplinary action up to termination.

Employees should consult the appropriate Supervisor or Department Head for the proper procedure for reporting an injury and if necessary, the injury leave process.

Employees who suffer job related injuries and illnesses may be entitled to medical expenses, lost income and other compensation under the New Jersey Workers Compensation Act. The City covers workers compensation benefits (through its membership in a joint insurance fund) (with a self-insurance plan). Any occupational injury or illness must be immediately reported to the supervisor or Department Head. All required medical treatment must be performed by a Workers Compensation Physician appointed by the applicable insurance coverage and payment for unauthorized medical treatment may not be covered pursuant to the Act.

Unless explicitly provided for in a bargaining agreement, the City will only pay, either directly or through its Workers' Compensation insurer, those benefits that are specifically provided for under the Workers' Compensation Act and will not supplement these benefits with additional benefits pursuant to NJSA 11A:6-8.

Use of Automobiles

Certain City officials, by virtue of their position, are assigned City cars for use on City business. Other employees, from time to time, be required to use a car for City business. All vehicles shall be lettered as per IRS Publication 15b. Non-City employees are prohibited from riding in City vehicles for non-work related matters. If you are required to transport a citizen, you must have permission of your supervisor or department head. Any employee's use of a City vehicle is to be authorized by the City Manager only. Only emergency first responders, staff who routinely responds to emergent needs after normal work hours, police managers with oversight and investigatory status, the top two law enforcement personnel and positions that are fully grant funded may utilize City vehicles for take home use and all usage will be done in accordance with IRS Publication 15b. The following list may utilize a City vehicle to travel to and from the City. The City Manager must sign off on any new requests for an employee to utilize a City vehicle:

- Police Chief
- Deputy Police Chief
- Police - Office in charge of the Street Crimes unit
- Public Works Superintendent/Director
- Public Works - Deputy Director
- Public Works – Sewer Plant Manager (highest ranking employee)
- Construction Code Official
- Director of Community and Social Services

- Social Worker – only if position is grant funded and responds to weekend and off hour calls
- Fire Chief
- Fire Official

Auto Accidents

If you are involved in a motor vehicle accident while driving on behalf of the City you must:

1. Notify the police immediately. Request an ambulance for any injured persons.
2. Obtain the other driver's name, address and license number from their driver's license. Also obtain all drivers' insurance information.
3. Obtain the name and address of anyone injured.
4. Obtain the name and address of any witnesses.
5. Get a description of the vehicle such as color, make, body style and license plate number.
6. Do not discuss fault with anyone.
7. Report the details of the accident to your supervisor immediately.

Pay Plan

On file in the City Manager's office is the current pay plan, classification plan and salary ordinance. Employees are hired, appointed or promoted into positions in the ranges stated in the classification plan and at the salary stated in the ordinance and any applicable contract. This information is also available in the Finance Department with the employee responsible for payroll.

Disciplinary Action

Supervisors and/or the City Manager are charged with the responsibility of disciplining employees who do not conduct themselves in the best interest of the City of Asbury Park and its citizens. All employees of the City of Asbury Park are expected to comply with rules of the conduct described in this manual,

with the City Code, with all policies governing their department and with all lawful orders of their superiors.

The following examples of misconduct are cause for disciplinary action as prescribed by the Civil Service Commission rules. This list is not exhaustive, only illustrative (non-Civil Service or union employees remain employees at will who may be terminated for any or no reason, with or without notice):

- neglect of duty
- incompetency or inefficiency
- incapacity due to mental or physical disability
- intoxication while on duty
- chronic or excessive absenteeism or tardiness
- neglect, waste or destruction of City property
- insubordination
- disorderly or immoral conduct
- falsifying documents
- conviction of a crime
- conduct unbecoming a public employee
- other serious offenses and sufficient cause (N.J.S.A.4A:2-2.3)

Disciplinary action can consist of counseling, verbal warning, written warning, and suspension without pay, fine or termination. All discipline will be imposed in accordance with all applicable statutes and Civil Service Commission rules.

A disciplinary action may be initiated by a supervisor, department head or the City Manager. Copies of all written notices must be filed with the City Manager's office who will forward same to the Payroll Department for inclusion in that employee's personnel file. All suspensions and dismissals must be in writing and on appropriate Civil Service Commission or local forms. Some of these disciplinary actions can and will be "skipped" depending upon the severity of the alleged offense or misconduct.

There are two (2) types of disciplinary actions which may be filed against an employee.

- Minor Disciplinary Action – as found in (N.J.A.C. 4A:2-3.1).
- Major Disciplinary Action as found in (N.J.A.C. 4A:2-2.1)

Major Discipline may include but is not limited too:

1. Removal;
2. Disciplinary demotion;
3. Suspension or fine for five (5) working days at any one time;
4. Suspension or fine for five (5) working days or less where the aggregate number of days suspended or fined in any one calendar year is fifteen (15) working days or more.

The processing of all disciplinary charges and the implementation of any suspension or fines against an employee shall be conducted pursuant to statute and Civil Service Commission rules (See N.J.A.C. 4A:2-1.1, et seq.).

The causes of both minor and major discipline are found in N.J.A.C. 4A:2-2.3 General causes

(a) An employee may be subject to discipline for:

1. Incompetency, inefficiency or failure to perform duties;
2. Insubordination;
3. Inability to perform duties;
4. Chronic or excessive absenteeism or lateness;
5. Conviction of a crime;
6. Conduct unbecoming a public employee;
7. Neglect of duty;
8. Misuse of public property, including motor vehicles;
9. Discrimination that affects equal employment opportunity (as defined in N.J.A.C. 4A:7-1.1), including sexual harassment;
10. Violation of Federal regulations concerning drug and alcohol use by and testing of employees who perform functions related to the operation of commercial motor vehicles, and State and local policies issued thereunder;
11. Violation of New Jersey residency requirements as set forth in P.L. 2011, c. 70; and
12. Other sufficient cause.

Resignation

An employee must give at least fourteen (14) days written or verbal notice to his/her department head if he/she plans to resign, unless the appointing authority consents to a shorter notice. An employee may also be deemed to have resigned not in good standing if he meets the conditions set forth in N.J.A.C. 4A:2-6.2. Employees will be paid for unused vacation time minus any leave advanced to him/her that was not earned prior to the termination of employment. Failure to give sufficient written notice may jeopardize payment for unused vacation time. No payment shall be paid until all City property has been returned to the City Manager.

It is considered automatic resignation if an employee is absent from his/her job for a period of five (5) consecutive days without reporting the absence during said time period.

Retirement

An employee should give at least three (3) months notice to his/her department head if he/she plans to retire. Applications must be prepared and approved prior to the effective date, which must be the 1st of the month. All vacation and compensatory time must be used prior to the effective date of retirement except in cases as outlined in existing contracts and State law.

Leave of Absence

Permanent employees may be granted a leave of absence without pay if they have compelling reasons. While on leave of absence, an employee does not receive a salary or health benefits and does not accumulate vacation or sick leave, but does retain all Civil Service Commission rights.

A leave of absence beyond one (1) year may only be granted for military service, and then only with the approval of the Civil Service Commission.

Reinstatement shall be consistent with all applicable laws and regulations. Employees must consult the appropriate collective bargaining agreement for the specific leave of absence policy which applies to their bargaining unit.

The leave must include the use of any accrued vacation and sick leave time, regardless of the length of leave requested. The portion of the leave that runs beyond the exhaustion of vacation and sick leave will be without pay or longevity credit.

Personal leaves are not granted for the purpose of seeking or accepting employment with another employer, or for extended vacation time. Employees on personal leave of absence for more than two weeks in any month will not receive holiday pay, and will not accrue personal leave, sick leave or vacation time for that month. Health benefits may also be impacted. If the employee fails to return within five business days after the expiration of the leave, the employee shall be considered to have resigned.

Grievance Procedures

A grievance is any controversy arising over the interpretation, application or alleged violation of the terms and conditions of a collective bargaining agreement, and may be raised by an employee, his/her union representative or the City.

The grievance procedure is set forth in your collective bargaining agreement.

Non-union employees may file a grievance directly with the City Manager's Office.

Political Activity

Employees of the City are prohibited from engaging in political activities either in favor of or against any candidate, incumbent, or political party during working hours and/or in City buildings. Employees have exactly the same right as any other citizen to join political organizations and participate in political activities, as long as they maintain a clear separation between their official responsibilities and their political affiliations. Employees are prohibited from engaging in political activities while performing

their public duties and from using City time, supplies or equipment in any political activity. Any violation of this policy must be reported to the City Manager.

For those employees whose salary is paid by Federal funds, and department heads whose departments have received and spend Federal funds, there are several restrictions on political activity. These employees may not:

- be a candidate for office or work in a campaign representing a national or state political party;
- campaign for partisan candidates or political parties;
- register voters for any party only;
- collect contributions or sell tickets to political fund raising functions;
- hold office in a political club or party;
- circulate nominating petitions;
- use their official authority or influence for the purpose of interfering without affecting the result of an election or nomination for office; directly or indirectly coerce, attempt to coerce, command, or advise a State or Local officer or employee to pay, lend or contribute anything of value to a party, committee, organization, agency, or person for political purposes. 5U.S.C.1500

Use of Influence

No City official or employee is permitted to use his/her position, City officers or influence over City affairs in an attempt to promote his/her own position, standing or finances or the position, standing or finances of others contrary to the interest of the City and its residents. Taking advantage of one's City position to influence City business for personal gain is an offense punishable by law. The State of New Jersey ethics law shall be the over-riding rule.

Acceptance of Gifts

It shall be the practice of the City of Asbury Park that the acceptance of gifts, regardless of the value amount, by an employee is not allowed.

Periodic Performance Evaluations

In addition to the probationary period, all employees will receive a formal performance rating. Your performance is important to the City. Once each year, your supervisor will review your job progress and help you to set new job performance plans.

The performance review program provides the basis for better understanding between you and your supervisor, with respect to job performance, potential and your development during your employment with the City.

Every employee's supervisor will fill out the City's Performance Evaluation Form as adopted and approved by the City Manager. No other form is acceptable for an employee evaluation.
(See Appendix J)

Every employee may request a meeting with their department head to discuss their Evaluation Report.

Bulletin Board Policy:

The bulletin boards located in the City administrative building and other facilities are intended for official notices regarding policies, procedures, meetings and special events. Only personnel authorized by the Department Director or City Manager may post, remove, or alter any notice.

Employee Dating Policy:

The City recognizes the right of employees to engage in social relationships with each other, including relationships of a romantic or intimate nature. However, the municipality also recognizes that such relationships can be a problem in the workplace. They may result in favoritism, discrimination, unfair treatment, friction among coworkers, or the perception that they generate such problems.

To try to achieve a balance between employee rights and workplace needs, the City has adopted the following policy on the subject of supervisor/subordinate dating.

If such a relationship exists or develops, both parties involved shall report the fact to the City Manager..

For the purposes of this policy, a supervisor/subordinate status means a situation where one employee, irrespective of job title or civil-service classification, makes or has the authority to make decisions or to take action concerning another employee's compensation, promotion, demotion, discipline, daily tasks, or any other terms, conditions or privileges of employment with the municipality.

If the employees involved in the relationship are also in a supervisor/subordinate status, management may take any action which it deems appropriate, up to and including transferring one of the parties so that there is no longer a supervisor/subordinate relationship between them.

In Addition, management reserves the right to address any workplace issues that may result from that relationship in the manner it deems appropriate.

Any employee who violates this policy will be subject to disciplinary action, up to and including discharge. The municipality regards a violation of this policy as particularly serious because such workplace relationships can cause favoritism, discrimination, unfair treatment for other interference with municipal operations.

Nothing in this policy alters an employee's at will status.

FRINGE BENEFITS

Employees of the City of Asbury Park are entitled to a number of fringe benefits from vacations to insurance protection. Eligibility for these benefits is displayed on the chart below, identifying employee status by Civil Service Commission classification. This policy for benefits is effective March 15, 2000 for all new City employees. This policy will not affect any employee who is eligible for benefits prior to March 15, 2000 but would not be eligible for benefits under the new policy.

Employee Status	Permanent	Provisional	Temp and Seasonal
Full-time (hours)	All benefits	All benefits	No benefits
Part-time (Less than 29 hours)	No benefits	No benefits	No benefits

All fringe benefits are governed by the employee's appropriate collective bargaining agreement or State law. Non-union employees will receive, at least, the same benefits set forth in the AFSCME contract and additional benefits at the discretion of the City Manager. Questions regarding a non-union employee's benefits should be directed to the City Manager.

Leave Calculations

Employees should consult their appropriate collective bargaining agreement for the specific leave policy that applies to their bargaining unit. Non-union employees should consult with the City Manager for their leave policy.

Each employee shall be entitled to one (1) day for each month worked during the remainder of the calendar year of full-time employment. Beginning with the first full calendar year, the employee shall begin earning according to the collective bargaining agreement. If an employee terminates during the year, the leave will be re-calculated according to the actual time served. The employee will be paid for the unused vacation leave consistent with their labor contracts. An adjustment will be made in the employee's last paycheck for all leave advanced to him/her that was not earned prior to his /her termination. To receive credit for annual leave, an employee must be on an active work status. Leave cannot be taken in less than ½ day increments. Those employees whose leave records currently indicate hours or fractions of hours in credited leave will have those records adjusted to the nearest ½ day.

Submission of Leave Slips

Each employee should consult their appropriate collective bargaining agreement for the specific policy on the submission of leave slips that applies to their bargaining unit.

All vacation, compensatory and personal leave (with the exception of emergencies) must be requested and approved prior to the start of said leave. Failure to abide by this may result in disciplinary action. Prior to approving said leave; all department heads must verify that said leave is available to the City Manager's approval. Leave should be requested, at a minimum, seventy-two hours (72) in advance. The City recognizes that emergencies do exist.

Holidays

Holidays are governed by the applicable collective bargaining agreements. For employees not covered by a collective bargaining agreement, the following holiday schedule applies:

City employees will receive the following holidays with pay, provided the department head determines that the absence of the particular employee or employees on the designated holiday will not interfere with the efficient operation of the department. An employee not receiving time off on the designated holiday shall be paid as stated in the applicable contract.

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Lincoln's Birthday	Veteran's Day
President's Day Birthday	Election Day
Good Friday	Thanksgiving Day & Friday after
Memorial Day	Christmas Day
Independence Day	Employee's Birthday
Easter Sunday (only if worked on schedule)	

If the holiday should fall on a Sunday, the following Monday will be recognized as the holiday; if the holiday should fall on a Saturday, the preceding Friday will be observed. The City Manager retains the right to grant all employees off on any other holiday not specified above.

Sick days are not permitted before and/or after a scheduled holiday or vacation. In the event of an emergent sickness, then a doctor's note must be provided or you will not be paid for the scheduled day off.

Sick Leave

Sick leave is governed by the applicable collective bargaining agreements. Any employee, who is out sick for five (5) days or more, must return to work with a doctor's note. A doctor's note may be requested, at the discretion of the Department Head, for absences less than three (3) days. Non-union employees may be requested, at the discretion of the City Manager, to provide a doctor's note for absences totaling less than five (5) days. For voluntary procedures, a doctor's note shall be required for estimated time off to ensure a department is staffed.

