

**SUBJECT TO CHANGE
BOROUGH OF WEST LONG BRANCH
COUNCIL MEETING**

November 3, 2021
(Immediately Following Caucus Meeting Which Starts at 6:30 PM)

MAYOR JANET W. TUCCI PRESIDES

MAYOR TUCCI REPORTS SUNSHINE LAW COMPLIED WITH

PRESENT: BRAY, CIOFFI, MANGO, NEYHART, PENTA, SNIFFEN

ABSENT:

READING AND APPROVAL OF MINUTES:

Caucus Minutes
October 20, 2021

Executive Session Minutes
October 20, 2021

Council Minutes
October 20, 2021

REPORTS OF STANDING COMMITTEES:

MAYOR TUCCI:

COUNCILMAN BRAY (FINANCE & ADMINISTRATION):

COUNCILMAN CIOFFI (FIRE & EMS):

COUNCILWOMAN MANGO (RECREATION, ENVIRONMENTAL, & SHADE TREE):

COUNCILMAN NEYHART (POLICE):

COUNCILMAN PENTA (PUBLIC WORKS):

COUNCILMAN SNIFFEN (PUBLIC PROPERTY):

BOROUGH ADMINISTRATOR DOLLINGER:

ACTING BOROUGH CLERK SANTOS:

BOROUGH ATTORNEY BAXTER:

BOROUGH ENGINEER MULLAN:

COMMUNICATIONS:

1. EMS Membership Application – Julia Panebianco
2. EMS Membership Application – Nifferlyn Placencia
3. EMS Membership Application – Cole Leach

ORDINANCES:

RESOLUTIONS:

1. R-21-124 Resolution Awarding Contract to Shady Tree Landscaping for Repair of the Frankie S. Caltabilota Jr. Memorial Baseball Field in Valenzano Park
2. R-21-125 Resolution Appointing Deputy Director of Public Works
3. R-21-126 Resolution Appointing Health Secretary and Administrative Staff
4. R-21-127 Resolution Amending Employee Policy Manual

UNFINISHED BUSINESS:

NEW BUSINESS:

BILLS AND CLAIMS:

OPPORTUNITY FOR ANY PERSON TO BE HEARD:

MOTION TO CLOSE THE PUBLIC PORTION AND ADJOURN:

**RESOLUTION AWARDING CONTRACT TO
SHADY TREE LANDSCAPING FOR REPAIR OF THE
FRANKIE S. CALTABILOTA JR. MEMORIAL BASEBALL FIELD
IN VALENZANO PARK**

11/03/21

WHEREAS, the Frankie S. Caltabilota Jr. Memorial Baseball Field in Valenzano Park is in need of restoration and repair; and

WHEREAS, such repairs include, but are not limited to, removal of existing lawn, replacement of existing lawn with sports turf sod, base reset, installation of drainage contours; and

WHEREAS, the Borough received the following quotes:

CELTIC CONCEPTS, INC.	\$22,950.00
FDR LANDSCAPING, LLC	\$23,767.21
SHADY TREE LANDSCAPING	\$20,220.00

WHEREAS, the Borough finds SHADY TREE LANDSCAPING to be the best option for the repairs in need of completion;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council that SHADY TREE LANDSCAPING be awarded a contract at a total cost of \$20,220.00 for the necessary repairs of the Frankie S. Caltabilota Jr. Memorial Baseball Field in Valenzano Park.

I hereby certify the foregoing to be a true and exact copy of the original resolution as adopted by the West Long Branch Borough Council on November 3, 2021.

ACTING BOROUGH CLERK

11/03/21

RESOLUTION APPOINTING DEPUTY DIRECTOR OF PUBLIC WORKS

WHEREAS, there is a vacancy in the position of Deputy Director of Public Works;
and

WHEREAS, ANTHONY VALENTI has been serving and performing the necessary
duties in the absence of the Director of Public works since July of 2021; and

WHEREAS, it is the recommendation of the Borough Administrator and Finance
Committee that ANTHONY VALENTI be appointed as Deputy Director of Public Works,
effective immediately, at an annual salary of \$66,320.00;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of
West Long Branch that ANTHONY VALENTI be appointed as Deputy Director of Public
Works, effective immediately, at an annual salary of \$66,320.00.

