

Mayor Fernandes called the meeting to order and requested those present to join her in the Pledge of Allegiance to the Flag.

Mayor Fernandes called for a Moment of Silence for the passing of Sophie Kalaka, former Mayor Kalaka-Adams' mother.

Mayor Fernandes read the following statement:

**"GOOD EVENING LADIES AND GENTLEMEN. THIS MEETING IS NOW CALLED TO ORDER. IN LINE WITH THE BOROUGH OF SEA BRIGHT'S LONGSTANDING POLICY OF OPEN GOVERNMENT, AND IN COMPLIANCE WITH THE "OPEN PUBLIC MEETINGS ACT", I WISH TO ADVISE YOU THAT ADEQUATE NOTICE OF THIS REGULARLY SCHEDULED MEETING HAS BEEN ADVERTISED IN THE COURIER ON JANUARY 10, 2008 AND POSTED ON THE BULLETIN BOARD IN THE BOROUGH OFFICE. IN EACH INSTANCE, THE DATE, TIME AND LOCATION OF THIS MEETING WERE PROVIDED IN THE NOTICE. THIS MEETING IS OPEN TO THE PUBLIC."**

**3. ROLL CALL:**

**PRESENT:** Councilmembers Bills, Keeler, Kelly, Long, Markson, Scriven, Mayor Fernandes, Attorney Arnette, Borough Engineer Hoder, Municipal Clerk Smeltzer.

**ABSENT:** Chief Financial Officer Bascom

**4. INTRODUCTION:** Sandra Van Sant, Health Officer  
Monmouth County Regional Health Comm. No.1

Health Officer Van Sant said that rabies and pneumonia clinics will continue. Sea Bright's Health Inspector John McDonald will inspect Sea Bright's restaurants pools, septic and wells. Sea Bright will continue to receive Communicable Disease reports. They hired a Health Educator who will be available for Community activities and topics. The Monmouth County Regional Health Commission will be focusing on flu preparedness and other disaster preparations. Health Officer Van Sant said that she will be working closely with the Office of Emergency Management.

Health Officer Van Sant said that this spring a state-wide program will be available for people needing first line rescue. Individuals could register on-line for special needs whether it be may be oxygen, a wheelchair or a Alzheimer's patient.

Councilwoman Long introduced and offered for adoption the following Resolution:

**RESOLUTION NO. 68-2008  
TEMPORARY BUDGET  
BOROUGH OF SEA BRIGHT**

**WHEREAS**, N.J.S. 40A:4-19 provides that where any contract commitment or payments are to be made prior to the final adoption of the 2008 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and,

**WHEREAS**, the date of this resolution is within the first thirty days of January 2008; and,

**NOW, THEREFORE, BE IT RESOLVED** that the following 2008 temporary appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for his records:

**TEMPORARY APPROPRIATIONS - 2008**

**Administrative & Executive:**

Salaries & Wages	20-100-111	\$ 3,000.00
Other Expenses	20-100-299	\$ 23,000.00

**Municipal Clerk:**

Salaries & Wages	20-120-111	\$ 54,000.00
Other Expenses	20-120-299	\$ 5,400.00

**Financial Administration:**

Salaries & Wages	20-130-111	\$ 25,600.00
Other Expenses	20-130-299	\$ 6,000.00

**Audit Services:**

Other Expenses	20-135-220	\$ 5,000.00
----------------	------------	-------------

**Collection of Taxes:**

Salaries & Wages	20-145-111	\$ 22,500.00
Other Expenses	20-145-299	-0-

**Assessment of Taxes:**

Salaries & Wages	20-150-111	\$ 10,200.00
Other Expenses	20-150-299	\$ 2,000.00

**Legal Services and Costs:**

Salaries & Wages	20-155-111	\$ -0-
Other Expenses	20-155-299	\$ 50,000.00

**Engineering Services and Costs:**

Salaries & Wages	20-165-111	\$ -0-
Other Expenses	20-165-299	\$ 20,000.00

**Planning Board:**

Salaries & Wages	21-180-111	\$ 10,400.00
Other Expenses	21-180-299	\$ 2,000.00

**State Uniform Const. Code**

Salaries & Wage	22-195-111	\$ 40,000.00
Other Expenses	22-195-299	\$ 1,000.00

**Fire Marshall**

Salaries & Wage	22-200-111	\$ 4,400.00
Other Expenses	22-200-299	\$ 600.00

**Insurance:**

Liability Insurance	23-210-290	\$ 65,086.00
Workers Compensation Ins.	23-215-290	\$106,800.00
Group Ins for Employees	23-220-292	\$160,000.00
Other Insurance Premiums	23-225-299	-0-

**Police Department:**

Salaries & Wages	25-240-111	\$452,000.00
Other Expenses	25-240-299	\$ 70,000.00

**Police Dispatch:**

Salaries and Wages	25-250-111	\$ 46,000.00
--------------------	------------	--------------