Donated Leave Program

I. PURPOSE

Under a donated leave program, approved by the Commissioner of the State of New Jersey Civil Service Commission, employees of the City of Asbury Park may voluntarily donate whole accrued vacation and/or sick days to a fund for distribution to eligible co-workers who have exhausted all accrued leave time and compensatory time. This program is for employees who are suffering from a catastrophic illness or injury, which necessitates the employee's prolonged absence from work. Employees who are needed to provide care to a member of the employee's immediate family who is suffering from a catastrophic health condition or injury may also use it. This program is authorized by the New Jersey Civil Service Commission in accordance with N.J.A.C.4A:6:22.

II. ELIGIBILITY

A. RECIPIENT:

An employee must meet the following criteria in order to be eligible to receive donated leave:

1. The employee must have at least one (1) year of continuous service with the City; and
2. The employee must: (a) be suffering from a catastrophic health condition or injury which is expected to require a prolonged absence from work; (b) need to provide care to a member of the employee's immediate family who is suffering from a catastrophic health condition or injury; and
3. The employee must have exhausted all earned and accrued paid leave time, including sick, vacation, personal and compensatory time; and
4. The employee must provide acceptable medical documentation for him/herself or the employee's immediate family member, which _____ of the City Manager or his/her designated agent. The medical documentation must indicate the diagnosis, date of onset, severity and prognosis;

5. The employee must apply to participate and consent to the posting of a notice of his/her need to participate in the program. If the employee is unable to consent to this posting his/her family must be able to consent on the employee's behalf; and
6. The employee must receive at least five (5) sick and/or vacation days from one (1) or more donor(s).

B. DONOR

To be eligible to donate sick and/or vacation leave to the fund, a donor must meet the following criteria:

1. The donor must be an employee of the City; and
2. The employee shall donate only whole vacation and/or whole sick days; and
3. The employee shall donate no more than ten (10) sick or vacation days to any one recipient.
4. If the employee is donating sick days, the employee must have at least twenty (20) remaining accrued sick days. If the employee is donating vacation leave, the employee must have remaining at least twelve (12) vacation days.
5. The employee must agree not to revoke any donated leave.
6. An employee may donate leave time to an eligible employee in another department or agency within the City.
7. The employee must apply to participate in the Program and be determined eligible to participate.

III. DEFINITION

A catastrophic health condition or injury is a chronic illness or traumatic injury which is imminently life threatening or terminal and requires a prolonged absence from work. The catastrophic health condition or injury must be readily subject to diagnosis and verification by objective, medically acceptable clinic and laboratory diagnostic techniques. The catastrophic health condition or injury usually requires a specialized and intense course of medical treatment and/or therapy. The City may require an employee to be examined by a physician designated and compensated by the City to assess whether an illness or injury qualifies as catastrophic for purposes of this program.

IV. CONDITIONS

1. The lifetime maximum an employee can receive under this program is one-hundred eighty (180) donated leave days.
2. Donated time cannot be revoked once the donation form has been signed.
3. Upon retirement, a recipient of donated leave shall not be granted any supplemental compensation for any donated leave time under

- any collective bargaining agreement or retirement system.
4. An employee shall not threaten or coerce or attempt to threaten or coerce another employee for the purpose of interfering with rights involving donating, receiving or using donated leave time. Such prohibited acts shall include, but are not limited to promising to confer or conferring a benefit such as appointment or promotion or making a threat to engage in, or engaging in, and act of retaliation against an employer. Any employee who violates this provision shall be subject to discipline.
5. The donation of time under this Program shall not have any impact upon any attendance program or incentive plan for any employee, donor or recipient.
6. Employees may donate to any City employee, regardless of department or bureau.

V. PROCEDURES

1. The donor and recipient must complete the appropriate form. The recipient must attach the necessary medical documentation to this form.
2. Within ten (10) work days from receipt of the intended recipient's application and medical documentation, the City Manager or his/her designated agent shall retain the sole discretion to grant or deny the recipient's request; which shall not be subject to arbitration under any Collective Bargaining Agreement.
3. If the City approves an employee as a leave recipient, the City shall, with the employee's consent, post or circulate the employee's name along with those of other eligible employee's in a conspicuous manner to encourage the donation of leave time, and shall provide notice to all Union representatives.

If the employee is unable to consent to this posting or circulation, the employee's family may consent on his/her behalf.
4. In an employee is determined to be eligible, he/she will be notified in writing of the decision,
5. While using donated leave time a recipient continues to accrue sick and vacation.
6. Upon return to work, termination or retirement, any unused donated leave shall be returned to the leave donor on a prorated basis.

Unused donated leave time is to be reaccredited in the type of leave given, i.e. sick time donated restored as sick time.
7. All time donated by an employee(s) shall be designated on all City records as Donated Time Donor ("DL-D") and shall not affect any attendance program.
8. A receipt of donated leave will not bar the City from filing disciplinary charges of chronic or excessive absenteeism, if applicable.

VI. TERMINATION OR SUSPENSION OF DONATED LEAVE PLAN

- A. The City may suspend or terminate the donated leave plan at any time, provided that thirty (30) days written notice is provided to the Commissioner, all affected employees and labor negotiations representative.

VII. FORMS

- A. The appropriate forms for the donated leave program are located in the Appendix of this manual.

Vacation Leave

Vacation leave is governed by the applicable collective bargaining agreements. Non-union employees receive the same vacation leave as set for the in the AFSCME contract.

Bereavement Leave

Bereavement leave is governed by the appropriate collective bargaining agreements. Non-union employees receive the same bereavement leave as set forth in the AFSCME contract.

Military Leave

When a full-time employee (either permanent or temporary) who is a member of the reserve component of any United States armed force or the National Guard of any state including the Naval Militia and Air National Guard is required to engage in field training or is called for active duty, the employee will be granted a military leave of absence for the duration of the service. The first thirty (30) workdays of the leave shall be with full pay except that a member of the New Jersey National Guard shall receive full pay for the first ninety (90) days. Thereafter, the leave shall be without pay but without loss of time. The paid leave will not be counted against any available time off including but not limited to vacation, sick or personal time. A full-time temporary employee who has served less than one-year shall not be entitled to paid leave but shall be granted non-paid military leave without loss of time.

Employees on military service will also continue to receive paid health insurance coverage during the period of the paid leave plus an additional thirty days calendar days after the paid leave is exhausted. After this period has expired, employees may continue coverage for themselves or their dependents under the City group plan by taking advantage of the COBRA provision. Members of the State administered retirement systems (PERS and PFRS) will continue accruing service and salary credit in the system during the period of paid leave.

Pursuant to the Uniformed Services Employment and Reemployment Rights Act, any employee released from active duty under honorable circumstances shall return to work without loss of privileges or seniority within the following time limits: for service less than thirty-one (31) calendar days, the employee must return to work on the beginning of the first regularly scheduled workday or eight (8) hours after the end of military duty, with reasonable allowances for commuting; for service of thirty-one (31) to one hundred

eighty (180) calendar days, the employee must submit an application for reinstatement within fourteen (14) calendar days after completing military duty; for service greater than one hundred and eighty (180) calendar days, the employee must submit an application for reinstatement within ninety (90) calendar days after completing military duty.

Maternity Leave / Family Leave

Employees may be eligible for an unpaid family and medical leave under the federal Family and Medical Leave Act ("FMLA"). Employees also may be eligible for family and/or medical leave pursuant to the New Jersey Family Leave Act ("FLA"). In order to be eligible for such leave, employees must have: one (1) year of service with City; and, at least 1,000 hours of work (for New Jersey leave) and 1,250 hours of work (for Federal leave) during the previous twelve (12) months and is employed at a worksite where 50 or more employees are employed by the employer within 75 miles of the worksite (for Federal leave). Eligible employees may receive up to twelve (12) weeks of leave per year (FMLA) or twelve (12) weeks every twenty-four (24) months (FLA).

During the leave period, the employee's health benefits will be continued on the same conditions as coverage would have been provided had the employee been employed continuously during the entire leave. The employee will not continue to accrue vacation, sick or personal days for the period of the leave. The employee will receive seniority credit for the time that the employee has been on leave under this section. At the conclusion of the leave period, an eligible employee is entitled to reinstatement to the position the employee previously held or to an equivalent one with the same terms and benefits that existed prior to the exercise of leave.

Upon written notice, eligible employees are entitled to a family or medical leave for up to twelve weeks to care for a newly born or adopted child or a seriously ill immediate family member, including civil union partner, or for the employee's own serious health condition that makes the employee unable to perform the functions of the employee's position. Eligible employees who take leave under this policy must use all accrued available vacation and personal days during the leave. The use of accrued time will not extend the leave period. After exhausting accrued time, the employee will no longer be paid for the remainder of the leave.

The period of leave must be supported by a physician's certificate. An extension past twelve weeks can be requested, but medical verification of the need must be submitted prior to the expiration of the leave. The City reserves the right to deny any request for extended leave. Additional information concerning the Family Leave Policy and eligibility requirements are available from the (Personnel Administrator title).

Commencing July 1 2009, Family Temporary Disability ("FTD") payments for up to six (6) weeks in a twelve (12) month period will become available for eligible employees who are caring for a seriously ill immediate family member who is incapable of self-care or care of a newborn or adopted child. To be eligible, the employee must have worked at least 20 weeks at minimum wage within the last 52 weeks or earned 1000 times the minimum wage. The weekly benefit is 2/3 of weekly compensation up to a maximum of \$524 per week (this amount is subject to change). FTD will run concurrently with FMLA and/or FLA leaves and there is a one week waiting period. Employees may also be required to use accrued sick, vacation or personal leave for up to two weeks.

Employees taking paid family leave in connection with a family member's serious health condition may take leave intermittently or consecutively. Intermittent leave is not available for the care of a newborn or adopted child. Intermittent leave may be taken in increments necessary to address the circumstances that precipitated the need for leave. An employee seeking intermittent paid family leave is required to provide the City with 15 day notice unless an emergency or other unforeseen circumstance precludes prior notice. The employee seeking intermittent leave shall make a reasonable attempt to schedule leave in a non-disruptive manner. Employees requesting such leave shall provide the City with a regular schedule of days for intermittent leave.

Employees may also be eligible for an unpaid leave for up to twenty-six (26) workweeks in a year to care for a family member on active duty in the military or a covered veteran (a covered veteran is an individual who was discharged or released under conditions other than a dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran) with a serious injury or illness incurred in the line of duty on active duty for which the service member is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, or up to twelve (12) weeks in a year for a qualifying exigency. A qualifying exigency occurs when a military member is called to covered active duty (requires deployment to a foreign country) and a close member of his/her family must attend official ceremonies or family support or assistance meetings, there is a short-notice deployment, to attend to childcare matters, attend to financial and/or legal matters, or counseling. . A serious injury or illness means an injury or illness incurred by a covered service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank, or rating.

A serious injury or illness also means an injury or illness that was incurred by the covered veteran in the line of duty on active duty in the Armed Forces or that existed before the veteran's active duty and was aggravated by service in the line of duty on active duty, and that is either:

1. a continuation of a serious injury or illness that was incurred or aggravated when the veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; *or*
2. a physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and the need for military caregiver leave is related to that condition; *or*
3. a physical or mental condition that substantially impairs the veteran's ability to work because of a disability or disabilities related to military service, or would do so absent treatment; *or*
4. an injury that is the basis for the veteran's enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Any *one* of these definitions meets the FMLA's definition of a serious injury or illness for a covered veteran regardless of whether the injury or illness manifested before or after the individual became a veteran.

Upon employer's request, an employee must provide a copy of the covered military member's active duty orders to support request for qualifying exigency leave. In addition, upon an employer's request, certification for qualifying exigency leave must be supported by a certification containing the following information:

- statement or description of appropriate facts regarding the qualifying exigency for which leave is needed;
- approximate date on which the qualifying exigency commenced or will commence;
- beginning and end dates for leave to be taken for a single continuous period of time;
- an estimate of the frequency and duration of the qualifying exigency if leave is needed on a reduced scheduled basis or intermittently; and
- if the qualifying exigency requires meeting with a third party, the contact information for the third party and description of the purpose of the meeting.

Eligible employees may also take leave to care for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty. Such care may include arranging for alternative care, providing care on an immediate basis, admitting or transferring the parent to a care facility, or attending meetings with staff at a care facility.

Employees who request qualifying exigency leave to spend time with a military member on Rest & Recuperation may take up to a maximum of 15 calendar days. Upon an employer's request, an employee must provide a copy of the military member's Rest and Recuperation leave orders, or other documentation issued by the military setting forth the dates of the military member's leave.

Jury Duty

Employees who are summoned for service as juror will be excused on days they are required to be present in court. If the employee is not required to be present for jury duty for the entire work day, he/she must return to work immediately upon dismissal. All employees shall receive full pay for time served during jury duty in exchange for an assignment and delivery to the City of their jury duty compensation, exclusive of travel or expense compensation.

Personal Days

Employees must consult their respective collective bargaining agreement for their number of personal days and procedure for utilization of them. All employees are prohibited from using personal days to extend vacation days; this may result in disciplinary action

Non-union employees receive the same number of personal days as set forth in the AFSCME contract.

Hospitalization

Effective March 15, 2000 the City shall provide hospitalization and medical insurance for permanent employees and eligible dependents who work at least the minimum as required by law or contract. As to dependent children, the same shall be those children that are determined to be dependent as interpreted by the insurance carrier. In addition to the foregoing insurance coverage, the City shall

provide major medical insurance. The employee is responsible for any co-payment required by the carrier. The effective date of coverage is the 1st day of the month following two (2) full months of service. This policy shall not exclude any employee who prior to March 15, 2000 received hospitalization benefits but works less than twenty-nine (29) hours a week. The Hospitalization policy is subject to change through collective bargaining or State statute.

COBRA

You and your covered dependents will have the opportunity to continue medical benefits for a period of up to thirty-six (36) months under the provision of the Federal consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical coverage for you and your dependents would otherwise end because:

- your employment terminates, for a reason other than gross misconduct;
- your employment status changes due to a reduction in hours;
- your child ceases to be a “dependent child” under the terms of the medical plan;
- you become divorced or legally separated;
- you become entitled to Medicare; or
- you die.

In the event of divorce, legal separation, or a child’s loss of dependent status, you or a family member must notify the Payroll Supervisor within sixty (60) days from the occurrence of the event.

The Payroll Supervisor will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage.

Conference Leave and Training

The following Conference Leave and Training policy applies to non-union employees only. All other employees must consult the appropriate collective bargaining agreement.

The City realizes that the citizens of Asbury Park require a well trained work force. Accordingly, the City encourages its employees to participate in relevant training programs and has adopted a policy of paying reasonable costs for fees for seminars and training courses, subject to the availability of funds. Administrative guidelines for traveling expenses are issued through the City Manager’s Office.

A request for conference leave must be submitted in writing, to the City Manager. The request must include the number of days requested, the reason for the conference, the dates and an explanation of the relation the conference has to the employer’s position.

Employees are entitled to all normal pay and benefits while attending conventions, conferences and seminars relating solely to City business.

The City reserves the right to require those attending conferences to share the cost with the City. The formula for this will be established by the City Manager’s office. Conference leave must be approved in advance, in writing, by the City Manager.