I hereby certify the foregoing to be a true and exact copy of the original resolution as
adopted by the West Long Branch Borough Council on November 3, 2021.

ACTING BOROUGH CLERK

**RESOLUTION APPOINTING HEALTH SECRETARY
AND ADMINISTRATIVE STAFF**

11/03/21

WHEREAS, there are vacancies in the positions of Health Secretary and Borough Hall Administrative Staff; and

WHEREAS, the Borough Administrator conducted interviews; and

WHEREAS, it is the recommendation of the Borough Administrator and Finance Committee that JENNIFER O'SULLIVAN be appointed to the vacant position of Health Secretary, as well as be hired to perform general duties of Administrative Staff, beginning November 15, 2021, at an annual salary of \$54,000.00. This salary is contingent on both the Planning and Zoning Board appointing JENNIFER O'SULLIVAN as their Board Secretary;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of West Long Branch that JENNIFER O'SULLIVAN be appointed to the vacant positions of Health Secretary, as well as be hired to perform general duties of Administrative Staff, beginning November 15, 2021, at an annual salary of \$54,000.00, contingent on the appointment to the position of Board Secretary of the Planning and Zoning Boards.

I hereby certify the foregoing to be a true and exact copy of the original resolution as adopted by the West Long Branch Borough Council on November 3, 2021.

ACTING BOROUGH CLERK

11/03/21

RESOLUTION AMENDING EMPLOYEE POLICY MANUAL

WHEREAS, the Borough Administrator reviewed the existing Employee Policy Manual and found that it requires amendments; and

WHEREAS, Section E.14 of the Employee Policy Manual needs an addition describing Policy Addressing the Protection and Safe Treatment of Minors; and

WHEREAS, Title E.5 is in need of a Title Amendment with the addition of "Borough Computers & Electronics", as well as an addition within the text of the body describing such title;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of West Long Branch that the "BOROUGH OF WEST LONG BRANCH EMPLOYEE POLICY MANUAL", amended as of November 3, 2021, is hereby approved; and

BE IT FURTHER RESOLVED that Borough Administration is hereby directed to distribute copies of the amended Employee Policy Manual to all Borough Employees.

I hereby certify the foregoing to be a true and exact copy of the original resolution as adopted by the West Long Branch Borough Council on November 3, 2021.

BOROUGH CLERK

P.O. Type: All Include Project Line Items: Yes Open: N Paid: N Void: N
Range: First to Last Rcvd: Y Held: Y Aprv: N
Format: Condensed Bid: Y State: Y Other: Y Exempt: Y

