

**BOROUGH OF NEPTUNE CITY**  
**MEETING OF THE MAYOR AND COUNCIL**  
**AGENDA**  
**April 25, 2016**

Call to Order  
Roll Call  
Flag Salute  
Open Public Meetings Act

**COMMUNICATIONS**

Notice of Grant Award from the Department of Transportation

**PRESENTATION**

**MAYOR AND COUNCIL REPORTS**

**PUBLIC PARTICIPATION (FOR AGENDA ITEMS)**

**OLD BUSINESS**

**NEW BUSINESS**

Resolution #51 Payment of Payroll and Bills  
Resolution #52 Award of Bid for the Installation of Generators  
Resolution #53 Introduction of Ordinance 2016-02, Amending Chapter 95 "Parks and Playgrounds"  
Resolution #54 Approval of NCFD Coin Toss  
Resolution #55 Approval of Job Descriptions for Library

**PUBLIC PARTICIPATION**

**ADJOURN**



## State of New Jersey

DEPARTMENT OF TRANSPORTATION  
P.O. Box 600  
Trenton, New Jersey 08625-0600



RICHARD T. HAMMER  
*Acting Commissioner*

CHRIS CHRISTIE  
*Governor*

KIM GUADAGNO  
*Lt. Governor*

March 28, 2016

The Honorable Robert Brown  
Mayor, Neptune City  
106 W. Sylvania Avenue  
Neptune City, NJ 07753-6428

Dear Mayor Brown:

I am pleased to inform you that your community has been selected to receive funding from the New Jersey Department of Transportation's (NJDOT) Fiscal Year 2016 Municipal Aid Program for Union Avenue in the amount of \$231,073.

NJDOT's Municipal Aid Program is a very competitive program. This year the Department received 641 applications requesting more than \$253 million. There is \$78.75 million available in funds from the Transportation Trust Fund (TTF).

NJDOT is committed to providing statewide assistance for local governments for improvements to and preservation of the local transportation network. The completion of your project will help achieve this goal and pursue a transportation strategy that provides mobility through managing the local roadway system.

Should you have any questions regarding your grant, please contact the NJDOT Local Aid District Office in your area.

District 1 - Mt. Arlington - 973-601-6700  
District 2 - Newark - 973-877-1500

District 3 - Trenton - 609-530-5271  
District 4 - Cherry Hill - 856-486-6618

Again, thank you for your support of this program and good luck with your project.

Sincerely,

Richard T. Hammer  
Acting Commissioner

c: Municipal Clerk  
Municipal Engineer

**RESOLUTION 16-52**  
**AWARD OF BID/CONTRACT FOR GENERATOR INSTALLATION**

WHEREAS, according to the provisions of the N.J. Local Public Contracts Law, the Mayor and Council advertised for bids for the construction project known as Generator Installation at Borough Hall, Public Works, and Laird Avenue Pumping Station, and

WHEREAS, on March 22, 2016, five bids were received ranging from \$59,533.44 to \$73,281.50, and

WHEREAS, Advanced Control Systems, was the low bidder with a bid of \$59,533.44, and

WHEREAS, the bid documents have been reviewed by the Municipal Engineer and the Municipal Attorney and the bid has been determined to be incomplete and unacceptable due to the lack of required experience and the absence of the subcontractor's business registration certifications, and

WHEREAS, it is the recommendation of the Engineer and the Borough Attorney to award to the second lowest bidder Electro Maintenance, Inc of Farmingdale NJ, in the amount of \$63,030.00, and

NOW THEREFORE BE IT RESOLVED, that the Mayor and Council of the Borough of Neptune City hereby accept the bid and award a contract to Electro Maintenance, Inc. in the amount of \$63,030.00 for the installation of generators, and

BE IT FURTHER RESOLVED, that the Mayor and Municipal Clerk are hereby authorized to sign the appropriate contract for this project.