Upon return from the conference, all employees shall provide the City Manager a report of sessions attended and verification of said attendance. This may be written or verbal.

RETIREMENT SYSTEMS

Public Employees Retirement System – In accordance with State laws

All permanent employees and provisional employees after one (1) year of service must contribute toward a state plan which combines the Public Employees Retirement System (PERS) and Federal Social Security. Under the combination program, retirement, death and disability benefits are among the most liberal in the United States. In the event that you transfer to other public employment in the State of New Jersey, your continue membership in the PERS without interruption.

This Employee's Handbook will highlight various aspects of the retirement program. Further information on benefits, costs, etc., can be found in the booklet Public Employment Retirement System or the Police and Fire Retirement System. If you have additional questions that are not answered in the manual or in the above mentioned booklets, please contact the State of New Jersey Division of Pensions and Benefits.

1. Financing-Both the City and each member contributes to the program. The City pays its share of Social Service taxes and contributes towards the retirement and insurance benefits of the pension system.
2. Withdrawals – If you terminate your employment, you will be paid the amount of your aggregate contribution toward the pension, but you will not be paid your contributions toward Federal Social Security or insurance.
3. Borrowing - if you have thirty-nine (39) months of service in the pension system, you may borrow up to fifty percent (50%) of your contributions at a determined rate of interest. The loan may be no smaller than \$50 and is to be repaid through payroll deductions. You may borrow only twice in any one (1) calendar year. You may obtain the maximum amount you may borrow by calling the "automated Information system" at (609) 777-1777. Application forms for loans may be obtained on request from the Payroll Department.

4. Retirement Benefits

Retirement is governed by various laws, rules and regulations of the State of New Jersey, labor agreements, employment contracts or other mechanisms that may change from time to time.

5. Death Benefits

Death Before Retirement – Members under Non-contributory Plan only, the benefits is 1 ½ x salary. Members under Non-contributory and Contributory plans, the benefit ix 3x salary.

Death After Retirement – Every retired member will be covered by a paid-up

life insurance policy equal to $\frac{3}{16}$ x salary, except for disability retirements, which is equal to $1\frac{1}{2}$ x salary until the age of 60 years old, at which time it is reduced to $\frac{3}{16}$.

PERSONNEL FILES

All employee records will be centralized in the Payroll Office. Police and Fire employees' files will be maintained by the Chief of Police or highest ranking law enforcement officer, and the Fire Chief. Every employee shall have established for them their own "employee jacket" or file which will contain written documentation of every action taken by them or for them from their date of hire to date of retirement/termination.

At least annually, the appropriate staff in each respective department will review files to make sure they are up-to-date and will follow-up with the Department Heads as necessary.

The Official file shall include at least the following:

- The original application signed by the employee;
- Notes from any pre-employment interview and reference check;
- The original letter detailing an offer of employment and any additional correspondence concerning the employee's hiring;
- A signed acknowledgement that the employee received a copy of the Employee Complaint Policy letter;
- A signed acknowledgement that the employee has received the Employee Handbook;
- A signed acknowledgement that the employee received the safety orientation;
- Annual written performance evaluations including documentation that the evaluation was reviewed with the employee;
- Counseling Action Plans;
- Records relating to on-the-job accidents;

- Disciplinary actions including an acknowledgement that the employee was notified of the proposed disciplinary action and was given an opportunity to respond;
- Records relating to any other employment actions including promotions, demotions, transfers, resignations, leaves, etc.;
- Employee versus Independent Contract test for;
- Educational transcripts; and
- Any other pertinent information.

A separate file will be maintained for each employee by the Payroll, Fire and Police Department which shall contain records required to remain confidential by law and/or a collective bargaining Agreement.

ANY RECORD WHICH IS REQUIRED BY LAW TO REMAIN CONFIDENTIAL (INCLUDING MEDICAL INFORMATION) MUST BE SUBMITTED DIRECTLY TO THE CITY MANAGER OR THE highest ranking law enforcement official or FIRE CHIEF IN A SEALED ENVELOPE, FOR APPROPRIATE HANDLING. THE APPROPRIATE PERSON WILL THEN CONTACT YOU.

An employee's personnel and file (or portion thereof) is not to be assessable to any secretary or clerk, regardless of whether confidential, with the sole exception of the City Manager's confidential secretary.

APPENDIX A

OFFICIAL BARGAINING UNITS FOR THE CITY OF ASBURY PARK – May not be exhaustive; please contact the Union or Union Representation for more information

International Federation of Professional and Technical Engineers (IFPTE)

General Office Employees
 Department of Public Safety Clerical Employees
 Municipal Court Clerical Employees
 Welfare Employees
 Senior Citizen Program Employees
 Sewerage Employees
 Department of Public Maintenance Employees
 Street Cleaning Employees
 Construction Code
 Beach Employees
 Office of Development Employees

International Association of Fire Fighters (IAFF)

Fire Fighters
 Captains
 Fire Prevention Specialists
 Fire Prevention Inspector
 Fire Prevention Sub-code Official
 Battalion Chiefs

Patrolmen's Benevolent Association (PBA)

Probationary Police Officers
 Police Officers
 Detectives

Superior Officers Association (SOA)

Sergeants
 Detective Sergeants
 Lieutenants
 Detective Lieutenants
 Captains
 Detective Captains

The American Federation of State, County and Municipal Employees (AFSCME)

Assistant Chief Sewerage Plant Operator	Tax Assessor
Assistant Municipal Tax Collector	Tax Collector
Chief Sewerage Plant Operator	Assit. Public Works Superintendent
Construction Official	Beach Supervisor

Dir. of Community Development
Dir. of Community Relations and Social Services
Dir. of Economic Development Program
Supervisor of Senior Citizen Program
Program Coordinator/Facilitator
Supervising Accountant
Supervising Data Processing Operator
Supervising Laborer

Chief Housing Inspector
Mechanics Foreman
Municipal Court Administrator
Planning Director
Program Monitor
Public Health Nurse
Sub-Code Official
Supervising Maintenance Repair

APPENDIX B

DISCRIMINATION/SEXUAL HARASSMENT COMPLAINT PROCEDURE

COMPLAINT REPORT FORM

From: _____
(Print)

Dated: _____

DETAIL COMPLAINT:

Signature of Complainant: _____

Department: _____

APPENDIX C

MATERNITY/FAMILY/MEDICAL LEAVE

Family Leave Act

The New Jersey Family Leave Act (N.J.S.A. 34:11:b-1et seq.; N.J.A.C 13:14-1et seq.) covers eligible employees who have been employed for twelve months or more and have worked 1,000 or more regular hours of work during the preceding twelve month period. Employees may be eligible for paid or unpaid leave, but unpaid leave will not be granted until employees have exhausted accrued paid leave.

Family Leave may be taken for up to twelve months within any 24 month period in order to provide care made necessary by reason of:

- a. the birth of a child of the employee
- b. the placement for adoption of a child with the employee
- c. the serious health condition of a family member of the employee. A “family member” means a child, parent, or spouse of the employee. (A guide to the statutory definition of “serious health condition” is provided in this appendix)

Eligible employees must provide an advance written request to take a family leave except in cases where emergent circumstances justify oral notice. Eligible employees must confirm oral requests in writing immediately thereafter.

Employees must request family leave on the New Jersey Family Leave and/or Federal Family and Medical leave Request Form, and a Family Leave request must be supported by a Certification or Health Care Provider. Employees shall provide the leave request no later than 30 days prior to the commencement of the leave for the birth or adoption of a child, or 15 days for the care of a family member (parent, spouse, or child) with serious health condition as defined. Copies of the certification and request forms are provided in this appendix.

Employees may be eligible for three types of leave:

Consecutive Leave, which is taken interruption for up to 12 weeks within any 24 month period;
Reduced Leave, which is a non-consecutive leave of up to the equivalent of 12 workweeks or 60 days, which is taken in increments of not less than one workday, but less than one workweek at a time for not more than 24 consecutive weeks;
Intermittent Leave, which is medically necessary non-consecutive leave consisting of intervals, each of which is at least one but less than 12 workweeks, within a consecutive 12 month period.

An employee on Family Leave may not engage in other full time employment during the term of the leave.

Family and Medical Leave Act (FMLA)

The Federal Family and Medical Leave Act (29 U.S.C.2654 et seq.; 29 CFR 821.100et seq.) covers eligible employees for certain defined leave events. Employees may be eligible for up to 60 days of paid or unpaid leave and must request family leave on the New Jersey Family Leave and/or Federal Family and

Medical Leave Request Form, a copy of which follows. Leave requests must be supported by a completed, signed Certification of Health Care Provider, a copy of which follows.

Eligible employees must provide advance written request to take a family leave except where emergent circumstances justify oral notice. Eligible employees must confirm oral requests in writing immediately thereafter.

The City complies with Federal law in administering FMLA. Should City management question the validity of a medical certification, the City may require the employee to obtain a second opinion at the City's expense. If the opinions of the employee's and the City's health care providers differ, the City may require the employee to obtain a third final and binding opinion at the City's expense. The employee and the City are required to select a provider in good faith by joint agreement.

The FMLA request form follows.

Upon commencement of FMLA leave, the forms required by the employee are found on the Federal Department of Labor website here:

<http://www.dol.gov/whd/fmla/2013rule/militaryforms.htm>

NEW JERSEY FAMILY LEAVE AND/OR
FEDERAL FAMILY AND MEDICAL LEAVE
REQUEST FORM

TO BE COMPLETED BY THE EMPLOYEE AND SUBMITTED TO THE EMPLOYEE'S SUPERVISOR FOR
PROCESSING TO THE CITY OF ASBURY PARK

Employee Name/Job Title: _____

Department: _____

I am hereby requesting family/medical leave due to (check one):

- ☐ The birth of my child, or the placement child with me for adoption or foster care
- ☐ A serious health condition that makes me unable to perform the essential functions of my job.
- ☐ A serious health condition affecting my spouse/child/parent (circle one) for which I am needed to provide care.

I will need this leave beginning on _____

I expect this leave to continue on or about _____

I am seeking the following type of leave (check one):

Consecutive Leave (taken without interruption for up to 12 straight weeks)

Reduced Leave (nonconsecutive leave taken in increments of not less than one day but less than one workweek at a time up to the equivalent of 12 workweeks over a period of not more than 24 consecutive weeks)

Intermittent Leave (medically necessary non-consecutive leave of intervals of one to twelve workweeks within a consecutive 12 month period.)

TO THE EMPLOYEE:

Please read the following paragraph and sign below to indicate your understanding of the same. If you have any questions, please inform your supervisor:

I, the above named-named employee, understand that I have a right to up to twelve weeks of unpaid leave under the FMLA in a 12-month period, for the reasons listed above, and that I may be eligible for paid leave for the same reasons under the New Jersey Family Leave Act, provided I have worked for 12 months or more and have worked 1,000 or more regular hours of work during the preceding 12 months. I understand that my health benefits must be maintained during any period of unpaid leave and under the same conditions as if I had continued to work, and that I must be reinstated to the same or an equivalent job with the same pay, benefits, terms and conditions of employment on my return from leave. I also understand that I may not engage in any other full time employment during the term of the leave. If I do not return to work following FMLA or family leave for a reason other than; (1) the continuation, recurrence, or onset of a serious health condition which would entitle me to FMLA leave; or (2) other circumstances beyond my control, I may be required to reimburse the City for its share of health insurance premiums paid on my behalf during my FMLA leave.

I have read the comparison chart of the Federal Family and Medical Leave Act and the New Jersey Family Leave Act located in Appendix C of the City of Asbury Park Personnel Manual. I am requesting a leave under:

- ☐ Federal Family and Medical Leave Act or;
- ☐ New Jersey Family Leave Act

Employee Signature _____

Date _____

TO BE COMPLETED BY THE CITY MANAGER

Circle One:

REQUEST IS: APPROVED DISAPPROVED

(City Manager)

Date

Appendix D DONATED LEAVE

PROGRAM DONOR

TRANSFER FORM

TO BE COMPLETED BY THE DONOR AND SUBMITTED TO THE DONOR'S SUPERVISOR FOR PROCESSING TO THE CITY OF ASBURY PARK

I HERBY DIRECT THE City of Asbury Park to transfer _____ vacation day(s) and/or _____ sick day(s) to the donated leave fund to be used by _____ (specify name of intended recipient).

I certify that I have not solicited or accepted anything of value for the donation of paid leave time.

PRINTED NAME:

SIGNATURE:

DATE

DEPARTMENT _____ OFFICE PHONE _____

FOR USE BY THE CITY:

Your request to transfer the above sick day(s) _____ has been approved _____.
has been disapproved ____.

Reason(s) if disapproved:

City Manager

Date

Appendix E Donated Leave Program

DONATED LEAVE REQUEST FORM

THE FORM MUST BE COMPLETED BY THE RECIPIENT AND SUBMITTED TO THE RECIPIENT'S SUPERVISOR
FOR PROCESSING TO THE CITY OF ASBURY PARK

1. I have read the procedures regarding the Donated Leave Program and I consent to participation in this program.
2. I hereby request to participate in the Donated Leave Program for the following reason(s)

- 3a. I have attached a doctor's certification attesting to the nature of my catastrophic health condition or injury. According to my doctor, I expect to be absent from work until:

- 3b. I have attached a doctor's certification attesting to the nature of _____
(name) catastrophic health condition or injury. This person is my _____
(specify family relationship).
4. I certify that I have not solicited or accepted anything of value for the donation of paid leave time.
5. I have not directly or indirectly intimidated, threatened or coerced, or attempted to intimidate, threaten or coerce any employee for the purpose of obtaining a donation of paid leave.
6. I have not interfered with any right which another employee may have with respect to contributing, receiving or using paid leave under this program.
7. I understand that receipt of donated leave will not preclude the City from filing disciplinary charges, if applicable.
8. I represent that I have used all of my accrued leave (sick/vacation and personal) and/or compensatory time prior to receipt of any donated leave time.

Recipients Name:	Office Tel:
Signature:	Date:
Recipients Depart:	

Appendix F

DEPARTMENT HEAD
REQUEST FOR NEW HIRE/PROMOTION

This form is to be used by Department Heads ONLY

Use this form to request the hire of new employees and promotional requests. Complete this form and submit to the City Manager for approval prior to beginning your search for new employees or requesting a list from the Civil Service Commission.

DEPARTMENT _____

TITLE: _____ NUMBER OF POSITIONS: _____

Circle one: FULL TIME PART TIME

TEMPORARY EMPLOYMENT? YES NO

NOTIFICATION OF TEMPORARY STATUS: _____

Circle one: NEW HIRE PROMOTION

IF PROMOTION, SPECIFY TITLE CHANGE:

FROM: _____ TO: _____

RESIDENCY – Circle One

ASBURY PARK ONLY COUNTY SURROUNDING COUNTIES STATE

BUDGET ALLOCATION

Circle One: GRANT ALLOCATION REGULAR (NON –GRANT)

IF GRANT, SUPPLY INFORMATION REGARDING THE SPECIFICS OF THE GRANT:

APPROXIMATE HIRE DATE: _____

REQUESTED BY: _____
(Print Name) (Signature)

TO BE COMPLETED BY THE CITY MANAGER

Circle One:
REQUEST IS APPROVED DISAPPROVED

City Manager (Date)

Appendix I

COMMERCIAL DRIVERS LICENSES DRUG AND ALCOHOL TESTING POLICY FOR THE CITY OF ASBURY PARK

PURPOSE:

The purpose of this program is to comply with federal and state statutes which require drug and alcohol testing for commercial drivers licensed Employees, and maintain a safe drug free work environment.

