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**AGENDA
COUNCIL REORGANIZATION AND BUSINESS MEETING
JANUARY 6, 2021**

**140 NORTH BROADWAY
SOUTH AMBOY, NJ 08879**

6:00 P.M.

- 1. MEETING CALLED TO ORDER BY CITY CLERK**
- 2. OPENING PRAYER**
- 3. SALUTE TO THE FLAG**
- 4. SWEARING IN OF COUNCILMAN MCLAUGHLIN, COUNCILMAN REILLY AND COUNCILWOMAN DATO**
- 5. ROLL CALL: DATO _____, MCLAUGHLIN _____, NOBLE _____,
REILLY, _____ GROSS _____**
- 6. CITY CLERK ENTERTAINS A MOTION FOR TEMPORARY COUNCIL PRESIDENT**
- 7. TEMPORARY COUNCIL PRESIDENT ENTERTAINS A MOTION FOR COUNCIL PRESIDENT**
- 8. CERTIFICATION OF MEETING BY COUNCIL PRESIDENT**

"The Notice requirements provided in the Open Public Meetings Act have been satisfied. Notice of this Meeting was published in The Home News Tribune on January 6, 2020, provided to The Home News Tribune, filed with the City Clerk and posted in the Municipal Building on January 3, 2020".
- 9. COUNCIL PRESIDENT ENTERTAINS A MOTION FOR COUNCIL VICE PRESIDENT**

10. CONSENT AGENDA:

The following items are considered to be routine by the City Council and will be acted upon in one motion. There will be no separate discussion of these items unless a Council member so requests. In this event, the item will be removed from the Consent Agenda and considered in the normal sequence of the Agenda.

MOVED by: _____ of the Council of the City of South Amboy, that Resolution #21-01 through #21-050 are hereby approved retroactive to January 1, 2021. **SECONDED by:**

_____ . ROLL CALL VOTE:

- Resolution 21-001 Resolution Authorizing Temporary Budget Appropriations for the 2021 Calendar Year
- Resolution 21-002 Resolution Adopting 2021 Cash Management Plan
- Resolution 21-003 Resolution establishing 2021 Meeting Dates
- Resolution 21-004 Resolution Adopting 2021 Holiday Schedule
- Resolution 21-005 Designating Official Newspapers
- Resolution 21-006 Designating Official Depositories
- Resolution 21-007 Resolution Filing Signature with Secretary of State
- Resolution 21-008 Appointment to Emergency Management Council
- Resolution 21-009 Appointment of Public Agency Compliance Officer
- Resolution 21-010 Appointment of Crossing Guards
- Resolution 21-011 Appointment Deputy Records Custodians
- Resolution 21-012 Approval of Towing City Tow Service Operators
- Resolution 21-013 Change Fund – Tax Collector
- Resolution 21-014 Change Fund – City Clerk
- Resolution 21-015 Petty Cash Fund – Administration
- Resolution 21-016 Re-establishing Change Fund – Municipal Court Administrator
- Resolution 21-017 Accepting EMAA-EMPG Subgrant
- Resolution 21-018 Establishing Interest Rate on Delinquent Taxes
- Resolution 21-019 Appointing JIF Commissioner and Alternate Commissioner
- Resolution 21-020 Authorizing Purchase of Rock Salt – Morton Salt Inc.
- Resolution 21-021 Establishing Interest Rate on Delinquent Sewer Use Fees
- Resolution 21-022 Authorizing Prepayment of Middlesex County Taxes
- Resolution 21-023 Increase of Bid and Quote Threshold
- Resolution 21-024 Appointing Interim Qualified Purchasing Agent - Manion
- Resolution 21-025 Resolution Authorizing Tax Assessor to act as agent for the City of South Amboy for the purpose of filing and settling tax appeals on behalf of the taxing district for the tax year 2021
- Resolution 21-026 Authorizing the Award of Contract for IT Services – HBK IT
- Resolution 21-027 Authorizing Disbursement of Hospitalization and state Health Benefits
- Resolution 21-028 Authorizing 2021 Pay Schedule and Pension Benefits
- Resolution 21-029 Authorizing the CFO to Wire Transfer Funds
- Resolution 21-030 Payroll Agreement with Sadie-Pope-Dowdell Library
- Resolution 21-031 Payroll Agreement with SARA
- Resolution 21-032 EEOC Compliance-Hiring Practices
- Resolution 21-033 Appointment of Municipal Prosecutor
- Resolution 21-034 Appointment of Municipal Public Defender
- Resolution 21-035 Authorizing the Award of a Contract for Planning BoardPlanner/Engineer