<b>Other Expenses:</b>	25-250-299	\$ 2,000.00
<b>Emergency Management Services:</b>		
Salaries and Wages	25-252-111	\$ 1,900.00
Other Expenses	25-252-299	\$ 3,000.00
<b>First Aid Organizations:</b>		\$ -0-
<b>Volunteer Fire Co:</b>		
Other Expenses	25-265-299	\$ 26,000.00
<b>Fire Hydrant Rental:</b>		
Hydrants	25-266-273	\$ 13,000.00
<b>Municipal Prosecutor:</b>		
Salaries and Wages	25-275-111	\$ 8,000.00
<b>Road Repairs and Maint:</b>		
Salaries and Wages	26-290-111	\$110,000.00
Other Expenses	26-290-299	\$ 34,000.00
Maintenance of Bulkheads	26-291-298	\$ 2,000.00
<b>Solid Waste Collection:</b>	26-305-245	\$ 52,000.00
<b>Public Buildings and Grounds:</b>		
Salaries & Wages	26-310-111	\$ 4,800.00
Other Expenses	26-310-299	\$ 23,000.00
Beautification	26-311-295	\$ 4,000.00
<b>Board of Health:</b>		
Salaries and Wages	27-330-111	\$ 500.00
Other Expenses	27-330-299	\$ 10,000.00
<b>Animal Control:</b>		
Other Expenses	27-340-220	\$ 2,000.00
<b>Recreation Services and Programs:</b>		
Salaries and Wages	28-370-111	\$ 3,400.00
Other Expenses	28-370-299	\$ 6,000.00
<b>Library:</b>		
Salaries and Wage	29-390-111	\$ 19,000.00
Other Expenses	29-390-299	\$ 6,000.00
<b>Utility Expenses and Bulk Purchases:</b>		
Electricity	31-430-271	\$ 9,500.00
Street Lighting	31-435-275	\$23,000.00
Telephone	31-440-276	\$11,000.00
Water	31-445-272	\$ 2,000.00
Natural Gas and Propane	31-446-270	\$14,000.00
Gasoline	31-460-274	\$20,000.00
<b>Landfill/Disposal Costs:</b>	32-465-299	\$44,000.00
<b>Statutory Expenditures:</b>		
<b>Contribution to:</b>		
Public Employees		
Retirement System (PERS)	36-471-100	\$ -0-
Social Security System	36-472-100	\$40,000.00
Police & Firemen's		
Retirement System (PERS)	36-475-100	\$ -0-

<b>Matching Funds for Grants:</b>	41-714-301	\$	-0-
<b>Fire Marshall Vehicle:</b>	42-200-235	\$	600.00
<b>9-1-1 Emergency System:</b>	42-250-299	\$	-0-
<b>Municipal Court:</b>			
Salaries and Wages	43-490-111	\$52,000.00	
Other Expenses	43-490-299	\$ 8,000.00	
<b>Public Defender:</b>			
Salaries and Wages	43-495-111	\$	-0-
<b>Municipal Debt Service - Excluded from "CAPS"</b>			
Payment of Bond Principal	45-920-300	\$	-0-
Interest on Bonds	45-930-301	\$	-0-
<b>1983 Shore Protection Loan:</b>			
Principal	45-940-002	\$	-0-
Interest	45-940-003	\$	-0-
<b>NJ Economic Development Authority:</b>			
Principal	45-940-005	\$	-0-
Interest	45-940-006	\$	-0-
<b>MCIA - Capital Lease Loan</b>	45-940-007		\$23,590.58
<b><u>Sewer Utility:</u></b>			
Operating:			
Salaries and Wages	07-55-501-111	\$52,000.00	
Other Expenses	07-55-502-299	\$54,000.00	
Two Rivers Water			
Water Reclamation	07-55-503-240	\$210,000.00	
<b>Debt Service:</b>			
Payment of Bond Principal	07-55-520-804	\$	-0-
Interest on Bonds	07-55-520-805	\$12,900.00	
Interest on Notes		\$	-0-
<b>Statutory Expenditures:</b>			
Social Security Systems	07-55-541-303	\$	4,000.00
<b><u>Beach Utility:</u></b>			
Operating:			
Salaries and Wages	09-55-501-111	\$20,000.00	
Other Expenses	09-55-502-299	\$54,000.00	
Statutory Expenditures:			
Social Security System	09-55-541-303	\$	3,000.00

Second by Councilwoman Markson and adopted upon the following roll call vote:

AYES: Bills, Keeler, Kelly, Long, Markson, Scriven

NAYS: None

ABSENT : None

ABSTAIN: None

**5. CONSENT AGENDA: A Certification of Funds supports any items requiring expenditure; any items requiring discussion will be removed from the Consent Agenda:**

Items B, I1 and I2 were pulled from the Consent Agenda.