AUTHORITY:

This policy is intended to comply with all applicable federal and state statutes which relate to regulations relating to Commercial Drivers Licensed Employees, including but not limited to the following.

49 CFR Part 40: Procedures for Transportation Workplace Drug Testing Programs.

49 CFR, Part 391: Subpart H, Controlled Substance Testing, Covering Federal Highway Administration (FHWA) and controlled drivers.

Section 382-401 Federal Motor Carrier Safety Regulations

49 CFR, Part 394: Notification and Reporting of Accidents

CITY OF ASBURY PARK POLICY:

In an effort to ensure that the City of Asbury Park complies with Department of Transportation Regulations, a drug and alcohol testing program will be in effect for all commercial drivers licensed holders, hereinafter referred to as employees. This program will provide for pre-employment, random, post-accident testing, reasonable suspicion, return to duty, and follow-up testing. The City has retained an independent contractor, (Hereinafter referred to as the agent), to manage and administer the testing program.

Any employee possessing a commercial driver license reporting for work visibly impaired is unable to properly perform required duties and will not be allowed to work. If possible, the supervisor will first seek another supervisor's opinion of the employee's status. The supervisor will subsequently consult privately with the employee about the observation. If, in the opinion of the supervisor, the employee is considered impaired, the employee will be required to be tested for alcohol and illicit substances, depending on the supervisory determination of the observed impairment. (Under no circumstances will an impaired employee be allowed to drive.)

Prescription drugs prescribed by the employee's physician which do not adversely affect safety or work performance may be taken during working hours. The employee should notify the supervisor of the use of any properly prescribed prescription drugs which may adversely affect the employee's work performance. The abuse of prescription drugs will not be tolerated.

TESTING PROCEDURES:

The Department of Transportation rules require drug and alcohol testing for employees possessing Commercial Driver's licenses. Required drug and alcohol testing is done by two separate and distinct

methods. Drug testing is done by urinalysis and alcohol testing is done by breath testing. Below you will find explanations of how this testing will be performed.

Drug Testing:

All drug testing required by the City of Asbury Park will be performed in accordance with Department of Transportation guidelines. This testing process will look for the presence of the following substances: Amphetamines, Cocaine, Opiates, Marijuana, and Phencyclidine. Under no circumstances will any other tests be performed on any specimen provided under Department of Transportation guidelines by a City employee.

Drug testing shall be by urinalysis using split samples. Split sample testing requires the specimen be divided into two separate bottles during the collection process. These two bottles are designated as (1) the primary specimen which shall contain no less than 15 ml of urine, and (2) the "split" specimen which shall contain no less than 15 ml of urine. Upon arrival at the laboratory the primary specimen will be opened and tested. In the first screening test, immunoassay techniques are used to screen urine specimens for classes of drugs. In the second or confirmation test, any positive results found in the first screening will be confirmed using the tandem technique of gas chromatography/mass spectrometry (GC/MS) which positively identifies and quantifies the presence of specific drugs. Not test result will be reported by the laboratory to the Medical Review Officer (MRO) as a positive drug test result unless both the initial screening test and the confirmation test are positive.

The laboratory shall report the test results to the Medical Review Officer (MO) who shall evaluate the chain of custody, urine custody form, and test results. If a test is reported positive by the laboratory, the MRO will interview the employee to make an independent evaluation of whether the test should be reported as negative or positive. The MRO will report the results of a drug test to the City's designee.

Should an interview with the employee be necessary, the MRO will make two attempts on consecutive business days to call the employee. Should the MRO fail to make contact, he/she shall contact the City's designated representative to request that the employee contact the MRO.

The City's designated representative shall inform the employee of the MRO request in a confidential matter. Failure to respond within five days will be noted by the MRO when positive results are reported. If the MRO and the City's designated representative re unable to contact the employee; the employee may be placed on unpaid medical leave pending dismissal. It is the employee's responsibility to provide a phone number at which he/she can be contacted on the chain of custody form.

Alcohol Testing:

The Department of Transportation rules require breath testing for alcohol. This testing must be done using an evidential breath testing device (EBT) approved by the National Highway Traffic Safety Administration (NHTSA). This testing can only be performed by a Breath Alcohol Testing Technician (BAT) that is certified in the equipment being used. The testing rules, regulations and outcomes shall follow Federal and State rules.

PRE-EMPLOYMENT TESTING:

All prospective employees applying for positions that require a commercial Driver's License will be required to undergo a pre-employment test for the presence of illicit drugs. Receipt by the City of negative test results is required prior to engaging in any safety sensitive function or an offer to employment. A positive test result will disqualify an applicant from further consideration at that time.

Failure to keep an appointment with the agent, which was previously agreed to by both the prospective employee and the Agent, will be viewed as an attempt to elude the testing or alter its results. No further consideration for employment will be given the prospective employee at that time.

Employability Proof:

After acceptance, but before starting employment, all new employees shall be required to fill out an employment verification form (I9) and to provide acceptable proof of right to employment in the United States.

RANDOM TESTING:

All employee's covered by service contracts which require random testing and all employees who must have Commercial Driver's License to perform their duties for the City will be subject to random, unannounced alcohol and drug testing. Selection criteria, number of tests and test frequency will be determined by the language of FHWA regulations and will be communicated to employees by City management of Agent.

Upon notification of selection, the employee will report to the designated collection center within one hour. Failure to report will be viewed as an attempt to elude the test or alter its results and could result in disciplinary action up to and including termination.

REASONABLE SUSPICION TESTING:

All employees are subject to a fitness for duty evaluation, to include urine and breath testing, when there is reason to believe that alcohol or drug use is or will adversely affect job performance. A reasonable cause referral for testing will be made on the basis of documented, objective facts and circumstances which are consistent with the long and short term effects of substance abuse.

Examples of reasonable suspicion include, but are not limited to, the following:

Adequate documentation of unsatisfactory work performance or on-the-job behavior.

Physical signs and symptoms consistent with substance abuse.

Evidence of the manufacture, distribution, dispensing, possession or use of controlled substances, alcohol, or drugs.

Fights, assaults, or flagrant disregard of violations of established safety, security or operating procedures.

Reasonable cause testing determination will be made by a supervisor of City official who is trained to detect the signs and symptoms of drug and alcohol use and who can reasonably conclude that an employee may be adversely affected or impaired in his/her work performance due to substance abuse. If another supervisor or City official is immediately available, he/she will verify that there is reasonable cause before the employee is transported to the agent's facility. At no time will this determination be made on the basis of third party reports without verification.

Note: Employees are cautioned that various over-the-counter and prescribed medications can adversely affect ability to operate vehicles and other equipment. It is the employee's responsibility to report to work each day fit for his or her duties.

Employees who are deemed to require a fitness for duty evaluation based on reasonable cause will be sent to a health facility of the City's choice. The attending physician will make every attempt to determine the cause of the observed behavior, including authorizing, when his/her medical opinion dictates, an additional alcohol or drug test which is more comprehensive than that required by FHWA, state or contractual requirements. Employees will be placed on unpaid medical leave of absence until the results of the examination are received by the City. Receipt of a negative drug test result and/or doctor's statement that the employee was and is fit for duty is required prior to continued employment. Employees who are returned to duty by this means will be reinstated without prejudice.

Employees who are medically determined to be temporarily unfit to perform their duties, but who test negatively for alcohol or drugs, will return to duty when they obtain the original examining doctor's written statement that they are fit for duty.

DISCIPLINARY ACTION

(This section applies only to those who test positive for random or Reasonable Cause.)

Alcohol Testing Positives:
.02-.039

Employees who test positive during alcohol breath testing (first offense) in the range of .02 to .039 will be suspended from work for a minimum of twenty-four hours and be required to pass a return-to-duty breath alcohol test before returning to work. In addition, the employee will be subject to disciplinary action. (All return-to-duty testing will be done at the employee's expense.)

Employees who test positive during alcohol breath testing (first offense) in the range of .04 or higher will be suspended from work and subject to disciplinary action up to and including termination. At a minimum the employee must remain suspended until:

1. The employee is evaluated by a Substance Abuse Professional. This professional must meet the criteria outlined in the Department of Transportation's Alcohol and Drug Rules for Substance Abuse Professionals.

2. The employee complies and completes all recommendations made by the Substance Abuse Professional and be able to document same.

3. The employee submits to a return-to-duty drug test and proof of a negative test result must be received by the City . (All return-to-duty testing is done at the employee's expense.)

The employee will then be subject to follow-up testing for up to sixty months. A minimum of six (6) follow-up tests must be performed within the first twelve months. (All follow-up testing is done at the employee's expense.)

Employees who test positive during alcohol breath testing (second offense) in the range of .04 or higher may be terminated.

DRUG TESTING POSITIVES:

Employees who test positive during drug testing (first offense) may be suspended from work and subject to disciplinary action up to and including termination. At a minimum the employee must remain suspended until:

1. The employee is evaluated by a Substance Abuse Professional. This professional must meet the criteria outlined in the Department of Transportation's Alcohol and Drug Rules for Substance Abuse Professionals.

2. The employee complies and completes all recommendations made by the Substance Abuse Professional and be able to document same.

3. The employee submits to a return-to-duty drug test and proof of a negative test result must be received by the City. (All return-to-duty testing is done at the employee's expense.)

The employee will then be subject to follow-up testing for up to sixty months. A minimum of six (6) follow-up tests must be performed within the first twelve months. (All follow-up testing is done at the employee's expense.)

An employee who test positive during drug testing (second offense) may be terminated.

In any cases where an employee who test positive during a random or reasonable suspicion test is required to remain out of work for a period of more than two (2) weeks, the City reserves the right to fill that position.

POST ACCIDENT TESTING:

Any employee involved in an accident will be required to submit to a post-accident alcohol and drug test if instructed to do so by a police officer, a Supervisor of the city of Asbury Park, City Manager or if:

1. The driver's performance either contributed to an accident or cannot be discounted as a contributing factor to the accident.
2. The driver involved in an accident receives a citation for a moving violation.
3. There is a fatality as a result of an accident.
4. The accident meets the Department of Transportation criteria for an accident that requires such testing.

When a post-accident test is indicated, the City will make every effort to have said test performed within two hours of notification of the accident. At no time will a period of more than eight hours transpire between notification and testing. Documentation of the entire post-accident procedure should be made by all personnel involved in the notification and testing process.

Receipt by the City of a negative alcohol and drug test result is required prior to return to duty. A positive test result may disqualify an employee from further employment or reinstatement at that time or any time in the future. Refusal to comply with the testing process will be considered insubordination and will subject the employee to the same disciplinary action as a positive result.

RETURN TO DUTY TESTING:

(All return-to-duty testing is done at the employee's expense.)

When the employee is cleared to return to work after a positive random or reasonable suspicion test, he/she will be required to pass an alcohol and drug test. Upon receipt of a negative finding, the City will review the employee's employment and will then determine whether or not the employee will be allowed to return to work. If an employee is allowed to return to work, he/she will be subject to follow-up testing, as determined by the City.

FOLLOW-UP TESTING:

(All follow-up testing is done at the employee's expense.)

Any employee returning to work with the City after being suspended for a positive alcohol or drug test or returning to work after a leave of absence for voluntary substance abuse treatment will be subject to random follow up testing. The employee will be tested at least six (6) times in the first twelve months after returning to duty, and may be subject to follow-up testing for up to sixty (60) months.

Any employee who test positive for drugs or alcohol during the follow-up testing process may be terminated.

CONFIDENTIALITY OF TEST RESULTS:

The results of any drug test will be reported and recorded in a confidential manner. Allowable communication of medical or test results will follow guidelines established in 49 CFR, Part 40. The results will not be reported to any additional parties without the employee's written authorization, except as outlined in 49 CFR, Part 40. A copy of the individual's test results will be available upon request.

QUALITY ASSURANCE OF TESTING PROGRAM:

The City, through its agent, will take steps in its arrangements for testing to ensure that the laboratory is certified by SAMHSA/NIDA and meets the requirements of the U.S. Department of Transportation (DOT).

The chain of custody for any urine sample shall be maintained at all times. If the chain of custody is broken, after the tamper-proof seal is applied, the employee shall be re-tested at the City's expense.

Any employee who receives a positive test result will have the right to ask the City's Medical Review Officer (MRO) to re-test the sample at a NIDA certified laboratory of the employee's choice at the employee's expense.

The City, through its Agent, will make every effort to ensure that the equipment being used for alcohol breath testing meets all the requirements of the Department of Transportation and that all testing will be performed by a qualified Breath Alcohol Technician.

SUBSTANCE ABUSE RELATED BEHAVIOR:

Any employee engaging in the manufacture, distribution, dispensing, possession or use of prohibited substance on City premises, in City vehicles, or while on City business will be immediately discharged. Any manufacture, distribution, dispensing, possession, or use of prohibited substances by any employee in any manner which affects the employee's job performance, or which may cause the public or government or corporate body to lose confidence in the City's ability to perform its responsibilities, will result in disciplinary action up to and including termination. Law enforcement officials could be notified, as appropriate, where criminal activity is suspected. Any employee convicted of violating a criminal drug statute will notify the designated City representative within five day of such conviction.

An employee who refuses to comply with a request for drug testing shall be considered as having produced a positive test result and may be discharged. Any employee who provides false information in connection with a test, or who attempts to falsify test results through tampering, contamination adulteration, or substitution, may be terminated for insubordination. In the event that the laboratory detects any substance which has been added to the sample to interfere with the normal testing process will be considered a "refusal to test" and the same sanctions will apply.

The City reserves the rights to inspect, investigate, and search for controlled substances at any time, with or without prior notice, on or in any and all City premises and vehicles. Refusal to cooperate with any inspection, investigation, or search that is authorized by a City representative may result in termination for insubordination.

EMPLOYEES VOLUNTARILY SEEKING HELP:

The City strongly encourages an employee with drug/alcohol abuse problem to voluntarily step forward to tell the City.

The City will assist in referring the employee to community assistance programs. An unpaid leave of absence will be granted for a reasonable period for treatment. The City will make every effort to hold the employee's position during the rehabilitation process, though this cannot be guaranteed.

It is crucial to note that the accommodations in this section apply only when an employee voluntarily comes forward. If a substance abuse problem is disclosed to the City only after there has been (1) a positive drug test, (2) violation of a City rule or standard, (3) a violation of law, or (4) a violation of this policy, the same conditions outlined in Sub-section A of the Return To Duty section of this policy shall apply. If an employee fails to remain drug free after the first voluntary rehabilitation, he/she could be terminated.

TRAINING:

In an effort to educate employees in the dangers of drug use and the City's commitment to keeping drugs out of the workplace, each employee will receive information covering the dangers of substance abuse, The City's commitment to an alcohol and drug free workplace, and the penalties for violation of this policy are described elsewhere.