- Resolution 21-036 Authorizing the Award of a Contract for Consulting Engineer Services
- Resolution 21-037 Authorizing the Award of a Contract for Special Services Engineer
- Resolution 21-038 Authorizing the Award for Architectural Services
- Resolution 21-039 Authorizing the Award of a Contract for Special Tax Counsel
- Resolution 21-040 Authorizing the Award of a Contract for Planning Board Attorney
- Resolution 21-041 Authorizing the Award of a Contract for Risk Management Consultant/Liability Insurance Broker of Record
- Resolution 21-042 Authorizing the Award of a Contract for Auditor
- Resolution 21-043 Authorizing the Award of a Contract for Bond Counsel
- Resolution 21-044 Authorizing the Award of Contract for General Counsel
- Resolution 21-045 Appointing Housing Authority Commissioners – Attardi and Ust
- Resolution 21-046 Library Board Appointments – Rico Vazquez -Jorge Diaz
- Resolution 21-047 Appointing Planning Board members – Kelly, Corey, Kern
- Resolution 21-048 Appointing Sustainable Green Team members
- Resolution 21-049 Appointing SARA – Dato – unexpired term
- Resolution 21-050 Amending Policy and personnel manual

11. ADJOURNMENT OF REORGANIZATION PORTION OF THE MEETING/BEGIN BUSINESS PORTION OF THE MEETING

12. DISCUSSION:

1. Resolution for Refund of Tax for veteran – John Jarosz
2. Resolution of Liquor licenses place to place transfer of South Stevens Pub. LLC to ANVITA LLC
3. Resolution for Refund of Tax for Veteran – Julius Ust

13. RESOLUTION:

RESOLUTION NO. 21-051

APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT CONTRACT WITH THE NJ DEPARTMENT OF TRANSPORTATION FOR THE PEDESTRIANS TO TRANSIT: SAFETY AND MESSAGING PROJECT

NOW, THEREFORE, BE IT RESOLVED that Council of City of South Amboy formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as TV-2021-Pedestrians to Transit: Safety and Messaging-00011 to the New Jersey Department of Transportation on behalf of the City of South Amboy.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of the City of South Amboy and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

MOVED by: _____ of the Council of the City of South Amboy, that Resolution No. 21-051 is hereby approved. **SECONDED by:** _____. **ROLL CALL VOTE:**

RESOLUTION NO. 21-052

APPROVING PAYMENT OF BILLS

BE IT RESOLVED, that the City Council of the City of South Amboy does hereby receive and approve the payment of the bill list dated December 29, 2020, as presented by the Chief Financial Officer.

BE IT FURTHER RESOLVED, that the bills list be appended to the official minutes.

MOVED by: _____ of the Council of the City of South Amboy, that Resolution No. 21-052 is hereby approved. **SECONDED by:** _____. **ROLL CALL VOTE:**

RESOLUTION NO. 21-053

RESOLUTION ADOPTING AMENDED 2020 STORMWATER POLLUTION PREVENTION PLAN FOR THE DEPARTMENT OF ENVIRONMENTAL PROTECTION

WHEREAS, the City Engineer has recommended an amendment to the Stormwater Pollution Prevention Plan (STPP) to comply with DEP statutes; and

WHEREAS, said amendments plan is attached; and

NOW, THEREFORE, BE, AND IT IS, HEREBY, RESOLVED by the Council of the City of South Amboy, County of Middlesex, State of New Jersey, that the 2020 Stormwater Pollution Prevention Plan is amended.