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
21-00385	03/23/21	S0070	STAPLES ADVANTAGE BORO OFFICE SUPPLIES	Open	94.86	0.00	
21-00763	06/01/21	A0113	ATLANTIC SECURITY & FIRE, INC. ALARM SYSTEM - COMMUNITY CENTR	Open	11,585.00	0.00	
21-00878	06/16/21	S0062	S&S WORLDWILD (ARTS & CRAFTS) SUMMER CAMP SUPPLIES	Open	1,469.08	0.00	
21-00935	06/29/21	E0067	PAUL R. EDINGER PUBLIC DEFENDER JUL-DEC 2021	Open	400.00	0.00	
21-00936	06/29/21	H0083	JOSEPH G. HUGHES, ESQ. PROSECUTOR JUL-DEC 2021	Open	1,487.50	0.00	
21-00937	06/29/21	I0034	MICHAEL IRENE, JR. PB RETAINER JUL-DEC 2021	Open	857.00	0.00	
21-00938	06/29/21	I0034	MICHAEL IRENE, JR. ZB RETAINER JUL-DEC 2021	Open	857.00	0.00	
21-00949	06/29/21	C0008	CARUSO & BAXTER ATTORNEY RETAINER JUL-DEC 2021	Open	5,712.92	0.00	
21-00964	07/07/21	A0138	AVS TECHNOLOGY QUOTE # NJ-JD-064192	Open	3,936.17	0.00	
21-01105	07/28/21	R0113	R.R.DONNELLEY CERTIFIED COPY PAPER	Open	156.74	0.00	
21-01208	08/16/21	P0025	PARTY PERFECT RENTALS ACTIVITIES FOR FALL FEST 2021	Open	2,000.00	0.00	
21-01244	08/24/21	W0076	WARSHAVER GENERATOR,LLC SERIAL #: 5333832 OMNIMATRIX	Open	1,172.88	0.00	
21-01305	09/02/21	C0120	COMPLETE SECURITY SYSTEMS,INC. PD INVOICE #: 285917	Open	135.00	0.00	
21-01376	09/14/21	J0042	JERSEY CENTRAL POWER & LIGHT ACCT NO. 100 012 878 607	Open	514.92	0.00	
21-01399	09/21/21	TARAL010	TARA LOVGREN (BESSIE BOODLES) CLOWN FOR FALL FEST 2021	Open	975.00	0.00	
21-01412	09/21/21	B0162	KEITH BRUMMER TREE & FIREWOOD COMM CTR / VALEN INV#: 00689-E	Open	6,000.00	0.00	
21-01444	09/28/21	PITNE005	PITNEY BOWES RESERVE ACCOUNT POSTAGE REFILL ALL BORO DEPTS.	Open	2,000.00	0.00	
21-01470	10/03/21	C0009	MICHAEL CELLI JR.,ESQ. OCT 6, 2021 SUBSTITUTE JUDGE	Open	500.00	0.00	
21-01485	10/05/21	A0028	ARNOLDS PLUMBING & HEATING INC PD INVOICE #: 114772	Open	442.03	0.00	
21-01500	10/06/21	S0027	SIP'S PAINT AND HARDWARE INVOICE #30758	Open	44.07	0.00	
21-01536	10/12/21	G0087	GLENCO SUPPLY INC PALMER AVE SIGNS,ETC. DPW	Open	288.00	0.00	
21-01537	10/12/21	D0125	DELISA WASTE SERVICES SEP 2021 - RECYCLING	Open	1,881.57	0.00	
21-01543	10/12/21	C0165	CONNELL CONSULTING LLC OCT 18-20 AT MCPA, 2 SEATS	Open	638.00	0.00	
21-01546	10/12/21	F0036	FOLEY MACHINERY COMPANY DPW QUOTE#: 31681	Open	3,227.44	0.00	
21-01548	10/12/21	A0170	ACCSES NJ JANITORIAL - SEP 2021	Open	2,224.00	0.00	
21-01554	10/12/21	M0245	MIKE CHAMBERS' OAKHURST ELEC PD INV#: 35467	Open	1,012.00	0.00	
21-01555	10/13/21	J0052	JERSEY ELEVATOR OCT 2021 ELEVATOR MAINTENANCE	Open	135.57	0.00	
21-01556	10/13/21	EASTC010	EAST COAST IDEAL PROPERTY MGMT 2021 - FIRE HYDRANT REIMBURSMT	Open	540.21	0.00	
21-01564	10/15/21	N0032	NEW JERSEY PLANNING OFFICIALS CLASSES PLANNING & ZONING	Open	135.00	0.00	
21-01566	10/15/21	F0019	FLOWERS BY VAN BRUNT FLOWERS FOR LORI RETIREMENT	Open	150.00	0.00	
21-01568	10/18/21	T0038	TRS.ST OF NJ-DEPT HUMAN RES. 2021 - QTR 2 MARRIAGE REPORT	Open	200.00	0.00	
21-01569	10/18/21	T0038	TRS.ST OF NJ-DEPT HUMAN RES. 2021 - QTR 3MARRIAGE REPORT	Open	325.00	0.00	
21-01570	10/18/21	N0029	NEW JERSEY AMERICAN WATER CO. ACCT NO. 1018-220032426588	Open	25.04	0.00	
21-01571	10/18/21	J0042	JERSEY CENTRAL POWER & LIGHT ACCT NO. 100 011 670 989	Open	210.91	0.00	
21-01572	10/18/21	J0042	JERSEY CENTRAL POWER & LIGHT ACCT NO. 100 011 671 037	Open	4,258.09	0.00	
21-01573	10/18/21	J0042	JERSEY CENTRAL POWER & LIGHT ACCT NO. 100 011 670 930	Open	1,198.99	0.00	
21-01574	10/18/21	N0036	NEW JERSEY NATURAL GAS CO. ACCT NO. 16-3276-0600-16	Open	67.42	0.00	
21-01575	10/18/21	C0083	COMCAST & XFINITY * ACCT NO. 8499 05 216 0048940	Open	9.96	0.00	
21-01576	10/18/21	N0029	NEW JERSEY AMERICAN WATER CO. ACCT NO. 16-3276-4015-11	Open	78.28	0.00	
21-01577	10/18/21	N0029	NEW JERSEY AMERICAN WATER CO. ACCT NO. 16-3276-4005-19	Open	187.51	0.00	
21-01578	10/19/21	C0083	COMCAST & XFINITY * ACCT NO. 8499 05 216 0049187	Open	15.02	0.00	
21-01579	10/19/21	V0027	VERIZON * ACCT NO. 450-775-017-0001-28	Open	194.66	0.00	
21-01580	10/19/21	C0083	COMCAST & XFINITY * ACCT NO. 8499 05 216 0042612	Open	88.40	0.00	
21-01581	10/19/21	V0027	VERIZON * ACCT NO. 656-290-524-0001-59	Open	82.08	0.00	
21-01582	10/19/21	S0056	SHORE REGIONAL HIGH SCHOOL BUS CONTRACT 2021-2022 1 OF 4	Open	8,810.00	0.00	
21-01587	10/19/21	BUSIN005	BUSINESS WATCH INTERNATIONAL RAPID ACCESS 19 OFFICERS,1 YR.	Open	500.00	0.00	
21-01590	10/19/21	K0049	KONICA MINOLTA BUSINESS SOLU. BORO COPIER INV: 74115123	Open	181.88	0.00	
21-01592	10/19/21	N0130	NJAPZA ANNUAL LUNCHEON JIM AND AMANDA	Open	155.00	0.00	
21-01594	10/19/21	L0072	LANGUAGE LINE SERVICES COURT INTERPRETER - SEP. 2021	Open	110.50	0.00	
21-01595	10/19/21	A0023	ASBURY PARK PRESS * 2021 TAX SALE ADS IN APP	Open	236.60	0.00	