APPENDIX J – Performance Evaluation
Note: Available from the City Manager

Receipt of Employee Handbook

City of Asbury Park
1 Municipal Plaza
Asbury Park, NJ 07712
(732) 775-2100

This confirms that I received a copy of the City of Asbury Park Employee Handbook. I understand that the Handbook contains management guideline only and that the City expressly reserves the right to change, modify, or delete the rules, policies, and benefits contained in the Handbook at any time. The City shall have the maximum discretion permitted by Law and Civil Service Regulation to

administer, interpret, modify, discontinue or enhance any policy or rule. No statement or representation by a representative of the City, whether oral or written, can supplement or modify this Handbook. I also understand it is my responsibility to read this Handbook.

I understand that neither this Handbook nor any other communication by a management representative, whether oral or written, is intended to in any way create a contract of employment. Since employment with the City is voluntarily entered into, I am free to resign at any time. Similarly, the City may terminate this employment relationship whenever it believes it is appropriate.

Lastly, I understand that bargained contracts and other operating procedures may take priority over this Handbook.

Printed Name

Date

Signature

Union (if applicable)



RESOLUTION NO. 2017-60

**City of Asbury Park
County of Monmouth
State of New Jersey**

RESOLUTION AUTHORIZING THE AWARD OF A LOAD AND PACK REFUSE

WHEREAS, N.J.S.A. 40A:11-5(1)(a)ii permits contracting units to award contracts without competitive bidding for extraordinary unspecifiable services; and

WHEREAS, N.J.A.C. 5:34 outlines the procedures to declare a purchase “sole source”; and

WHEREAS, the Certification is attached to this Resolution as per Local Finance Notice AU 2002-2; and

WHEREAS, the quote for the equipment is attached to this Resolution; and

WHEREAS, City of Asbury Park hereby authorizes the purchase of a Load and Pack in the amount of \$170,157.00 to Broyhill Inc.; and

WHEREAS, notification of this award shall be published in a newspaper of record as per N.J.S.A. 40A:11-5(1)(a) ; and

WHEREAS, the Chief Financial Officer has certified that funds are available in the Capital Account:

C-04-55-998-162-006 for \$105,000.00 which shall be charged first

C-04-55-998-162-003 for \$131,904.35 which the remaining balance shall be charged from

NOW, THEREFORE, BE IT RESOLVED by the City Council of Asbury Park, County of Monmouth, State of New Jersey, awards the contract for a Load and Pack in the amount of \$170,157 to Broyhill Inc.

I, CINDY A. DYE, City Clerk of the City of Asbury Park, Monmouth County, New Jersey, DO HEREBY CERTIFY the foregoing to be a true and exact copy of RESOLUTION NO. 2017-60 which was finally adopted by the City Council at a meeting held on the 25th day of January, 2017

CERTIFIED BY ME THIS 26th DAY OF January, 2017.

CINDY A. DYE
CITY CLERK



Dakota City, Nebraska 68731-0475
 Phone: 402.987.3412 FAX: 402.987.3601
 www.broyhill.com

City of Asbury Park
 Bill McClave
 Asbury Park, NJ 07712

12-9-16

Quote for 2017 LP

1 Load and Pack (2017 Model yr)	\$ 159,960.00
1 Rear dumping box	6,970.00
1 Frt. to City of Asbury Park, NJ	3, 227.00

Total	\$ 170,157.00
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2017 Improvements included: new 74 hp Kubota performance diesel (TierIVi), air ride cab, air ride seat, right side unobstructed picture window, 3 view video cameras (left, center rear, right), all glass windows with taller cab. The cab is also made from a special galvanized steel to resist salt corrosion. Includes 100 amp alternator, and special HD radiator fan for increased air circulation. Also, includes on site education for drivers and mechanics by our techs upon delivery.

Delivery est'd. at 1mo. (depending on released orders in house). Could be up to 150 days.

Quote is good for 60 days including frt., payment terms are 15 days from delivery of unit by overnight courier. Please, inform your accounting A/P Department of this requirement.

If the freight comes in less than our quote, you will be charged or credited for the lower amount (difference).

Craig

Attachment: Broyhill Quote for 2017 LP (2017-60 : Authorizing the Award of a Load and Pack Refuse Collection Vehicle)

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. The Broyhill Manufacturing Company	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification; check only one of the following seven boxes: ☐ Individual/sole proprietor or single-member LLC ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. ☐ Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) One North Market Square PO Box 475	Requester's name and address (optional)
6 City, state, and ZIP code Dakota City NE 68731-0475	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
4	7	-	0	5	5	4	3	1	8

Part II Certification

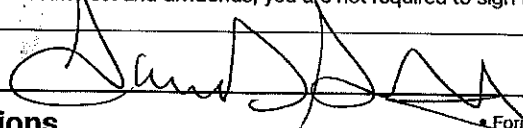
Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here

Signature of U.S. person ▶



Date ▶

4-27-16

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/irw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: THE BROYHILL MANUFACTURING COMPANY

Trade Name:

Address: PO BOX 475
DAKOTA CITY, NE 68731-0475

Certificate Number: 1448162

Effective Date: November 07, 2008

Date of Issuance: January 13, 2017

For Office Use Only:

20170113113849672

Attachment: Broyhill Quote for 2017 LP (2017-60 : Authorizing the Award of a Load and Pack Refuse Collection Vehicle)

STANDARD CERTIFICATION DECLARATION FOR AN EXTRAORDINARY UNSPECIFIABLE SERVICE

TO: Members of the Governing Body

FROM: Michael Capabianco, City Manager/Temporary Purchasing Official

DATE: January 19, 2017

SUBJECT: This is a contract for purchase of a load and pack to clean the beach

This is to request your approval of a resolution authorizing a contract to be executed as follows:

Firm: Broyhill Inc.

Cost: \$170,157.00

Duration: One year

Purpose: Obtaining equipment

This is to request an award of a contract without the receipt of formal bids as an Extraordinary Unspecifiable Service N.J.S.A. 40A:11-5(1)(a)(ii); I do hereby certify to the following:

1. Provide a clear description of the nature of the work to be done:

Bradley Beach previously performed the work of cleaning the beach during the overnight hours. Without warning, Bradley Beach terminated the agreement and now the City does not have any means to clean the beach. Attempts to re-engage contract discussions with Bradley Beach have been fruitless.

2. Describe in detail why the contract meets the provisions of the statute and rules:

Upon exhaustive research, there is only one vendor that provides the necessary equipment to clean the beach. It is not reasonable to draft specification as only one vendor has been identified. Research was conducted on the NJ State Contract, NSBA, NCPA, National IPA, US Communities, NJPA and NPP and this service is not provided through any of the State or national purchasing cooperatives. Links to the respective cooperatives are listed below.

<http://www.uscommunities.org/>

<https://www.nppgov.com/>

<http://www.nationalipa.org/Pages/default.aspx>

<http://ncpa.us/>

<https://www.nsba.org/>

<http://www.state.nj.us/treasury/purchase/pricelists.shtml>

3. The service(s) is of such a specialized and qualitative nature that the performance of the service(s) cannot be reasonably described by written specifications because:

Quite simply, there is only one vendor that provides said service.

4. Describe the informal solicitation of quotations:

The following State and national cooperatives were researched for quotations. No quotations were received:

<http://www.uscommunities.org/>

<https://www.nppgov.com/>

<http://www.nationalipa.org/Pages/default.aspx>

<http://ncpa.us/>

<https://www.nsba.org/>

<http://www.state.nj.us/treasury/purchase/pricelists.shtml>

5. I have reviewed the rules of the Division of Local Government Services pursuant to N.J.A.C. 5:34-2.1 et seq. and certify that the proposed contract may be considered an extraordinary unspicifiable service in accordance with the requirements thereof.

Respectfully,

Name  (Signature)

Title City Manager / Temporary Purchasing Official

(Original to be retained by governing body's Clerk with the affirmed copy of the resolution; signed duplicate to be kept by appropriate official.)



RESOLUTION NO. 2017-61

**City of Asbury Park
County of Monmouth
State of New Jersey**

AUTHORIZING DESIGN SERVICES, PROJECT MANAGEMENT AND CONSTRUCTION, AND INSPECTION SERVICES TO T&M ASSOCIATES FOR IMPROVEMENTS TO SANITARY SEWER LINE UNDER THE RAILROAD TRACKS ON SPRINGWOOD AVENUE

WHEREAS, on January 18, 2017 the City of Asbury Park received a revised proposal to provide design, construction coordination and inspection services from T&M Associates for the improvements to sanitary sewer line under the railroad tracks on Springwood Avenue; and

WHEREAS, the cost for design services shall not exceed \$59,400 without Council approval; and

WHEREAS, the cost for construction administration and inspections shall not exceed \$72,000 without Council approval; and

WHEREAS, the Chief Financial Officer has certified that funds are available in the Capital Account C-08-55-524-000-299; and

WHEREAS, the City Manager is hereby authorized to sign any contracts with the vendor.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Asbury Park, County of Monmouth, State of New Jersey, awards T&M Associates to provide design, construction coordination and inspection services for improvements to the sanitary sewer line along Springwood Avenue at the railroad tracks in the amount not to exceed of \$131,400.00.

I, CINDY A. DYE, City Clerk of the City of Asbury Park, Monmouth County, New Jersey, DO HEREBY CERTIFY the foregoing to be a true and exact copy of RESOLUTION NO. 2017-61 which was finally adopted by the City Council at a meeting held on the 25th day of January, 2017

CERTIFIED BY ME THIS 26th DAY OF January, 2017.

CINDY A. DYE
CITY CLERK



YOUR GOALS. OUR MISSION.

ASPKOH-16002

January 18, 2017

Mr. Michael Capabianco, City Manager
 City of Asbury Park
 One Municipal Plaza
 Asbury Park, NJ 07712

**Re: Springwood Avenue Sanitary Sewer Improvements
 Scope and Fee Estimate for Design and Contract Administration & Inspection**

Dear Mr. Capabianco:

T&M Associates is pleased to submit this Scope and Fee Estimate for Surveying, Design, Contract Administration and Inspection Services associated with the Springwood Avenue Sanitary Sewer Improvements. Based on discussions with City representatives, it is understood there is a bottleneck in the sewer system on Springwood Avenue between Memorial Drive and Lake Avenue just east of Main Street. In this area, the sewer goes from 24" down to 18" and back to 24" diameter. As a result of this bottleneck, sewage backs up in the sewer system west of Memorial Drive. The proposed Springwood Avenue Sewer Improvements will consist of replacement of approximately 750 LF of 18" sewer with 24" sewer. Our estimated construction cost for these improvements is \$600,000.

T&M will provide the professional engineering services to prepare construction drawings, contract documents and technical specifications suitable for public bid, assist the City during the public bid process, and provide contract administration and construction observation during the replacement of the Springwood Avenue sanitary sewer in accordance with the following Scope of Services:

A. PRE-DESIGN PHASE

1. We will provide field survey to obtain the necessary topographic information and prepare base maps for the bid documents. For the purpose of this proposal, we anticipate survey will be required to locate approximately 750 linear feet of pipe for replacement.
2. Base maps will be prepared at a scale of 1" = 20'. Tax map accuracy right-of-way lines will be shown on the base maps.
3. Copies of the base maps will be forwarded to each utility company (and the City Department of Public Works) so they can verify the location and sizes of their facilities. We will also inquire whether they have plans for future relocation or expansion.
4. During design, T&M will conduct environmental due diligence on behalf of the City to determine if any known contaminated sites/properties are located within or near the project work area. The due diligence will be conducted to determine if the City is required to adhere to the provisions of the Linear Construction Program pursuant to NJAC 7:26C-16, codified May 7, 2012.



T&M will identify NJDEP listed Known Contaminated Sites, Groundwater Classification Areas and Historic Fill that may affect the project work area. If identified, these areas will be overlaid on a map of the project area. Based on the results of the due diligence, T&M will recommend the City enter into the Linear Construction Program, or recommend that the City not enter the Linear Construction Program unless contamination is identified during construction activities. T&M will provide this information to the City who may elect to use it for contracting bid purposes.

5. Soil borings will be obtained. We anticipate soil boring efforts will require one crew-day. A geotechnical report will be prepared which will include existing soil and groundwater conditions and recommendations for dewatering, pipe foundation, backfill requirements, etc.

B. DESIGN PHASE

1. Once field survey has been completed and base maps are prepared at a scale of 1"=20', a preliminary design for sewer replacement will be prepared. Currently, it is proposed to install the new sewer in the location of the abandoned sewer on the south side of Springwood Avenue. It is also noted there will be an approximately 200' jack and bore crossing of the railroad near Memorial Drive, as well as an open cut crossing of Route 71 (Main Street).
2. Final construction plans will be prepared in AutoCAD and consist of the following:
 - a. Title sheet with key map;
 - b. Standard Legend Sheet;
 - c. Construction and Layout Plan Sheets (1"=20');
 - d. Maintenance and Protection of Traffic Plan; and
 - e. Construction Details Sheet.
3. Quantities will be estimated by item, and a final construction cost estimate will be provided.
4. Specifications will be prepared in book form, in CSI format.
5. The design phase will include a significant permit application effort. We anticipate that there will be greater than 5,000 square feet of disturbance related to sewer construction, and therefore an application for soil erosion and sediment control certification will be required. An NJDEP Treatment Works Approval will be necessary due to the proposed upsizing of the existing sewer. Approvals will also be required from NJ Transit for the railroad crossing and from NJDOT for a utility opening crossing of Main Street (Route 71). It is assumed application fees for these permits will be borne by the City. It is also assumed the City will be responsible for any NJ Transit fees related to engineering review, flagger fees for survey, etc.



6. We will submit final plans and specifications to the City for final review prior to the preparation of bid documents. Our proposal includes one project review meeting with City staff.

C. BIDDING PHASE

1. Upon completion of the plans and specifications, we will present the project to the City requesting approval and authorization to advertise the project for bids. T&M Associates will print and distribute the contract documents, including final plans and specifications, to prospective contractors. The cost of the printing will be offset by the purchase price of the plans and specifications.
2. T&M Associates will answer questions that arise during the bidding phase of the project, either from City officials or prospective bidders.
3. We will attend the receipt of bids with the appropriate municipal officials.
4. T&M Associates' representatives will assist City officials with the bid review process including an evaluation of the contractors' bid submissions. As part of this effort, T&M Associates will prepare a bid tabulation sheet comparing the various bids received, review the credentials of the low bidder, and prepare a recommendation for award.

D. CONSTRUCTION PHASE – CONTRACT ADMINISTRATION & INSPECTIONS

We will provide a part time Project Manager and a full-time Inspector with additional support services from our office staff, as directed by the Project Manager. In addition, the Project Manager and Inspector will coordinate with the City, Contractor, Municipal Agencies, etc. The Inspector will be responsible to observe construction in an effort to determine if the work is installed in general accordance with the contract documents and standard construction practices. The following is a description of the services we will provide and the anticipated performance period for these services.