**BOROUGH OF NEPTUNE CITY**

**ORDINANCE NO. 2016-02**

**AN ORDINANCE AMENDING AND SUPPLEMENTING  
CHAPTER 95 ENTITLED "PARKS AND PLAYGROUNDS" OF  
THE CODE OF THE BOROUGH OF NEPTUNE CITY**

**BE IT ORDAINED** by the Mayor and Council of the Borough of Neptune City, in the County of Monmouth and State of New Jersey, as follows:

**Section 1.** Chapter 95 of the Code of the Borough of Neptune City, entitled "*Parks and Playgrounds*" is hereby amended as under:

**§95-4. Prohibited uses.**

- A. No Change.**
- B. No Change.**
- C. No Change.**
- D. No Change.**
- E. No Change.**
- F. Miscellaneous acts and conduct forbidden on or within a park or playground area. No person shall:**
  - (1) No Change.**
  - (2) No Change.**
  - (3) No Change.**
  - (4) No Change.**
  - (5) No Change.**
  - (6) No Change.**
  - (7) No Change.**
  - (8) No Change.**
  - (9) No Change.**
  - (10) No Change.**
  - (11) No Change.**
  - (12) Operate a skateboard or ride a bicycle on the Boardwalk at Memorial Park.**

**Section 2.** All portions of the prior Ordinance not inconsistent herewith shall continue in full force and effect.

**Section 3.** That this Ordinance shall take effect when finally passed and published according to law.

**THE BOROUGH OF NEPTUNE CITY**  
**Mary Sapp, Borough Clerk**

# NOTICE

Notice is hereby given that the foregoing Ordinance was introduced and passed at a regular meeting of the Mayor and Council of the Borough of Neptune City held Monday, April 25, 2016 at 7:00 p.m. and will be considered for passage and final adoption at the regular meeting of the Mayor and Council to be held at the Borough Hall, 106 West Sylvania Avenue, Neptune City, New Jersey, on Monday, May 9, 2016 at 7:00 p.m. or as soon thereafter as the matter may be reached, when objections, if any, to the passage of the Ordinance will be received. This Ordinance amends and supplements Chapter 95 entitled "Parks and Playgrounds" in the Borough.

Mary Sapp  
Borough Clerk

Dated: APRIL 25, 2016

**RESOLUTION 2016-54**  
**PERMISSION TO CONDUCT A COIN TO TOSS**

**WHEREAS**, the Neptune City Fire Department has requested permission to conduct a coin toss at the intersection of Brighton Avenue and West Sylvania Avenue on the following 2016 dates:

May 26, 27 & 28

July 1, 2, & 3

September 2, 3, & 4

**NOW THEREFORE BE IT RESOLVED**, that the Mayor and Council approve this request pursuant to the attached conditions from the State of New Jersey Department of Transportation and the approval from the County of Monmouth.



**UNITED FIRE CO. # 1, Neptune City, NJ**

To: Mayor & Council  
Neptune City Boro Hall  
Sub: Coin Toss

April 11<sup>th</sup>., 2016

The following is a request for a Permit to hold a Coin-Toss (as per ordinance#1998-20)  
On the listed dates for the following location(s)

1. Brighton Av.& West Sylvania Ave. on May 26, 27<sup>th</sup>.,& 28<sup>th</sup>.  
July 1<sup>st</sup>,2<sup>nd</sup>. & 3  
Sept. 2<sup>nd</sup>.,3<sup>rd</sup>., & 4<sup>th</sup>.
2. 3<sup>rd</sup>. Ave @ Rt.35-- November 26<sup>th</sup>. (total of 10 days ,not counting rain dates)

Coin-Toss operations will involve no more than two(2) fire trucks, which will be on stand-by  
For any fire calls. These Coin-Tosses will be held off the road, and as per the rules and regulations of  
The New Jersey Dept.of Transportation.

All members working these Coin-Tosses will be required to be aware, and to abide all the rules  
And regulations of Ordenance-1998-20& The N J Dept. of Transportation.

Respectfully,

A handwritten signature in cursive script that reads "Edward J. Sims III".

Edward J. Sims III  
President,  
United Fire Co.#1, Neptune City, NJ

(Please forward a request of Permit to The Monmouth Co .Freeholders for County Approval.)

Approval of Library Job Descriptions

Resolution 2016-55

Whereas, there is a need for a Job Descriptions for the Neptune City Library, and

Whereas, the following titles shall be created:

Library Director, Assistant to the Library Director, Senior Library Clerk, and Library Clerk

Whereas, the attached responsibilities will be assigned to the employees of the Library as follows:

Library Director – Theresa Ricardello

Assistant to the Library Director – Elaine Scott

Senior Library Clerk – Lorraine Hansen

Library Clerk – all other part time staff

Now therefore be it resolved that the attached job descriptions be approved.