A. Councilman Keeler introduced and approved for adoption the following:

**RESOLUTION NO. 58-2008  
PAYMENT OF BILLS 04-01-2008**

**WHEREAS**, the following listed vouchers have been audited and found to be correct.

**NOW, THEREFORE, BE IT RESOLVED** that these vouchers totaling \$535,376.39 are to be paid; and

**BE IT FURTHER RESOLVED**, that proper Officers are hereby authorized to execute and issue warrants for payments of said vouchers, but only if and when conditions of the Borough Treasury shall permit, and the said vouchers be approved by the proper Committees.

00019	NJ AMERICAN WATER			
	08-0367	03/24/08	FEB 2008 WATER UTILITY	OPEN 262.58
00053	SHORE REGIONAL HIGH SCHOOL			
	08-0341	03/17/08	HIGH SCHOOL TAX - APR 2008	OPEN 152,000.00
00091	DIGIROLAMO, LOUIS			
	08-0343	03/17/08	2008 PYMT 04/12 HEALTH REIMB	OPEN 1,475.19
00119	SEA BRIGHT BOARD OF EDUCATION			
	08-0258	02/26/08	GRADE SCHOOL TAX - APR 2008	OPEN 72,031.42
00158	PITNEY BOWES CREDIT CORP.			
	08-0350	03/17/08	A&E-1/Q/08 METER RENTAL+MAINT	OPEN 384.00
00161	LOU'S UNIFORMS, INC.			
	08-0178	02/07/08	DPW-SWEATSHIRTS:H.BUCK	OPEN 76.00
00164	RAIN, WILLIAM			
	08-0346	03/17/08	2008 PYMT 04/12 HEALTH REIMB	OPEN 569.62
00198	COMCAST			
	08-0335	03/14/08	POLICE-INTERNET:MAR 2008	OPEN 95.00
	08-0361	03/24/08	LIBRARY-INTERNET:MAR 2008	OPEN 99.95
				-----
				194.95
00213	SEELY EQUIPMENT & SUPPLY			
	08-0242	02/25/08	BLDGS/GRNDS-RECYCLING SIGNS	OPEN 216.00
00234	ROY PRESS, INC.			
	08-0254	02/25/08	PRINTING:FEB'08 NEWSLETTER	OPEN 1,325.00
00255	SMELTZER, MARYANN			
	08-0338	03/17/08	MUNI CLERK-REIMB:2/13-3/12 TRV	OPEN 58.25
00270	JOHNSON, KENNETH			
	08-0344	03/17/08	2008 PYMT 04/12 HEALTH REIMB	OPEN 909.82
00285	STAPLE'S, INC.			
	07-1482	11/13/07	POLICE DEPT-OFFICE SUPPLIES	OPEN 79.79
	08-0035	01/17/08	POLICE DEPT-OFFICE SUPPLIES	OPEN 51.00
				-----
				130.79
00297	JESSE A. HOWLAND & SONS, INC.			
	08-0329	03/13/08	GARAGE RENT - APR 2008	OPEN 1,654.00
	08-0330	03/13/08	DPW-ADDT'L GARAGE RENT-APR'08	OPEN 833.00
				-----
				2,487.00
00302	SEA BRIGHT GULF STATION			
	08-0265	02/27/08	FIRE DEPT-SERVICE #4386	OPEN 652.28
00328	EASYLINK SERVICES CORPORATION			
	08-0319	03/12/08	POLICE DEPT-02/08 AMBER ALERTS	OPEN 7.28
00340	MORRIS, KATHLEEN			
	08-0336	03/14/08	REC-REIMB:3/2/08 HOTEL ROOM	OPEN 23.06
00352	THE WALL STREET JOURNAL			
	08-0351	03/18/08	LIBRARY-1 YR SUBSCRIPTION RNWL	OPEN 99.00
00384	AT & T MOBILITY			
	08-0380	03/25/08	DPW-MAR 2008 CELL BILL	OPEN 140.27
00396	AMERICAN RED CROSS			
	08-0320	03/12/08	POLICE-CPR/FIRST AID CLASS	OPEN 75.00
00427	STRATTON, FELECIA			
	08-0309	03/11/08	A&E-EDIT/DESIGN:FEB'08 SEA BRZ	OPEN 700.00
00513	A.R. COMMUNICATIONS			
	08-0256	02/25/08	FIRE DEPT-RADIO REPAIR	OPEN 71.95
00636	THE COSTUME SHOP			