The specific scope of services includes the following:

1. Conduct a pre-construction meeting among the project participants, including the contractor, City officials, police, DPW, NJDOT, NJ Transit and utility representatives, and produce minutes of this meeting. Coordinate and review initial project submittals, including contract package, performance bond, insurance certificate, baseline project schedule, emergency contact lists, etc. Prepare for contractor mobilization. Pre-construction phase assumed to last one month.
2. Provide an inspector to conduct fulltime on-site construction observation during the sewer installation and periodic onsite construction observation during other phases of the construction contract to determine general conformance to the contract plans and specifications. Provide a Project Manager to conduct contract administration services. Based upon the City's needs, we have budgeted for 36 working days of construction from start of on-site work to substantial completion. In addition, we anticipate an additional two weeks at



- the completion of the construction effort wherein closeout punchlist work, final vouchers and final change order will be accomplished.
3. Prepare job reports indicating weather, equipment, personnel and work accomplished on the project. Reports will be furnished to the City upon request.
 4. Conduct periodic job meetings with representatives of the contractor, subcontractor, and utility companies, as determined by the Project Manager, to review progress, performance and to address any questions or problems that may arise. City representatives will be invited to attend these meetings. We will generate and distribute meeting minutes.
 5. Administrate and review contractor submittals, including schedules, shop drawings, product data and samples and material certifications for general conformance with Contract Documents.
 6. Review Contractor's monthly estimates of work performed and invoices submitted for payment and make recommendations to the City for payment. Prepare monthly estimates of payment to the Contractor.
 7. Perform final inspection. Prepare and administer corrective action lists and prepare final closeout documents, including Final Payment Certificate and Change Order.
 8. Review and issue written recommendation to the City following receipt of a written claim or dispute from Contractor.
 9. Prepare final closeout package, including Maintenance Bond, Releases, Final Payment Certificate and Change Order and coordinate Engineer's and Owner's execution of closeout documents.

Unforeseen conditions or change in design or scope that require additional inspection, coordination or contract administration effort are specifically excluded from this proposal. Should such conditions arise (i.e., unforeseen utility conflicts, utility damage as a result of the contractor's work, client requests, etc.) we will immediately assess the situation and provide the City with a supplemental services proposal which must be authorized in writing prior to incurring any additional time charges.

Our fee for contract administration and inspection services is based on the contractor meeting its contract completion dates as set forth in the contract documents and within the time indicated in section D.2. If the contractor is not substantially complete by that time and the delay is not excusable, and if our budget for contract administration and inspection services prior to substantial completion for that contract is fully expended, we will ask the City to either provide additional funding for the necessary engineering beyond the original authorization or enforce the section of the contract allowing the City to deduct payment to the contractor in order to pay for continued engineering services. Similarly should our services be required beyond 8 hours on any day or any weekend time, we will also ask the City to enforce the section of the contract allowing the City to deduct payment to the contractor in order to pay for the excess hours. Should any or all of the delay be excusable, and our budget is depleted for that contract, we will prepare a proposal for our anticipated additional services. No additional work will commence without written authorization from the City.



We are prepared to initiate survey and design services immediately upon your authorization and based on this scope of services, we suggest the following fee breakdown to be billed monthly in accordance with our current contract with the City.

I.	Pre-Design, Design and Bidding Services (Items A thru C)	\$ 59,400
II.	<u>Construction Administration & Inspections (Item D)</u>	<u>\$ 72,000</u>
	Total Design and CA&I	\$131,400

On behalf of T&M Associates, I would like to thank you and the Governing Body for the opportunity to submit this Proposal, and look forward to working with you and members of your staff in the future.

Very truly yours,

T&M ASSOCIATES

JASON D. HARZOLD
On behalf of:
CHRISTINE A. BALLARD, P.E.
ASBURY PARK CITY ENGINEER

CAB:JDH:JJM:scb
cc: Cindy Dye, City Clerk
JoAnn Boos, CFO

H:\ASPK\#Proposals\16002\Final Proposal\Capabianco_CAB_Design Inspection Proposal-Springwood Ave_jdh rev.docx

FINANCE DEPARTMENT
DIVISIONS:
 ACCOUNTS AND CONTROL
 PURCHASING
 PAYROLL
 TAX ASSESSMENT
 TAX COLLECTION
 INFORMATION SYSTEMS



CITY COUNCIL
JOHN B. MOOR, MAYOR
AMY QUINN, DEPUTY MAYOR
 YVONNE CLAYTON
 JESSE KENDLE
 EILEEN CHAPMAN

MICHAEL N. CAPABIANCO, CITY MANAGER
 JOANN BOOS, CFO

CITY OF ASBURY PARK CERTIFICATION OF FUNDS

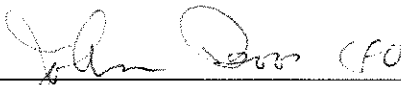
Pursuant to N.J.S.A. 40a:4-57, N.J.A.C. 5:345-, and any other applicable requirements, I, JoAnn Boos, Chief Financial Officer of the City of Asbury Park, hereby certify that there are available sufficient uncommitted appropriations in Account C-08-55-524-000-299 of the City of Asbury Park to approve contract for Engineering Services for design and construction services for Improvements to Sanitary Sewer Line on Springwood Ave. in the amount of \$131,400.00.

With: T&M Associates

For: Engineering Services for design and construction services for Improvements to Sanitary Sewer Lines on Springwood Ave.

In line item appropriations) as follows:
 C-08-55-524-000-299

Contract period: N/A
 Contract amount: \$131,400.00
 Amount certified: \$131,400.00
 Dated: January 25, 2017



 JoAnn Boos, Chief Financial Officer

City of Asbury Park
 Resolution Date 01/25/17



RESOLUTION NO. 2017-62

**City of Asbury Park
County of Monmouth
State of New Jersey**

RESOLUTION APPROVING CHANGE ORDER NUMBER ONE FOR THE CITY HALL GENERATOR PROJECT

WHEREAS, the City Council of Asbury Park and Warshauer Generator are parties to a contract for the “City Hall Generator” Project; and

WHEREAS, the original contract amount approved by the City Council was in the sum of Two Hundred Fifty-Two Thousand Five Hundred Dollars and 00/100 cents (\$252,500.00); and

WHEREAS, the project requires Changer Order #1 in the amount not to exceed Fifty thousand dollars and zero cents (\$50,000.00); and

WHEREAS, this change order reflects the costs activities as attached in the letter dated January 18, 2017 by Warshauer Generator outlining the scope and cost of services; and

WHEREAS, the City Manager recommends that Change Order No. 1 be authorized to complete the Project; and

WHEREAS, the execution of Change Order No. 1 will not substantially change the quality or character of the items or work to be provided, inasmuch as such would not have been a determining factor in the original bidding; and

WHEREAS, the execution of Change Order No. 1 will not cause the originally awarded contract price to be exceeded by more than 20%; and

WHEREAS, the Chief Financial Officer has provided to the Governing Body a certificate in writing pursuant to N.J.A.C. 5:34-2 that funds are available to pay for the subject matter of this Resolution; and

WHEREAS, said certification has designated specifically the line item appropriation(s) of the official budget to which the contract will be officially charged.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Asbury park, County of Mayor and State of New Jersey that the this Change Order shall not exceed \$50,000.00.

BE IT FURTHER RESOLVED that the City Manager is hereby authorized to execute Change Order No. 1 on behalf of the Governing Body.

BE IT FURTHER RESOLVED that the contract between the parties referred to above shall be amended to reflect the changes approved herein.

BE IT FURTHER RESOLVED that a certification of availability of funds shall be attached to the original copy of this resolution and kept in the files of the City Clerk.

BE IT FURTHER RESOLVED that a copy of this Resolution be provided to the CFO, Warshauer Generator, and City Manager.

I, CINDY A. DYE, City Clerk of the City of Asbury Park, Monmouth County, New Jersey, DO HEREBY CERTIFY the foregoing to be a true and exact copy of RESOLUTION NO. 2017-62 which was finally adopted by the City Council at a meeting held on the 25th day of January, 2017

CERTIFIED BY ME THIS 26th DAY OF January, 2017.

CINDY A. DYE
CITY CLERK



Generator, LLC

Sales/Service/Rentals/Support

2.M.6.a

TO: Asbury Park Twp.	PROJECT NAME: Generator Project
ATT: Michael Capabianco	LOCATION: Asbury Park, NJ
PAGE: 1 OF 3	
QUOTE NUMBER: Change Order #1	QUOTED BY: John Carroll

DATE: January 18, 2017

We are pleased to offer our quotation for the following bill of material only in accordance with our interpretation of the information provided by the township.

PRICE: \$50,000.00

GENERATOR

Upsize generator from 200kW to a 250kW as per the Engineering sizing report.

\$42,000.00

Quantity 1 – 250kW Generator

- Fuel type: Natural Gas
- Voltage: 227/480 3 Phase
- Enclosure type: Steel
- Battery, Battery Charger
- Coolant Heater

Engineering Services

- Signed and Sealed Topographic Survey provided by Borbus Surveying and Mapping, LLC of the Area between the railroad and westerly side of the building.

\$8,000.00

Change Order Approved By

Sign: _____

Print: _____

Date: _____



Tinton Falls • Parsippany • New Brunswick • Lakewood • Little Egg Harbor



Packet Pg. 166

Attachment: Change Order 1 - Asbury Park Municipal Building Generator (2017-62 : Changer Order Number One ffor the City Hall Generator



Generator, LLC

Sales/Service/Rentals/Support

2.M.6.a

NOTES AND CLARIFICATIONS:

- Revised Payment Terms
 - Deposit due with Purchase Order – \$50,000.00 **Received**
 - Payment due upon delivery of Generator – \$222,250.00
 - Payment due at time of Startup and transfer test. \$30,250.00
- No performance bond is needed; insurance requirements are met per agreement. There is no union labor and prevailing wage requirements are met.
- Warshauer Electric shall invoice upon shipment from manufacturer's factory.
- All invoices are NET 30 Days, subject to credit approval, are due in 30 days, regardless of whether equipment delivery has been taken. Payment obligations are not dependent or contingent upon the manner in which purchaser may receive payment from others.
- No retainage against this order will be permitted unless agreed to ahead of time.
- Warranty is invalid without factory start up.
- Start up will be done during normal business hours. Additional charges will be applied to start ups requested on weekends or off normal business hours.
- Freight is allowed and is FOB factory. Shipment will be via common carrier in a closed top truck, unless otherwise specified: you to off-load.
- If tilt bed delivery is included, it will ship to our trucker's facility for delivery to the job site.
- If delivery is not taken within a month storage fees of \$ 100 per month will be assessed.
- If the tilt bed driver is asked to wait, a \$100.00 per hour fee will be assessed. If job site conditions require rigging a \$100.00 per hour rigging fee will be assessed, if we are not made aware of the requirement in advance.
- This quotation is based on Warshauer's interpretation of the specification and covers materials listed only. Please check plans and specifications for compliance with job requirements.
- Pricing is valid for 30 days.
- **Taxes and permitting fees are not included in this proposal.**
- Unit will ship from factory with one (1) O&M manual. Warshauer will supply a CD copy of the manual.

Thank you for the opportunity to quote. If you have any questions, please feel free to contact the undersigned at 732-741-6400, extension 4237 or e-mail at jcarroll@warshauer.com.

Warshauer Generator, LLC.

John Carroll

John Carroll
Generator Sales Engineer
P: 732-741-6400
F: 732-741-3866



Contract Holder
Contract GS-07F-179CA

Tinton Falls • Parsippany • New Brunswick • Lakewood • Little Egg Harbor



(732) 383-2307
After Hours Emergency Service

Packet Pg. 167

Attachment: Change Order 1 - Asbury Park Municipal Building Generator (2017-62 : Changer Order Number One for the City Hall Generator

FINANCE DEPARTMENT**DIVISIONS:**

ACCOUNTS AND CONTROL
PURCHASING
PAYROLL
TAX ASSESSMENT
TAX COLLECTION
INFORMATION SYSTEMS

CITY COUNCIL**JOHN B. MOOR, MAYOR****AMY QUINN, DEPUTY MAYOR****YVONNE CLAYTON****JESSE KENDLE****EILEEN CHAPMAN****MICHAEL N. CAPABIANCO, CITY MANAGER****JOANN BOOS, CFO**

**CITY OF ASBURY PARK
CERTIFICATION OF FUNDS**

Pursuant to N.J.S.A. 40a:4-57, N.J.A.C. 5:345-, and any other applicable requirements, I, JoAnn Boos, Chief Financial Officer of the City of Asbury Park, hereby certify that there are available sufficient uncommitted appropriations in Account C-04-55-998-162-003 off the City of Asbury Park to approve a change order for Warshauer Generator in the amount of \$50,000.00

With: Warshauer Generator

For: Change Order #1

In line item appropriations as follows:
C-04-55-998-162-003

Change order amount: \$50,000.00

Amount certified: \$50,000.00

Dated: January 25, 2017



JoAnn Boos, Chief Financial Officer

City of Asbury Park
Resolution Date 01/25/17

Attachment: Warshauer \$50,000 (2017-62 : Changer Order Number One ffor the City Hall Generator Project)

**CITY OF ASBURY PARK
BOND ORDINANCE NUMBER 2017-2**

**BOND ORDINANCE PROVIDING FOR VARIOUS 2017
CAPITAL IMPROVEMENTS, BY AND IN THE CITY OF
ASBURY PARK, IN THE COUNTY OF MONMOUTH,
STATE OF NEW JERSEY; APPROPRIATING \$3,000,000
THEREFOR AND AUTHORIZING THE ISSUANCE OF
\$2,857,142 BONDS OR NOTES OF THE CITY TO FINANCE
PART OF THE COST THEREOF**

**BE IT ORDAINED AND ENACTED BY THE CITY COUNCIL OF THE CITY
OF ASBURY PARK, IN THE COUNTY OF MONMOUTH, STATE OF NEW JERSEY (not
less than two-thirds of all the members thereof affirmatively concurring), AS FOLLOWS:**

SECTION 1. The improvements or purposes described in Section 3 of this bond ordinance are hereby authorized as general improvements or purposes to be undertaken by the City of Asbury Park, in the County of Monmouth, State of New Jersey (the "City"). For the said improvements or purposes stated in Section 3, there is hereby appropriated the aggregate sum of \$3,000,000, said sum being inclusive of the sum of \$142,858 as the aggregate amount of down payments for said improvements or purposes required by the Local Bond Law, N.J.S.A. 40A:2-1 et seq. (the "Local Bond Law"). The down payments are now available by virtue of a provision or provisions in a previously adopted budget or budgets of the City for down payment or for capital improvement purposes.

SECTION 2. For the financing of said improvements or purposes described in Section 3 hereof and to meet the part of said \$3,000,000 appropriation not provided for by application hereunder of said down payments, negotiable bonds of the City are hereby authorized to be issued in the aggregate principal amount of \$2,857,142 pursuant to the Local Bond Law. In anticipation of the issuance of said bonds and to temporarily finance said improvements or purposes, negotiable notes of the City in an aggregate principal amount not exceeding \$2,857,142 are hereby authorized to be issued pursuant to and within the limitations prescribed by said Local Bond Law.