MOVED by: _____ of the Council of the City of South Amboy, that Resolution No. 21-053 is hereby approved. **SECONDED by:** _____. **ROLL CALL VOTE:**

14. **COMMENTS**

15. **PUBLIC COMMENTS**

16. **ADJOURNMENT**

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

RESOLUTION #21-001

**RESOLUTION AUTHORIZING TEMPORARY BUDGET
APPROPRIATIONS FOR THE 2021 CALENDAR YEAR**

WHEREAS, N.J.S.A 40:4-19 provides for the adoption of a temporary budget to provide for the period between the beginning of the calendar year and the adoption of the final budget for the 2021 calendar year provided such appropriations are made within the first 30 days of the fiscal year; and

WHEREAS, such temporary appropriations shall not exceed 26.25% of the total of appropriations made for all purposes in the budget for the preceding calendar year, excluded, in both instances' appropriations made for interest and debt redemption charges, capital improvement fund and public assistance; and

WHEREAS, the total amount that may be introduced as a Temporary Budget for 2021 is \$4,358,532.94; and,

NOW, THEREFORE, BE, AND IT RESOLVED by the Council of the City of South Amboy, County of Middlesex, State of New Jersey, that the following line items are hereby adopted as the Temporary Budget for 2021 in the amount of \$4,358,000.00 exclusive of interest, debt service and capital.

<i>City of South Amboy</i>		Temporary Budget		
<i>Dept #</i>	<i>DEPARTMENT</i>	<i>2021 SALARIES</i>	<i>2021 OTHER</i>	<i>2021 TOTAL</i>
20-100	Administration	\$ 114,000.00	\$ 30,000.00	\$ 144,000.00
20-110	Mayor and Council	17,000.00	3,000.00	20,000.00
20-120	Clerk	48,000.00	10,000.00	58,000.00
20-130	Financial Administration	70,000.00	11,000.00	81,000.00
20-135	Audit	-	16,000.00	16,000.00
20-145	Revenue Administration	36,000.00	6,000.00	42,000.00
20-150	Tax Assessor	14,000.00	2,000.00	16,000.00
20-155	Legal Services	-	54,000.00	54,000.00
20-165	Engineering Services	-	81,000.00	81,000.00
21-180	Planning Board	2,000.00	16,000.00	18,000.00
22-195	Code Enforcement	98,000.00	2,000.00	100,000.00
23-210	Liability Insurance	-	134,000.00	134,000.00
23-212	Disability Insurance	-	5,000.00	5,000.00
23-215	Workers Comp	-	168,000.00	168,000.00
23-220	Employee Group Insurance	-	507,000.00	507,000.00
23-225	Unemployment Insurance	-	3,000.00	3,000.00
25-240	Police	1,405,000.00	42,000.00	1,447,000.00

25-252	Emergency Management	5,000.00	3,000.00	8,000.00
25-265	Fire Department Other	-	15,000.00	15,000.00
26-290	Streets and Roads	198,000.00	27,000.00	225,000.00
26-305	Solid Waste	90,000.00	162,000.00	252,000.00
26-306	Recycling Coordinator	1,000.00	1,000.00	2,000.00
26-307	Sewer	57,000.00	37,000.00	94,000.00
26-308	MCUA Sewer Fees	-	192,000.00	192,000.00
26-310	Building and Grounds	28,000.00	46,000.00	74,000.00
26-315	Vehicle Maintenance	47,000.00	29,000.00	76,000.00
28-379	Shade Tree	-	3,000.00	3,000.00
27-330	Public Health Services	2,000.00	18,000.00	20,000.00
27-331	Vital Statistics	4,000.00	1,000.00	5,000.00
27-340	Animal Control Services	-	5,000.00	5,000.00
28-370	Recreation	17,000.00	9,000.00	26,000.00
28-370	Historical Society of S Amboy	-	3,000.00	3,000.00
28-370	S Amboy Arts District	-	3,000.00	3,000.00
28-371	Senior Citizens	34,000.00	4,000.00	38,000.00
29-390	Library	-	87,000.00	87,000.00
30-420	Celebration of Public Events	-	14,000.00	14,000.00
30-425	Matching Funds for Grants	-	1,000.00	1,000.00
31-430	Utilities	-	173,000.00	173,000.00
36-472	Social Security	-	82,000.00	82,000.00
36-473	DCRP	-	3,000.00	3,000.00
43-275	Municipal Prosecutor	6,000.00	-	6,000.00
43-490	Municipal Court	50,000.00	4,000.00	54,000.00
43-495	Public Defender	3,000.00	-	3,000.00
		<u>\$ 2,346,000.00</u>	<u>\$ 2,012,000.00</u>	<u>\$ 4,358,000.00</u>
45-901	Capital Improvements	-	100,000.00	100,000.00
45-920	Bond Principal	-	1,480,000.00	1,480,000.00
45-930	Bond Interest	-	539,275.00	539,275.00
45-925	Note Principal	-	100.00	100.00
45-935	Note Interest	-	100.00	100.00
45-942	MCIA Loan Principal & Int	-	189,964.00	189,964.00
		<u>\$ -</u>	<u>\$ 2,309,439.00</u>	<u>\$ 2,309,439.00</u>
		<u>\$ 2,346,000.00</u>	<u>\$ 4,321,439.00</u>	<u>\$ 6,667,439.00</u>