### **Library Clerk Responsibilities**

Reports to Library Director  
Open and close the Library according to Library procedures  
Greet and assist patrons  
Accept Friends of the Library donations  
Collect fines  
Prepare deposits  
Open new accounts  
Replace lost Library Cards  
Check out and discharge books/DVDs  
Properly shelve books and DVDs  
Process MCL deliveries (Tues. and Fri.)  
Cover Books when necessary  
Provide computer assistance  
Box-up MCL Circuits and Exchange Items for return  
Shelve MCL Circuits and Book Exchange Items  
Display Adult Holiday Books/DVDs  
Light "housekeeping"  
Any other duties at the request of the Directors

### **Senior Library Clerk**

In addition to the duties of Library Clerk, the Senior Library Clerk is responsible for the following:

Manage Delinquent Accounts: print weekly overdue reports, mail notices, bill accounts and bar accounts when necessary.

Maintain Vertical File

Display Children's new releases and holiday Books

Process and shelve Circuit DVDs

### **Library Director Responsibilities**

The Library Director shall report to the Borough Administrator and the Administration of Finance Committee.

In addition to clerk/senior clerk responsibilities, the Library Director responsibilities also include:

Cataloging

Processing Book Orders

Weeding

Processing donations

Book Exchanges (MCL)

Member Meetings

Work Schedules/Payroll

Council Reports/Meetings

Employee Reviews

Library Forms/Documents/Procedures

New Arrivals

Moving Books (Annually)

Budget

Checking and responding to phone and e-mail messages

Approve Patron Applications

Process purchase orders/invoices

Purchasing Books

Bestseller Lists/Holds Binder

Supply Orders (MCL and NC)

Publicity (Coaster, Signboard, flyers School packets)

Better World Books

### **Assistant to the Library Director**

#### ***Reports Directly to the Library Director***

Purchasing DVDs/DVDLists

MCL Circuits (DVD, Large Print)

Holiday displays/decorations

Assisting in Cataloging

Supervision of Thursday Children's Program

Weeding

MCL Circuits (DVD – Large Print)

Moving Books Annually

Approval of Patron Applications

Checking and responding to Phone Messages

### ***Typical Responsibilities of Position***

Under administrative supervision, performs paraprofessional work serving library patrons directly or indirectly.

### ***Physical Demands of the Position***

1. Bending/twisting and reaching.
2. Far vision at 20 feet or further; near vision at 20 inches or less.
3. keyboarding, writing, filing, sorting, shelving and processing.
4. Handling: processing, picking up and shelving books
5. Lifting and carrying: 50 pounds or less.
6. Pushing and pulling: objects weighing 300-400 pounds on wheels.
7. Sitting, standing, walking, climbing, stooping, kneeling and crouching.
8. Talking and hearing; use of the telephone

### ***Mental Requirements***

1. Ability to apply technical knowledge.
2. Ability to comprehend and effectively follow instructions from supervisor, verbally and in written form.
3. Ability to deal with abstract and concrete variables.
4. Ability to interpret technical regulations and instructions.
5. Analytical Skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
6. Communication Skills: effectively communicate ideas and information both in written and verbal form.
7. Creative Decision-making: effectively evaluate or make independent decisions based upon experience, knowledge or training, without supervision.
8. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator.
9. Problem-solving Skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
10. Reading Ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
12. Time Management: set priorities in order to meet assignment deadlines.

***Flexible work hours; frequent evening and weekend hours may be required***

### ***Equipment used***

Book cart, building systems such as security, heating/air conditioning, fire protection (alarms and smoke), calculator, copymachine, fax machine, personal computer, library automation system, microform reader, scanner, printers, telephone, typewriter.

**Examples of Work**

1. Organizes and conducts library services in several areas of responsibility, including but not limited to circulation, interlibrary loan, and technical services.
2. Assists patrons with questions
3. Assists patrons in operating public equipment, connect to the internet, utilize library software applications, and access library services from remote locations.
4. Assists patrons in checking out digital downloads to their e-readers, MP3 players, and other mobile devices.
5. Processes, and withdraws all types and levels of materials.
6. Provides information and recommendations that can be used for materials selection.
7. Performs light housekeeping
8. Performs other related work.

**Knowledge and Abilities**

1. Ability to effectively present information and respond to questions from patrons.
2. Ability to maintain confidentiality of library patron information.
3. Ability to follow detailed instructions.
4. Ability to gather statistics.
5. Ability to operate library equipment properly, which includes a knowledge of databases and search methods.
6. Ability to understand library policies and procedures and apply them to library operations.
7. Ability to use computer software and adapt to changes in technology.
8. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
9. Considerable knowledge of library operations, services and materials