SECTION 3. (a) The improvements hereby authorized and purposes for the financing of which said obligations are to be issued include, but are not limited to:

<u>Description</u>	<u>Appropriation</u>	<u>Authorization</u>	<u>Down Payment</u>	<u>Useful Life</u>
(i) Roadway Improvements At Various Locations Throughout The City, Which Improvements Shall Include, But Are Not Limited To, As Applicable, Excavation, Milling, Boxing Out And Resurfacing Of Roadways; Curb, Sidewalk And Drainage Improvements;	\$1,610,739	\$1,534,037	\$76,702	20 years
(ii) Various Police Department Improvements Including, But Not Limited To, The Acquisition Of Three (3) Non-Passenger Vehicles; Electronic Improvements To Various Police Vehicles; And Improvements To Police Department Building;	\$231,544	\$220,518	\$11,026	6.04 years
(iii) Various Fire Department Improvements Including, But Not Limited To, The Acquisition And Installation, As Applicable, Of Protective Gear, Equipment and Apparatus;	\$50,335	\$47,938	\$2,397	5 years
(iv) Various Public Works Improvements Including, But Not Limited To, Traffic Light And Control Box Improvements; Acquisition Of Non-Passenger Vehicles Including, But Not Limited To, A Sweeper And Pickup Truck;	\$639,261	\$608,820	\$30,441	14.88 years
(v) Acquisition Of Non-Passenger Vehicles For The Department Of Social Services And The Building Department; And	\$90,604	\$86,289	\$4,315	5 years
(vi) Various General Capital Improvements Throughout The City Including, But Not Limited To, Various Main Street Streetscape Improvements, General Plant	\$377,517	\$359,540	\$17,977	9.23 years

Improvements Including, But Not Limited To Security Measure Improvements And Acquisition And Installation, As Applicable, Of Various Equipment, Furnishings, Cabinets And Flooring; Acquisition and Installation, As Applicable, Of Trash Receptacles And Information Technology Improvements and the Acquisition of Computer Hardware and Software Throughout City Departments.

Totals	\$3,000,000	\$2,857,142	\$142,858
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(b) The above improvements or purposes set forth in Section 3(a) are more particularly described in documents on file in the Office of the City Manager and shall also include, as applicable, all engineering, architectural or design work, construction planning, preparation of plans and specifications, permits, bid documents, inspection and contract administration, and all work, materials, equipment, labor and appurtenances necessary therefor or incidental thereto.

(c) The aggregate estimated maximum amount of bonds or notes to be issued for said purposes is \$2,857,142.

(d) The aggregate estimated cost of said purposes is \$3,000,000, the excess amount thereof over the said estimated maximum amount of bonds or notes to be issued therefor being the aggregate amount of \$2,857,142, is the aggregate down payments for said purposes in the amount of \$142,858 and the Chief Financial Officer may reappropriate the amounts among the improvements or purposes set forth in Section 3(a).

SECTION 4. In the event the United States of America, the State of New Jersey and/or the County of Monmouth make a contribution or grant in aid to the City for the improvements and purposes authorized hereby and the same shall be received by the City prior to the issuance of the bonds or notes authorized in Section 2 hereof, then the amount of such bonds or notes to be issued shall be reduced by the amount so received from the United States of America, the State of New Jersey and/or the County of Monmouth . In the event, however, that any amount so contributed or granted by the United States of America, the State of New Jersey and/or the County of Monmouth shall be received by the City after the issuance of the bonds or notes authorized in Section 2 hereof, then such funds shall be applied to the payment of the bonds or notes so issued and shall be used for no other purpose.

SECTION 5. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the Chief Financial Officer of the City (the "Chief Financial Officer"), provided that no note shall mature later than one (1) year from its date. The notes shall bear interest at such rate or rates and be in such form as may be determined by the Chief Financial Officer. The Chief Financial Officer shall determine all matters in connection with the notes issued pursuant to this bond ordinance, and the signature of the

Chief Financial Officer upon the notes shall be conclusive evidence as to all such determinations. All notes issued hereunder may be renewed from time to time in accordance with the provisions of N.J.S.A. 40A:2-8(a). The Chief Financial Officer is hereby authorized to sell part or all of the notes from time to time at public or private sale and to deliver them to the purchaser thereof upon receipt of payment of the purchase price and accrued interest thereon from their dates to the date of delivery thereof. The Chief Financial Officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the notes pursuant to this bond ordinance is made. Such report must include the principal amount, the description, the interest rate and the maturity schedule of the notes so sold, the price obtained and the name of the purchaser.

SECTION 6. The capital budget of the City is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith and a resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget and capital programs as approved by the Director of the Division of Local Government Services, New Jersey Department of Community Affairs, is on file in the Office of the City Clerk and is available for public inspection.

SECTION 7. The following additional matters are hereby determined, declared, recited and stated:

(a) The improvements or purposes described in Section 3 of this bond ordinance are not current expenses and are improvements or purposes which the City may lawfully undertake as general improvements or purposes, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.

(b) The average period of usefulness of said improvements or purposes within the limitations of said Local Bond Law, according to the reasonable life thereof computed from the date of the said bonds authorized by this bond ordinance, is 15.77 years.

(c) The supplemental debt statement required by the Local Bond Law has been duly made and filed in the Office of the City Clerk and a complete executed duplicate thereof has been filed in the Office of the Director of the Division of Local Government Services, New Jersey Department of Community Affairs, and such statement shows that the gross debt of the City as defined in the Local Bond Law is increased by the authorization of the bonds or notes provided for in this bond ordinance by \$2,857,142 and the said obligations authorized by this bond ordinance will be within all debt limitations prescribed by said Local Bond Law.

(d) An aggregate amount not exceeding \$645,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the improvements or purposes herein before described.

SECTION 8. The full faith and credit of the City are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the City, and the City shall be obligated to levy *ad valorem* taxes upon all the taxable property within the City for the payment of the obligations and the interest thereon without limitation as to rate or amount.

SECTION 9. The City hereby declares the intent of the City to issue the bonds or bond anticipation notes in the amount authorized in Section 2 of this bond

ordinance and to use proceeds to payor reimburse expenditures for the costs of the purposes described in Section 3 of this bond ordinance. This Section 9 is a declaration of intent within the meaning and for purposes of Treasury Regulations §1.150-2 or any successor provisions of federal income tax law.

SECTION 10. The City Chief Financial Officer is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the City and to execute such disclosure document on behalf of the City. The City Chief Financial Officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the City pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the “Rule”) for the benefit of holders and beneficial owners of obligations of the City and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the City fails to comply with its undertaking, the City shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

SECTION 11. The City covenants to maintain the exclusion from gross income under section 103(a) of the Code, of the interest on all bonds and notes issued under this bond ordinance.

SECTION 12. This bond ordinance shall take effect twenty (20) days after the first publication thereof after final adoption and approval by the Mayor, as provided by the Local Bond Law.

DATED: January 25, 2017

CINDY A. DYE,
Clerk of the City of Asbury Park

APPROVAL BY THE MAYOR ON THIS _____ DAY OF _____, 2017

JOHN MOOR,
Mayor of the City of Asbury Park



**Asbury Park, New Jersey
ORDINANCE NO. 2017-3**

**AN ORDINANCE AMENDING AND SUPPLEMENTING “CHAPTER XXVI
PERSONNEL POLICIES” CREATING SECTION 26-5 “MANDATORY DIRECT
DEPOSIT” OF THE “CODE OF THE CITY OF ASBURY PARK, NEW JERSEY.”**

NOW, THEREFORE, BE AND IT IS HEREBY ORDAINED, by the Mayor and City Council of the City of Asbury Park (the “City”), in the County of Monmouth and State of New Jersey, **CHAPTER XXVI PERSONNEL POLICIES SECTION 26-5 “MANDATORY DIRECT DEPOSIT”** of the “Code of the City of Asbury Park, New Jersey is hereby amended and supplemented in order to add the following:

**CHAPTER XXVI
Mandatory Direct Deposit**

26-5.1 Introduction and enabling legislation

Pursuant to C. 52:14-15f.2b et. seq. P.L. 2013 c. 28, authorizes local governments to mandate direct deposit for governmental employees effective after July 1, 2014

26-5.2 Direct Deposit Required

All full time or biweekly paid employees shall have their net pay deposited via direct deposit.

Seasonal or part time employees are exempt from this requirement but can utilize direct deposit.

26.5.3 Role of the Chief Financial Officer

The Chief Financial Officer shall have the ability to grant limited, good cause waivers to the direct deposit mandate.

I, CINDY A. DYE, City Clerk of the City of Asbury Park, Monmouth County, New Jersey, DO HEREBY CERTIFY the foregoing to be a true and exact copy of ORDINANCE NO. 2017-3 which was finally adopted by the City Council at a meeting held on the 25th day of January, 2017

CINDY A. DYE
CITY CLERK



**Asbury Park, New Jersey
ORDINANCE NO. 2017-4**

**AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER II
“ADMINISTRATION”, ARTICLE V “DEPARTMENTS AND DIVISION”,
SUBSECTION 2-7 “LAW PERSONNEL”, OF THE REVISED GENERAL
ORDINANCES OF THE CITY OF ASBURY PARK, MONMOUTH COUNTY, STATE
OF NEW JERSEY**

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Asbury Park, that Chapter II “Administration”, Article V “Departments and Division”, Subsection 2-7 “Law Personnel” of the Ordinances of the City of Asbury Park is hereby amended and that those portions of the aforesaid set forth below are hereby amended as follows and that those portions of the Ordinance not set forth below shall remain unchanged:

2-7.1 Positions Created.

There is hereby created the positions of City Attorney, Municipal Prosecutor, Municipal Public Defender, and Code Enforcement Prosecutor. The Mayor and Council may appoint special counsels as they deem necessary who shall serve at the pleasure of the Mayor and Council. The Mayor and Council shall appoint the City Attorney and all special Counsel. All other staff appointments shall be by the City Manager if such positions are created by the Mayor and Council and the appointees shall serve at the pleasure of the City Manager. All non-staff appointments are to be made by the Mayor and Council (2000 Code §2-7.1; New)

2-7.2 City Attorney.

The City Attorney shall be appointed by the Mayor and Council and shall serve at their pleasure. (2000 Code §2-7.1; New)

2-7.3 Municipal Prosecutor.

The Municipal Prosecutor shall be appointed by the City Manager if the position is defined as a staff position as defined by Federal and State regulations. If this position is not a staff position and is qualified as a consultant, then the Mayor and Council shall appoint the position. Dependent on the nature of the appointment, there shall be at least one (1) Alternate Prosecutor appointed. The Municipal Prosecutor shall perform those duties as prescribed under N.J.S.A. 2B:25-5. (N.J.S.A. 2B:25-1 et seq.)

2-7.4 Municipal Public Defender; Application Fee.

Municipal Public Defender shall be appointed by the City Manager if the position is defined as a staff position as defined by Federal and State regulations. If this position is not a staff position and is qualified as a consultant, then the Mayor and Council shall appoint the position. The Municipal Public Defender shall perform those duties prescribed under N.J.S.A. 2B:24-6.

The Public Defender shall receive a salary if a staff position or a contract if appointed by the Mayor and Council. The Public Defender shall represent defendants in the Municipal Court as directed by the Judge of the Municipal Court. Any person applying for representation by a Municipal Public Defender shall be required to pay an application fee of not more than two hundred (\$200.00) dollars. The Municipal Court may waive any required application fee, in whole or in part, if the court determines, in its discretion, that the application fee represents an unreasonable burden on the person seeking representation.

(2000 Code § 2-35.9; Ord. No. 2673; N.J.S.A. 2B:24-6; New)

2-7.5 Code Enforcement Prosecutor.

The position of Code Enforcement Prosecutor is created by the Mayor and Council. The Municipal Prosecutor shall be appointed by the City Manager if the position is defined as a staff position as defined by Federal and State regulations. If this position is not a staff position and is qualified as a consultant, then the Mayor and Council shall appoint the position.

2-7.6 Other Appointments.

The City Manager may make such other appointments for such positions as created by the Mayor and Council. (New)

2-7.7 Compensation.

Compensation shall be set by salary ordinance and/or by contract approved by the Mayor and Council. (2000 Code §2-7.2; New)

I, CINDY A. DYE, City Clerk of the City of Asbury Park, Monmouth County, New Jersey, DO HEREBY CERTIFY the foregoing to be a true and exact copy of ORDINANCE NO. 2017-4 which was finally adopted by the City Council at a meeting held on the 25th day of January, 2017

CINDY A. DYE
CITY CLERK



**Asbury Park, New Jersey
ORDINANCE NO. 2017-5**

**AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER II
“ADMINISTRATION” ARTICLE V “DEPARTMENTS AND DIVISIONS”, CHAPTER
2-8 POLICE DEPARTMENT**

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Asbury Park, that Chapter II “Administration, Article V “Departments and Division”, subsection 2-8 “Police Department” of the Ordinances of the City of Asbury Park is hereby amended and that those portions of the aforesaid set forth below are hereby amended as follows and that those portions of the Ordinance not set forth below shall remain unchanged:

2-8.2 Members; Responsibilities.

The Police Department shall not exceed more than the following:

- a. Police Chief; Number of Positions - One (1)
- b. Deputy Police Chief; Number of Positions - One (1)
- c. Captain; Number of Positions - Four (4)
- d. Lieutenants; Number of Positions - Six (6)
- e. Sergeants; Number of Positions - Fifteen (15)
- f. Police Officers Number of Positions - Sixty-two (62)

The above listing represents the chain of command within the Department, with the Police Chief representing the highest position and the remaining positions falling in descending hierarchical order. The lowest ranking members of the Department shall be the Special Police Officers, if any.

In addition civilian employees including but not limited to laborers, telephone operators, clerks, computer personnel, telecommunications officers, Special Law Enforcement Officer II (SLEO), school traffic guards, and other special police officers may be hired subject to the recommendation of the Chief of Police and/or Director of Public Safety

The establishment of a Table of Organization for the City of Asbury Park Police Department shall not be deemed to require that all positions be filled, but rather the number of sworn officers in each rank and/or position shall not exceed those set forth in this article unless the Table of Organization is amended by the City Council of the City of Asbury and such positions are subject to available funding of such positions by the adoption of a budget and salary ordinance by the City Council of the City of Asbury Park. Any municipal salary ordinance, as amended, and appointment of persons in accordance with this Table of Organization shall be consistent with the foregoing and shall serve to fill the positions allowed pursuant to this section. In the event that a Police Chief is not named, then the next highest ranking officer shall have all

the vested duties of that of a Police Chief.

2-8.6 Divisions.

The Police Department shall consist of the following divisions and such other divisions and/or units as may be designated by the Police Chief:

- a. *Patrol Division.* The Patrol Division shall be headed by a superior officer chosen by the Police Chief, and shall consist of such officers and patrol persons as assigned by the Police Chief to carry out the duties assigned to the Division. The School Crossing Guards and Meter Enforcement Officers shall be part of the Patrol Division. This Division will be responsible for the conduct and operation of the main Police desk and such other duties as determined by the Police Chief.
- b. *Administrative Service Division.* The Administrative Services Division shall be headed by a superior officer chosen by the Police Chief, and shall consist of such officers and patrol persons as assigned by the Police Chief to carry out the duties assigned to the Division, which duties shall be determined by the Police Chief.
- c. *Investigation Division.* The Investigation Division shall be headed by a superior officer chosen by the Police Chief, and shall consist of such other detectives and officers as assigned by the Police Chief to carry out the duties assigned to the Division, which duties shall be determined by the Police Chief. The grade of Detective shall be of a temporary nature and shall apply to patrol persons when assigned by the Police Chief to the Investigation Division of the Department. In the absence of a superior officer, detectives shall rank patrol persons in carrying out their duties.
- d. *Support Services Division.* The Support Services Division shall be headed by a superior officer chosen by the Police Chief and shall consist of staff support to perform duties included but not limited to Records, OPRA, Technical Services, etc.