RESOLUTION NO. 21-002

**CITY OF SOUTH AMBOY
ESTABLISHING A FISCAL MANAGEMENT PLAN
FOR THE 2021 YEAR**

WHEREAS, THE CITY OF SOUTH AMBOY is duly constituted as a Local Government Unit as permitted under the laws promulgated by the State of New Jersey, and

WHEREAS, THE CITY is subject to the requirements contained within the Local Fiscal Affairs Law (N.J.S.A. 40A-5, et seq.); and

NOW, THEREFORE BE IT RESOLVED, by the CITY's Governing Body that:

- I. Resolution #12-02 sets forth financial institution(s) that are declared as the CITY's Official Depositories for 2021 and will be approved by the Governing Body for each subsequent year.
- II. All disbursements for budgetary expenses, tax levy, capital outlay and miscellaneous expenses, shall be withdrawn from the officially named depository(ies) by check, which shall bear the signatures of two (2) of the following persons, duly authorized pursuant to this Resolution, with the exception of the Payroll Fund which shall bear one (1) signature. In addition, upon approval of such disbursements by the Governing Body, funds may be withdrawn for payment via electronic transfer.

_____, Fred A. Henry, Mayor

_____, Daniel Balka, CFO

III. The Cash and Investment Policy attached herewith shall be adopted.

IV. Certifying and Approval Officer for all CITY expenses shall be the CITY's Executive Director.

ADOPTED: *this day s:*

Mayor

January 6, 2021
Date

Municipal Clerk

January 6, 2021
Date

2021 CASH MANAGEMENT AND INVESTMENT POLICY

STATEMENT OF PURPOSE.

This Cash Management Plan (the “Plan”) is prepared pursuant to the provisions of N.J.S.A 40A:5-14 in order to set forth the basis for the deposits (“Deposits”) and investment (“Permitted Investments”) of certain public funds of the City, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest or dividend bearing accounts or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide the decisions made with regard to the Deposits and the Permitted Investments will be done to assure the safety, the liquidity (regarding its availability for the intended purposes), and the Maximum within such limits. The Plan is intended to ensure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments

1.) Cash Management and Investment Objectives

The CITY of SOUTH AMBOY (hereinafter referred to as the CITY) objectives in this area are:

- a.) Preservation of capital.
- b.) Adequate safekeeping of assets.
- c.) Maintenance of liquidity to meet budgetary expenses, tax levy, capital and miscellaneous expenses.
- d.) Diversification of the CITY’s portfolio to minimize risks associated with individual investments.
- e.) Maximization of total return, consistent with risk levels specified herein.
- f.) Investment of assets in accordance with State and Federal laws and Regulations.
- g.) Accurate and timely reporting of interest earnings, gains and losses by budgetary line items for each Fund.
- h.) Stability in the value of the CITY’s economic surplus.

2.) Permissible Investments

Investments shall be limited to the following:

- a.) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America.
- b.) Any federal agency or instrumentality obligation authorized by Congress that matures within 397 days from the date of purchase and has a fixed rate of interest not dependent on any index or external factors.
- c.) Bonds or other obligations of the local unit or bonds or other obligations of school districts of which the local unit is a part or within which the school district is located; or