October 28, 2021
02:08 PM

BOROUGH OF WEST LONG BRANCH
Bill List By P.O. Number

Page No: 2

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type	
21-01597	10/19/21	M0204	MONMOUTH WIRE & COMPUTER	ELECTRONIC RECYCLING - MAY 2021	Open	125.00	0.00	
21-01599	10/19/21	D0015	DELTA DENTAL PLAN OF N.J.	DENTAL PREMIUMS - NOV 2021	Open	1,332.98	0.00	
21-01600	10/19/21	N0005	NAPA AUTO PARTS CENTER	DPW INVOICES	Open	151.32	0.00	
21-01604	10/19/21	W0006	READY REFRESH	SEP 2021 - PD WATER	Open	237.84	0.00	
21-01605	10/19/21	CENTR005	CENTRIC ENVIRONMENTAL	MOLD REM AND TESTING AT PD	Open	1,495.00	0.00	
21-01606	10/19/21	M0161	UNITED SITE SERVICES (MR JOHN)	TEMP RESTROOMS, VARIOUS SITES	Open	1,198.04	0.00	
21-01607	10/19/21	C0062	CENTRAL JERSEY HEALTH INS FUND	HEALTH BENEFITS - NOV 2021	Open	100,202.00	0.00	
21-01611	10/25/21	C0008	CARUSO & BAXTER	163 MON RD AND 310 NORWOOD	Open	497.75	0.00	
21-01649	10/27/21	C0008	CARUSO & BAXTER	OCT 26 - LEGAL AND TAX MATTERS	Open	337.50	0.00	
21-01650	10/27/21	E0077	E.M. WATERBURY	VARIOUS INVOICES- OCT. 8, 2021	Open	3,739.00	0.00	
Total Purchase Orders:		60	Total P.O. Line Items:	0	Total List Amount:	176,823.73	Total Void Amount:	0.00

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
	1-01	160,991.98	0.00	160,991.98	0.00	0.00	160,991.98
	1-03	400.00	0.00	400.00	0.00	0.00	400.00
Year Total:		161,391.98	0.00	161,391.98	0.00	0.00	161,391.98
	C-04	11,585.00	0.00	11,585.00	0.00	0.00	11,585.00
	T-03	3,846.75	0.00	3,846.75	0.00	0.00	3,846.75
Total of All Funds:		176,823.73	0.00	176,823.73	0.00	0.00	176,823.73