08-0164	02/04/08	REC-EASTER BUNNY COSTUME	OPEN	75.00
00662	FEDERAL EXPRESS			
08-0349	03/17/08	A&E-2/13/08 EXPRESS SERVICE	OPEN	47.75
00895	JOHNNY ON THE SPOT, INC.			
08-0337	03/14/08	PORTO-POTS - MAR 2008	OPEN	545.54
00975	SMACK, EDWARD			
08-0345	03/17/08	2008 PYMT 04/12 HEALTH REIMB	OPEN	569.62
00985	SEABOARD FIRE/SAFETY EQUIP CO.			
08-0307	03/11/08	BLDGS/GRNDS-INSPEC:FIRE EXT	OPEN	594.11
00987	REGISTRARS' ASSOCIATION OF NJ			
08-0357	03/20/08	MUNICIPAL CLERK-2008 DUES	OPEN	50.00
01150	W.W. GRAINGER, INC.			
08-0284	03/03/08	BLDGS/GRNDS-THERMOSTAT	OPEN	50.25
01249	BRANAGAN, SUZANNE			
08-0339	03/17/08	MUNI CLERK-2/26-3/18/08 TRAVEL	OPEN	46.72
01285	THE HOME DEPOT			
08-0096	01/22/08	BLDGS/GRNDS-BLANKET:MISC SUPP	OPEN	69.38
01303	NEW JERSEY PLANNING OFFICIALS			
08-0240	02/20/08	P/L BOARD-1/12/08 SEMINAR	OPEN	118.00
01320	DEMAIO, R.N.			
08-0313	03/12/08	BLDGS/GRNDS-SUPPL:POLICE DEPT	OPEN	335.00
01373	CLASS ACT REPORT AGENCY, LLC			
08-0241	02/20/08	TRANSCRIPTION-NJ STATE LAWSUIT	OPEN	641.00
01400	THE ARNETTE LAW FIRM, LLC			
08-0381	03/25/08	MAR 2008 LEGAL SERVICES	OPEN	6,975.00
01429	THE BANK OF NEW YORK			
08-0355	03/19/08	2008 ANNUAL BOND ADMIN FEE	OPEN	400.00
01463	PUMPING SERVICES, INC.			
07-1596	12/13/07	SEWER-REPLACEMENT PUMP	OPEN	12,933.50
01492	ALAN'S RUMSON FLORIST			
08-0207	02/13/08	A&E-SYMPATHY BASKET:T.CARUSO	OPEN	50.00
01507	SZAFERMAN & LAKIND, P.C.			
08-0293	03/05/08	LEGAL-SERV RE:HIGHLANDS BRIDGE	OPEN	2,289.50
08-0348	03/17/08	LEGAL-SERV RE:HIGHLANDS BRIDGE	OPEN	1,585.43
				-----
				3,874.93
01614	CENTRAL JERSEY REGISTRARS ASSN			
08-0277	02/28/08	MUNI CLERK-04/02/08 LUNCHEON	OPEN	45.00
01854	MONMOUTH COUNTY BOARD/TAXATION			
08-0316	03/12/08	TAX ASSESSOR-POSTCARD MAILING	OPEN	321.00
01960	VERIZON			
08-0384	03/25/08	LOCAL/LONG DISTANCE-FEB 2008	OPEN	1,366.38
02061	VERIZON WIRELESS			
08-0382	03/25/08	POLICE:3/16-4/15/08 CELL BILL	OPEN	527.38
02113	AMERICAN WATER CAPITAL CORP.			
08-0296	03/05/08	2007 SEWER BILLING DATA	OPEN	329.94
02114	TWO RIVERS WATER RECLAMATION			
08-0342	03/17/08	2008 PYT 2/4-SEWER CUST CHARGE	OPEN	94,968.75
02177	WALSH, JOAN			
08-0358	03/20/08	LIBRARY-REIMB:03/11,03/18 DVDS	OPEN	110.53
02194	THE COURIER			
08-0001	01/16/08	MUNI CLERK-BLANKET:ADS	OPEN	7.99
AOL (APRIL 2008 ON-LINE SERVICE)				32.90
BORO OF SEA BRIGHT PAYROLL A/C (3/15/08 PAYROLL)				75,872.79
BORO OF SEA BRIGHT PAYROLL A/C (3/28/08 PAYROLL)				76,705.33
MASER CONSULTING (ESCROW)				1,125.00
NJSHBP (FEB 2008 HEALTH/RX BENEFITS)				22,507.56
U.S. POSTAL SERVICE (MAILING:SEWER 1/Q/2008 BILLING)				190.58
GRAND TOTAL				535,376.39

Second by Councilman Scriven and adopted upon the following roll call vote:

AYES: Bills, Keeler, Kelly, Long, Markson, Scriven

NAYS: None

ABSTAIN: None

ABSENT : None

C. Councilman Keeler introduced and offered for adoption the following resolution:

**RESOLUTION NO.59-2008  
BOROUGH OF SEA BRIGHT**

**BE IT RESOLVED** , by the Mayor and Council of Borough of Sea Bright, County of Monmouth, State of New Jersey that the proper officers, be and are hereby authorized to approved sewer adjustments on the following sewer accounts.