I, CINDY A. DYE, City Clerk of the City of Asbury Park, Monmouth County, New Jersey, DO HEREBY CERTIFY the foregoing to be a true and exact copy of ORDINANCE NO. 2017-5 which was finally adopted by the City Council at a meeting held on the 25th day of January, 2017

CINDY A. DYE
CITY CLERK



**Asbury Park, New Jersey
ORDINANCE NO. 2017-6**

**AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER II
“ADMINISTRATION” ARTICLE XI “FEES” OF THE “CODE OF THE CITY OF
ASBURY PARK, NEW JERSEY.”**

NOW, THEREFORE, BE AND IT IS HEREBY ORDAINED, by the Mayor and City Council of the City of Asbury Park (the “City”), in the County of Monmouth and State of New Jersey, that Chapter II “Administration” Article XI Fees, Section 2-87 “Payment in lieu of parking” in the Central Business District (CBD)” of the “Code of the City of Asbury Park, New Jersey is hereby created:

**CHAPTER IV
PERMITS FOR SPECIAL EVENTS**

2-87 Payment in lieu of parking in the Central Business District (CBD)

The payment in lieu of parking shall be \$15,000 per space.

All units that are deemed affordable per HUD standard for Monmouth County for a minimum of ten (10) years shall pay fifty percent (\$7,500) of the fee per space.

The proceeds shall be deposited into a fund established solely for the acquisition, development, expansion or capital repair of public and municipal parking facilities, traffic- or transportation-related capital projects, the provision or operating expenses of transit facilities designed to reduce reliance on private automobiles, programs to facilitate carpooling or ride sharing, and creating a consistent streetscape for all user groups utilizing all modes of transportation by introducing context-sensitive design elements at intersections and corridors, such as parking meters, wayfinding signage, kiosks, trails, sidewalks, crosswalks, streets and similar improvements that connect users to public and municipal parking facilities throughout the City. The proceeds of such fund shall not be considered a part of the municipal general fund.

BE IT FURTHER ORDAINED, that all other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistencies.

BE IT FURTHER ORDAINED, that the provisions of this Ordinance shall be severable. In the event that any portion of this Ordinance is found to be invalid for any reason by any Court of competent jurisdiction, such judgment shall be limited in its effect only to the portion of the Ordinance actually adjudged invalid and shall not be deemed to affect the operation of any other portion thereof, which shall remain in full force and effect.

I, CINDY A. DYE, City Clerk of the City of Asbury Park, Monmouth County, New Jersey, DO HEREBY CERTIFY the foregoing to be a true and exact copy of ORDINANCE NO. 2017-6 which was finally adopted by the City Council at a meeting held on the 25th day of January, 2017

CINDY A. DYE
CITY CLERK



**Asbury Park, New Jersey
ORDINANCE NO. 2017-1**

**AMENDING AND SUPPLEMENTING CHAPTER II “ADMINISTRATION” SECTION
2-47.6B “REPRESENTATION” (SUNSET LAKE COMMISSION) OF THE “CODE OF
THE CITY OF ASBURY PARK, NEW JERSEY.”**

NOW, THEREFORE, BE AND IT IS HEREBY ORDAINED, by the Mayor and City Council of the City of Asbury Park (the “City”), in the County of Monmouth and State of New Jersey, that Chapter II “Administration” Section 2-47.6b “Representation” (Sunset Lake Commission) of the “Code of the City of Asbury Park, New Jersey is hereby amended and supplemented in order to add the following:

Section 2-47.6b (4) Two (2) alternate members as chosen by the City Council

BE IT FURTHER ORDAINED, that all other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistencies.

I, CINDY A. DYE, City Clerk of the City of Asbury Park, Monmouth County, New Jersey, DO HEREBY CERTIFY the foregoing to be a true and exact copy of ORDINANCE NO. 2017-1 which was finally adopted by the City Council at a meeting held on the 25th day of January, 2017

CINDY A. DYE
CITY CLERK



Minutes
Meeting of the Municipal Council
Wednesday, January 25, 2017
WORK SESSION

Attendee Name	Title	Status	Arrived
Eileen Chapman	Councilmember	Present	
Yvonne Clayton	Councilmember	Present	
Jesse Kendle	Councilmember	Present	
Amy Quinn	Deputy Mayor	Present	
John Moor	Mayor	Present	
Cindy Dye	City Clerk	Present	
Michael Capabianco	City Manager	Present	
Frederick Raffetto	City Attorney	Present	

City Clerk Cindy Dye called the meeting to order at 6:00 PM.

City Manager's Report on Issues Raised at Prior Council Meeting(s)

City Manager Capabianco had no issues to discuss.

Special Event Applications

City Manager Capabianco reviewed the applications for the Special Events.

Review of Agenda Items for January 25, 2017 Regular Meeting

City Manager Capabianco reviewed the Council agenda with the City Council.

Matters from City Council

Council Member Chapman recognized the Woman's March on January 21 and thanked the organizers of the event.

Council Member Clayton stated that the Woman's March was a wonderful event and thanked the organizers. The Asbury Park Rotary Club is giving away free computers to those who cannot afford to purchase them. The next expungement workshop is February 4 at 11 a.m. at St. Stephens Church. The Plumbers and Pipefitters local is looking to take 150 applicants into their apprenticeship program. Applications are available on-line or at City Hall. Applicants must apply by February 29.

Council Member Kendle thanked all the organizers of the Woman's March. It was an outstanding event.

Deputy Mayor Quinn stated that she was at the Woman's March in DC. She stated she heard that the Woman's March in Asbury Park was a great event.

Mayor Moor announced the names of the organizers of the Woman's March. He stated that an ad was in the newspaper for IBEW 40 is accepting applications for apprenticeship program as well. He asked it to put on the website.

Matters from City Manager

City Manager Capabianco had no matters to discuss.

Matters from City Attorney

City Attorney Raffetto has no matters.

Regular Meeting begins at 7:00 p.m.

City Clerk Dye announced the regular meeting will begin at 7 p.m. and the Council will break until then.

Respectfully submitted by:

Cindy A. Dye, RMC, City Clerk



Minutes
Meeting of the Municipal Council
Wednesday, January 25, 2017
REGULAR MEETING

Attendee Name	Title	Status	Arrived
Eileen Chapman	Councilmember	Present	
Yvonne Clayton	Councilmember	Present	
Jesse Kendle	Councilmember	Present	
Amy Quinn	Deputy Mayor	Present	
John Moor	Mayor	Present	
Cindy Dye	City Clerk	Present	
Michael Capabianco	City Manager	Present	
Frederick Raffetto	City Attorney	Present	

City Clerk Cindy Dye called the meeting to order at 7:00 PM.

2017-54 Authorizing a meeting which excludes the public

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Yvonne Clayton, Councilmember
SECONDER:	Eileen Chapman, Councilmember
AYES:	Chapman, Clayton, Kendle, Quinn, Moor

As to comply with the “Open Public Meetings Act,” Chapter 231, P.L. 1975, adequate Notice of this meeting has been provided in the following manner: The Annual Notice was forwarded to the Asbury Park Press, The Coaster and The Star Ledger on January 3, 2017, and posted on the bulletin board the same date. All notices are on file with the City Clerk.

RECOGNITION OF THE CITY OF ASBURY PARK HIGH SCHOOL 2016 VARSITY FOOTBALL TEAM

The City Council presented a proclamation to the Asbury Park Varsity Football Team and cheerleaders.

RECOGNITION OF THE CITY OF ASBURY PARK SCHOOL BOARD RECOGNITION MONTH

The City Council presented a proclamation to the Asbury Park School Board.

MATTERS FROM CITY COUNCIL

The City Council discussed their matters during the workshop session.

MATTERS FROM CITY MANAGER

The City Manager has no matters.

MATTERS FROM CITY ATTORNEY

The City Attorney has no matters.

PUBLIC PARTICIPATION

Motion made by Council Member Jesse Kendle to open the meeting to the public. Motion seconded by Council Member Chapman. All were in favor.

The following members spoke from the public: Rita Marano, Jordan Modell, Jerry Scarano and Tracy Rogers.

Motion made by Deputy Mayor Quinn to close the meeting to the public. Motion seconded by Council Member Clayton. All were in favor.

MINUTES

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jesse Kendle, Councilmember
SECONDER:	Yvonne Clayton, Councilmember
AYES:	Chapman, Clayton, Kendle, Quinn, Moor

1. Municipal Council - Organizational Meeting - Jan 1, 2017 2:00 PM
2. Minutes of Jan 11, 2017 Executive Session 4:00 PM
3. Municipal Council - Work Session - Jan 11, 2017 6:00 PM
4. Municipal Council - Regular Meeting - Jan 11, 2017 7:00 PM

CONSENT AGENDA RESOLUTIONS

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Yvonne Clayton, Councilmember
SECONDER:	Eileen Chapman, Councilmember
AYES:	Chapman, Clayton, Kendle, Quinn, Moor

2017-55 Special Event Applications

2017-56 Resolution of the City of Asbury Park, County of Monmouth, State of New Jersey, Authorizing Compensation Payment to Lisa Smith upon her Separation of Employment

2017-57 Resolution Approving Application to Opt Out of Paramount Homes Financial Agreement to Fully Disabled Veteran

INDIVIDUAL RESOLUTIONS

2017-51 Identifying of Menu Items as Per the Subsequent Developer Agreement between the City of Asbury Park, Madison Asbury Retail LLC, and Asbury Partners

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jesse Kendle, Councilmember
SECONDER:	Eileen Chapman, Councilmember
AYES:	Chapman, Clayton, Kendle, Quinn, Moor

2017-58 Resolution Authorizing the Payment of Bills
Councilwoman Chapman abstains from PO 16-04005.

RESULT:	ADOPTED [4 TO 1]
MOVER:	Jesse Kendle, Councilmember
SECONDER:	Yvonne Clayton, Councilmember
AYES:	Eileen Chapman, Yvonne Clayton, Jesse Kendle, Amy Quinn
NAYS:	John Moor

2017-59 Resolution Adopting the Personnel Policy for 2017

RESULT:	ADOPTED [4 TO 1]
MOVER:	Yvonne Clayton, Councilmember
SECONDER:	Amy Quinn, Deputy Mayor
AYES:	Eileen Chapman, Yvonne Clayton, Jesse Kendle, Amy Quinn
NAYS:	John Moor

2017-60 Resolution Authorizing the Award of a Load and Pack Refuse

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Quinn, Deputy Mayor
SECONDER:	John Moor, Mayor
AYES:	Chapman, Clayton, Kendle, Quinn, Moor

2017-61 Authorizing Design Services, Project Management and Construction, and Inspection Services to T&M Associates for Improvements to Sanitary Sewer Line under the Railroad Tracks on Springwood Avenue

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Eileen Chapman, Councilmember
SECONDER:	Yvonne Clayton, Councilmember
AYES:	Chapman, Clayton, Kendle, Quinn, Moor

2017-62 Resolution Approving Change Order Number One for the City Hall Generator Project

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Moor, Mayor
SECONDER:	Yvonne Clayton, Councilmember
AYES:	Chapman, Clayton, Kendle, Quinn, Moor

ORDINANCES

Introduction

2017-2 Bond Ordinance Providing for Various 2017 Capital Improvements, by and in the City of Asbury Park, in the County of Monmouth, State of New Jersey; Appropriating \$3,000,000 Therefor and Authorizing the Issuance of \$2,857,142 Bonds or Notes of the City to Finance Part of the Cost Thereof

Public hearing is scheduled for March 8, 2017.

RESULT:	INTRODUCED [UNANIMOUS]
	Next: 3/8/2017 7:00 PM
MOVER:	Amy Quinn, Deputy Mayor
SECONDER:	Yvonne Clayton, Councilmember
AYES:	Chapman, Clayton, Kendle, Quinn, Moor

2017-3 An Ordinance Amending And Supplementing “Chapter XXVI Personnel Policies” Creating Section 26-5 “Mandatory Direct Deposit” of the “Code of the City of Asbury Park, New Jersey.”

Public hearing is scheduled for February 8, 2017.

RESULT:	INTRODUCED [UNANIMOUS]
	Next: 2/8/2017 7:00 PM
MOVER:	Amy Quinn, Deputy Mayor
SECONDER:	Yvonne Clayton, Councilmember
AYES:	Chapman, Clayton, Kendle, Quinn, Moor

2017-4 An Ordinance Amending and Supplementing Chapter II “Administration”, Article V “Departments and Division”, Subsection 2-7 “Law Personnel”, of the Revised General Ordinances of the City of Asbury Park, Monmouth County, State of New Jersey

Public hearing is scheduled for February 8, 2017.

RESULT:	INTRODUCED [UNANIMOUS]
	Next: 2/8/2017 7:00 PM
MOVER:	Jesse Kendle, Councilmember
SECONDER:	Eileen Chapman, Councilmember
AYES:	Chapman, Clayton, Kendle, Quinn, Moor

2017-5 An Ordinance Amending and Supplementing Chapter II “Administration” Article V “Departments and Divisions”, Chapter 2-8 Police Department

Public hearing is scheduled for February 8, 2017.

RESULT:	INTRODUCED [UNANIMOUS]
	Next: 2/8/2017 7:00 PM
MOVER:	Amy Quinn, Deputy Mayor
SECONDER:	Eileen Chapman, Councilmember
AYES:	Chapman, Clayton, Kendle, Quinn, Moor

2017-6 An Ordinance Amending and Supplementing Chapter II “Administration” Article XI “Fees” of the “Code of the City of Asbury Park, New Jersey.”

Public hearing is scheduled for February 8, 2017.

RESULT:	INTRODUCED [4 TO 1]
	Next: 2/8/2017 7:00 PM
MOVER:	Eileen Chapman, Councilmember
SECONDER:	John Moor, Mayor
AYES:	Eileen Chapman, Yvonne Clayton, Jesse Kendle, John Moor
NAYS:	Amy Quinn

Second Reading/Public Hearing

2017-1 Amending and Supplementing Chapter II “Administration” Section 2-47.6b
“Representation” (Sunset Lake Commission) of the “Code of the City of Asbury Park,
New Jersey.”

Motion made by Council Member Kendle to open Ordinance 2017-01 to the public. Motion
seconded by Mayor Moor. All were in favor

The following members of the public spoke: Rita Marano

Motion made by Council Member Kendle to close Ordinance 2017-01 to the public. Motion
seconded by Council Member Chapman. All were in favor.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Quinn, Deputy Mayor
SECONDER:	Eileen Chapman, Councilmember
AYES:	Chapman, Clayton, Kendle, Quinn, Moor

ADJOURNMENT

The meeting was adjourned at 8:00 PM

Respectfully submitted by:

Cindy A. Dye, RMC, City Clerk