<b>BLOCK</b>	<b>LOT</b>	<b>YEAR</b>	<b>AMOUNT</b>
30	22	2008	63.20

**NOW, THEREFORE BE IT RESOLVED** that the Mayor and Council of the Borough of Sea Bright hereby approve the following sewer adjustments in the amount of \$63.20.

Second by Councilman Scriven and adopted upon the following roll call vote:

AYES: Bills, Keeler, Kelly, Long, Markson, Scriven

NAYS: None

ABSTAIN: None

ABSENT: None

D. Councilman Keeler introduced and offered for adoption the following resolution:

**RESOLUTION NO. 60-2008  
BOROUGH OF SEA BRIGHT**

**WHEREAS**, the Mandatory Source Separation and Recycling Act P.L. 1967, c.102, has established a recycling fund from which tonnage grant may be made to municipalities in order to encourage local source separation and recycling programs; and

**WHEREAS**, it is the intent and the spirit of the Mandatory Source Separation and Recycling Act to use the tonnage grants to develop new municipal recycling programs and to continue and to expand existing programs; and

**WHEREAS**, the New Jersey Department of Environmental Protection has promulgated recycling regulations to implement the Mandatory Source Separation and Recycling Act; and

**WHEREAS**, The recycling regulation imposes on municipalities certain requirements as a condition for applying for tonnage grants, including but not limited to, making and keeping accurate, verifiable records of materials collected and claimed by the municipality; and

**WHEREAS**, A resolution authorizing this municipality to apply for such tonnage grants will memorialize the commitment of this municipality to recycling and to indicate the assent of the Mayor and Council of the Borough of Sea Bright to the efforts undertaken by the municipality and the requirements contained in the Recycling Act and recycling regulations; and

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Sea Bright, that the Borough of Sea Bright hereby endorses the submission of the recycling tonnage grant application to the New Jersey Department of Environmental Protection; and

**BE IT FURTHER RESOLVED** that the monies received from the recycling tonnage grant be deposited in a dedicated recycling trust fund to be used solely for the purposes of recycling.

Second by Councilman Scriven and adopted upon the following roll call vote:

AYES: Bills, Keeler, Kelly, Long, Markson, Scriven

NAYS: None

ABSTAIN: None

ABSENT : None

**E.** Councilman Keeler introduced and offered for adoption the following resolution:

**RESOLUTION NO. 61-2008  
BOROUGH OF SEA BRIGHT**

**WHEREAS**, the Borough Council at the March 18, 2008 Council Meeting authorized the acceptance of a settlement and release agreement in the Schwebel vs. Sea Bright matter.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor is hereby authorized to sign the agreement and release as stated herein.

Second by Councilman Scriven and adopted upon the following roll call vote:

AYES: Bills, Keeler, Kelly, Long, Markson, Scriven

NAYS: None

ABSTAIN: None

ABSENT : None

**F.** Councilman Keeler introduced and offered for adoption the following resolution:

**RESOLUTION NO. 62-2008  
BOROUGH OF SEA BRIGHT**

**WHEREAS**, the Borough Council at the March 18, 2008 Council Meeting authorized the expenditure of \$3,000.00 for a title search of the municipal property known as Block 23 Lot 1 in order to obtain a deed for this property.

**NOW, THEREFORE, BE IT RESOLVED** that this expenditure is hereby authorized.

**CERTIFICATION OF FUNDS**

I, Michael J. Bascom, Chief Financial Officer of the Borough of Sea Bright do hereby certify that funds are available in Administrative O/E appropriation for the purpose stated herein.

---

**MICHAEL J. BASCOM, CFO**

Second by Councilman Scriven and adopted upon the following roll call vote:

AYES: Bills, Keeler, Kelly, Long, Markson, Scriven

NAYS: None

ABSTAIN: None

ABSENT: None

**G.** Councilman Keeler made a motion approving the Sea Bright Fire Department application for a Special Permit for a Social Affair (Firemen's Fair May 15 through May 18. Second by Councilman Scriven and adopted upon the following roll call vote:

AYES: Bills, Keeler, Kelly, Long, Markson, Scriven

NAYS: None

ABSTAIN: None

ABSENT: None

**H.** Councilman Keeler made a motion approving the request from Garden State Crew-zers to conduct the "Shore Thing 8" event in the municipal parking lot on Saturday, September 20. Second by Councilman Scriven and adopted upon the following roll call vote:

AYES: Bills, Keeler, Kelly, Long, Markson, Scriven

NAYS: None

ABSTAIN: None

ABSENT: None

**J.** Councilman Keeler made a motion approving the Clean Ocean Action request to conduct the Annual Beach Sweep on Saturday, April 26 and Saturday, October 18, 2008 from 9 a.m. to 12:30 p.m. Second by Councilman Scriven and adopted upon the following roll call vote:

AYES: Bills, Keeler, Kelly, Long, Markson, Scriven

NAYS: None

ABSTAIN: None

**I1.** Councilman Keeler made a motion approving the request from Timmy's Tour De Shore to conduct a Bike Ride on Sunday, October 12, 2008. Second by Councilwoman Long and adopted upon the following roll call vote:

AYES: Bills, Keeler, Kelly, Long, Markson, Scriven

NAYS: None

ABSENT : None

ABSTAIN: None

**I2. Letter of consent to conduct Timmy's Tour De Shore from Chief Moore**

Councilman Keeler said that Timmy's Tour De Shore is a State Police sponsored event and the Sea Bright's Police Department will provide support and assistance.

**B.** Regarding the Council Minutes of March 18, 2008, Borough Clerk Smeltzer said that on Page 4 it should read Morris/Bagley matter not Campbell Supply Co.

Councilman Keeler said that the Public Safety report in the March 18, 2008 Council Meeting Minutes should read that Fire Marshall Haege suggested to Mayor Fernandes that the Sea Bright Fire Dept. should consider hiring a Fire Apparatus Technical Consultant to help the Fire Company review and inspect the new truck as it comes down the assembly line.

**B.** With those amendments, Councilwoman Long made a motion approving the March 18, 2008 Council Meeting Minutes. Second by Councilman Scriven and adopted upon the following roll call vote:

AYES: Bills, Keeler, Kelly, Long, Markson, Scriven

NAYS: None  
ABSENT : None  
ABSTAIN: None

**6. NEW BUSINESS:**

**A.** Councilman Scriven said that Andrew Mencinsky's request could only be approved for the Municipal Beach at this time and that the New Jersey Fish and Wildlife would be rendering an opinion on the Anchorage Lot.

Borough Clerk Smeltzer said that the request would be re-listed April 15, 2008 to address the Anchorage Lot.

**A.** With that change, Councilwoman Long made a motion approving a Request to Andrew Mencinsky to conduct an environmental project on Friday, May 9<sup>th</sup> from 7 am to 3 pm to clean the Municipal Public Beach only. Second by Councilman Scriven and adopted upon the following roll call vote:

AYES: Bills, Keeler, Kelly, Long, Markson, Scriven

NAYS: None

ABSENT : None

ABSTAIN: None

**B.** Councilwoman Bills introduced and offered for adoption the following resolution:

**RESOLUTION NO. 63-2008  
BOROUGH OF SEA BRIGHT**

**WHEREAS**, the Monmouth County Archives is a department within the office of the Monmouth county Clerk in the State of New Jersey, having its principal office at 125 Symmes Drive, Manalapan, NJ 07726; and

**WHEREAS**, said institution was established for the purpose of perpetuating knowledge of, and encouraging public interest in, the history of the Borough of Sea Bright, and to acquire and preserve materials and information relevant to the social, economic and political history of the Borough of Sea Bright; and

**WHEREAS**, it has been recommended to the Borough of Sea Bright that it would be to the mutual advantage of both the Borough of Sea Bright and the Monmouth County Archives to enter into a deposit agreement providing for the transfer of physical custody, but not the legal custody, of certain historical public records to the Monmouth County Archives, to be kept and maintained by the Society; and

**WHEREAS**, the New Jersey Administrative Code, at 15:3-6.3(e) (3) provides that historically significant public records may be deposited in another institution with the approval of the Division of Archives and Records Management, Department of State; and

**WHEREAS**, it appears that the Monmouth County Archives is able to provide sufficient storage space, environmental controls, and security for the preservation of said public records in its facilities, and there to permit public access to said records during its regular business hours; and

**WHEREAS**, the Monmouth County Archives has requested physical custody of said public records, and desires to enter

into a deposit agreement which the Borough of Sea Bright stating the terms and conditions of the transfer of custody:

**NOW, THEREFORE, BE IT RESOLVED** by the Sea Bright Governing Body that the physical custody, but not the legal custody, of the historical public records to be listed and approved by the Governing Body prior to the depositing of the records under the terms of the deposit agreement, shall be transferred to the Monmouth County Archives; and that the said records shall be maintained and made publicly accessible by said institution in its facilities for an indefinite period; and that the deposit agreement containing the specific terms and conditions of the transfer be executed by authorized officials of both the Borough of Sea Bright and the Monmouth County Archives and made part of the official minutes of the Governing Body of Sea Bright

Second by Councilwoman Long and adopted upon the following roll call vote:

AYES: Bills, Keeler, Kelly, Long, Markson, Scriven

NAYS: None

ABSTAIN: None

ABSENT: None

C. Councilwoman Bills introduced and offered for adoption the following resolution:

**RESOLUTION NO. 64-2008  
BOROUGH OF SEA BRIGHT**

**WHEREAS**, the Municipal Clerk shall serve as the custodian of all Municipal Records in accordance with the New Jersey Open Public Records Act., N.J.S.A. 47:1A-1 et seq.; and

**WHEREAS**, the Governing Body hereby deems and appoints the following custodians of their official department's records and these custodians shall be responsible for implementing their own department's records retention programs as mandated by law:

Police Department - Chief of Police  
Public Works Department - Director of Public Works  
Tax/Sewer Department - Tax/Sewer Collector  
Municipal Court - Court Administrator  
Library/Cultural Arts Center - Library Director  
Planning/Zoning Department - Planning/Zoning Secretary  
Public Beach - Water Safety/Beach Operations Director  
Construction Department - Technical Assistant  
Fire Department - Fire Chief  
Emergency Management - Emergency Management Official  
Recreation Department - Recreation Administrator/Director  
Assessor - Tax Assessor  
Finance Department - Finance Manager  
Administrative & Executive - Municipal Clerk  
Vital Statistics - Registrar

**WHEREAS**, each department shall conduct their own basic records management in accordance with the records retention schedule in which the Municipal Clerk shall provide; and

**WHEREAS**, the Municipal Clerk, as the official custodian of records, shall sign all department's Request and Authorization for Records Disposal on behalf of the Borough of Sea Bright; and

**WHEREAS**, Department Heads will forward copies of signed authorizations by the Division of Archives and Records Management to the Municipal Clerk for filing with the Town's permanent records; and

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Body hereby approves of this Resolution regarding Records Management.

Second by Councilwoman Markson and adopted upon the following roll call vote:

AYES: Bills, Keeler, Kelly, Long, Markson, Scriven

NAYS: None

ABSTAIN: None

ABSENT: None

**D. Resolution No. 65-2008** approving the placement of Municipal Facility Buildings in Block 23 Lots 2.01 and 2.02 and Block 16 Lot 23 was carried and no date was set.

**E. Resolution No. 66-2008** authorizing surveying services associated with the subdivision of the Peninsula House property for the Skate Board Park was carried to the May 20, 2008 Council Meeting.

Mayor Fernandes recommended that Councilwoman Bills, Attorney Arnette and Engineer Hoder appear before the Planning Board regarding the subdivision of the Peninsula House Property for the Skateboard Park. Councilwoman Bills said that she would be in contact with the Planning Board Secretary, Maxine Rescorl.

Councilman Keeler said that the Standard Operating Procedures do not include the hiring or promotion policy. The Standard Operating Procedures are still in attorney and committee review. The Standard Operating Procedures come from the Attorney General and the Monmouth County Prosecutor. These Standard Operating Procedures have been customized for the Sea Bright Police Department and they are a part of the Police Accreditation process.

**F.** Councilman Keeler introduced and offered for adoption the following resolution:

**RESOLUTION NO. 67-2008  
BOROUGH OF SEA BRIGHT**

**WHEREAS**, the Governing Body of the Borough of Sea Bright hereby adopt the following list of Sea Bright Police Department Standard Operating Procedures in accordance with the deadlines for the department's accreditation process:

- 105 Overtime Submission
- 110 Missions, Values, Goals & Objectives
- 115 Department Rules and Regulations
- 120 Oath of Office
- 125 Constitutional Requirements
- 130 Written Report Required
- 135 Administrative Review
- 140 Removal from Duty
- 145 Job Task Analysis
- 150 Command Protocol
- 155 Cash Accounts
- 160 Stored Property and Operational Readiness

165	Recruitment Plan
170	Background Investigations
175	Medical Exam
180	Psychological Exam
185	Performance Evaluations
190	Case File Management
195	Media Access
205	House Area Check Policy
210	Standardized Patrol Policy
215	Arrest Procedures
220	Search and Seizure without a Warrant
225	Strip Search and Body Cavity Search
230	Use of Force
235	Call Response Guidelines
305	Blood Borne Pathogen
310	Code of Ethics
315	Bias Incident
320	Weapons Training
325	Deadly Force
330	Warning Shots
335	Less Lethal Weapons
340	Firearms
345	Harassment Policy
350	Ethnic and Gender Composition
355	Training
405	Radar Operations Policy
410	Motor Vehicle Lockout
415	Motor Vehicle Pursuit
420	Roadblocks and Forcible Stopping
425	Traffic Procedures
430	Driving Under the Influence Enforcement
435	Traffic Accident Procedure
440	Traffic Direction Procedures
445	Crossing Guard Specifications
450	Towing Services
505	Autopsy Attendance
510	Death Investigations
515	Interview Rooms
520	Confidential Informants
525	Vice, Drugs & Organized Crime
530	Juvenile Operations
535	Internal Affairs
605	Personal Time Off
610	Transitional Duty Policy
620	Extra Duty Employment
625	Outside Road Job Employment
630	Extra Duty Road Job Employment
635	Disciplinary System
640	Disciplinary Appeals
645	Body Armor
705	Court Subpoena Policy
710	Court Security Plan
715	Court Security Sweep Log Sheet
805	Temporary Housing Policy/Form
810	Award System/Commendation Policy
815	Medi-Vac Policy
820	Mobile Digital Recorder
825	Medical Aid
830	Special Officer Program
835	Line of Duty Death
840	Conduct and Appearance
845	Uniform Policy
850	Adult Missing Persons

855 Missing and Exploited Children  
860 Dealing with the Mentally Ill  
865 Communications  
870 Collection and Preservation of Evidence  
875 Property and Evidence Control  
905 Processing and Temporary Detention  
910 Detainee Transportation

**WHEREAS**, the Sea Bright Police Department is in the process of obtaining quotes for the review and editing of these SOP's; and

**WHEREAS**, these Standard Operating Procedures have been distributed to all members of the Sea Bright Police Department and all members have acknowledged that have received them, read them and understand them.

**NOW, THEREFORE, BE IT RESOLVED** that the above mentioned list of Standard Operating Procedures are hereby adopted in order to comply with accreditation deadlines;

**BE IT FURTHER RESOLVED** that these Standard Operating Procedures are required to be reviewed and edited at which time they will be adopted in full by Ordinance of the Governing Body.

Second by Councilwoman Long and adopted upon the following roll call vote:

AYES: Bills, Keeler, Kelly, Long, Markson, Scriven

NAYS: None

ABSTAIN: None

ABSENT: None

**7. CORRESPONDENCE AND COMMUNICATIONS:**

- A.** Tax/Sewer Collector's Report - January 2008
- B.** Tax/Sewer Collector's Report - February 2008
- C.** Letter from NJDEP regarding 2008 Clean Communities entitlement award in the amount of \$4,000.00.
- D.** Letter from Engineer Hoder regarding the FEMA Flood Maps-Map Modernization.
- E.** Letter from Monmouth County Office of Emergency Management regarding Multi-Jurisdictional Plan for Pre-Disaster Mitigation. EMO Lang and Engineer Hoder will attend
- F.** Letter from Attorney Bongiovanni regarding American Water Company petition to raise water/sewer rates by 23%. Attorney Arnette will call the attorney regarding the increase.
- G.** Director of Public Works Report - February 2008
- H.** E-mail from representative of the Monmouth JIF advising that Sea Bright is eligible for the 2008 deductible and rate incentives retroactively to January 1<sup>st</sup>. The Governing Body thanked Borough Clerk Smeltzer for her hard work and dedication to Sea Bright.

**8. MAYOR'S REPORT AND COMMUNICATIONS:** Mayor Fernandes said that she and Borough Clerk Smeltzer met with Elsalyn Palmisano, a Libraries-Archives-Preservation-Records Management Consultant who will assist with the Borough's archives.

Mayor Fernandes thanked Councilwoman Bills, the Recreation Committee, Police and Public Works Departments for making the Easter Parade and Egg Hunt successful.

She met with Carol Morris, Executive County Superintendant of Education who will be our voice in Trenton.

Councilwoman Markson and she met with Howard Gases Executive Director of Jewish Foundation of Monmouth County regarding his foundation.

Mayor Fernandes said that Sea Bright is the first municipality to participate in oyster gardening more information can be found on Sea Bright's website [www.seabrightnj.org](http://www.seabrightnj.org).

Doug Leite of the Army Corp of Engineers advised her of a plan to meet with Engineer Hoder in late May regarding the preliminary report for a concept design for Downtown Sea Bright bulkheads.

Mayor Fernandes said that on April 14<sup>th</sup> she met with the Mayors of Monmouth Beach, West Long Branch and Oceanport to discuss shared services.

**9. REMARKS FROM THE AUDIENCE:**

Jay Pauxtis of Timmy's Tour asked if their request to conduct the bike tour was approved.

Susan Pauxtis thanked Mayor and Council for approving the bike tour and helping them in their mission to raise awareness and money for Brain Tumor research in memory of their son Timmy. They raised \$70,000 at last year's bike tour for the Children's Hospital in Philadelphia

Jack Kearns, reporter of The Link asked how much Sea Bright's 2008 deductible and rate incentivize would be. Borough Clerk Smeltzer said that she would provide him that information after the meeting.

**10. ADJOURNMENT:** There being no further business before the Governing Body. Councilman Scriven made a motion to adjourn the meeting at 8:05 P.M. Second by Councilwoman Long and approved upon unanimous voice vote.

Respectfully Submitted,

Maryann M. Smeltzer  
Municipal Clerk