- d.) Bonds or other obligations, having a maturity date not exceeding 397 days, approved by the Division of Investment of the Department of Treasury for investment by local units.
- e.) Repurchase agreements of fully collateralized securities, subject to rules and conditions established by the N.J. Department of Community Affairs.
- f.) Bonds, notes, or other obligations issued by an agency or corporation of the federal government or a governmental agency established under the laws of this State, provided that the (issuer) is not in default as to the payment of principal or interest upon any of its outstanding obligations, and provided further that the bonds, notes or other obligations are purchased at fair market value, guaranteed as to interest and principal, and have a credit rating of **A3** or higher by Moody's Investor Services, Inc., **A-** or higher by Standard and Poor's Corporation and **A-** or higher by Fitch Ratings, except that two of the three ratings is sufficient.
- g.) The cash management plan provides for the purchase of certificates of deposits (CDARS) in accordance with the following conditions:
 - (1) The funds are initially invested through a public depository as defined in section 1 of P.L.1940, c.236 (C.17:9-41) designated by the local unit.
 - (2) The designated public depository arranges for the deposit of the funds in certificates of deposit in one or more federally insured banks or savings and loans association, for the account of the local unit;
 - (3) 100 percent of the principal and accrued interest of each certificate of deposit is insured by the Federal Deposit Insurance Corporation;
 - (4) The designated public depository acts as custodian for the local unit with respect to the certificates of deposit issued for the local unit's account; and
 - (5) At the same time the local unit's funds are deposited and certificates of deposits are issued, the designated public depository receives an amount of deposits from customers or other banks and savings and loan associations, wherever located, equal to the amount of funds initially invested by the local unit through the designated public depository.
- h.) Debt obligations from the following local government entities are statutorily authorized to be incorporated into the cash management plan without being subject to a 397 day maturity limit:
 - (1) Parking Authorities (N.J.S.A 40:11A-16)
 - (2) Sewage and Utilities Authorities (N.J.S.A. 40:14A-30 and 40:14B-62)
 - (3) County Improvement Authorities (N.J.S.A40:37A-84)
 - (4) Pollution Control Financing Authority (N.J.S.A 40:37C-15)

- (5) Water Commissions created under N.J.S.A. 40:62-108 et seq. (N.J.S.A 40:62-133.12)
- (6) Municipal Port Authorities (N.J.S.A. 40:68A-22)
- (7) Bonds issued pursuant to the Local Redevelopment and Housing Law by housing authorities, redevelopment agencies, municipalities, and counties (N.J.S.A. 40A:12A-35)
- (8) Bonds issued by a county or municipality pursuant to the County and Municipal Water Supply Act (N.J.S.A. 40A:31-22)
- (9) Municipal Shared Service Energy Authority (N.J.S.A. 40A:66-22)

3.) Authorized Depositories

Amboy Bank	TD Bank	Bank of America	MBIA-New Jersey CLASS
Provident Bank	Santander Bank	Wachovia Bank	Valley National Bank
PNC Bank	United Roosevelt Savings Bank		

In addition to the above, the CITY is authorized to deposit funds in certificates of deposit and other time deposits in banks covered by the Governmental Unit Depository Protection Act, NJSA 17:9-14 *et seq.* (GUDPA). Specifically authorized depositories are approved annually by the Governing Body:

The CITY is also authorized to invest its assets in the New Jersey Cash Management Fund.

4.) Preservation of Capital

Securities shall be purchased with the ability to hold until maturity.

5.) Safekeeping

Securities purchased on behalf of the CITY shall be delivered electronically or physically to the CITY's custodial bank, which shall maintain custodial and/or safekeeping accounts for such securities on behalf of the CITY.

6.) Selection of Asset Managers, Custodial Banks and Operating Banks

Asset managers, custodial banks and operating banks shall be retained for contract periods of one (1) year. Additionally, the CITY shall maintain the ability to change asset managers and/or custodial banks more frequently based upon performance appraisals and upon reasonable notice, and based upon changes in policy or procedures.

7.) **Reporting**

The Treasurer or the Chief Finance Officer shall report to the Finance Committee and/or the Governing Body at regular meetings on all investments. This report shall include information on the balances in all bank and investment accounts, and purchases, sales, and redemptions occurring in the prior month.

8.) **Audit**

This plan, and all matters pertaining to the implementation of it, shall be subject to the CITY's annual audit.

9.) **Cash Flow Projections**

Asset maturity decisions shall be guided by cash flow factors payout factors supplied by the Treasurer and the CITY CFO.

10.) **Cash Management**

All moneys turned over to the Treasurer shall be deposited within forty-eight (48) hours in accordance with NJSA 40A:5-15.

The Treasurer shall minimize the possibility of idle cash accumulating in accounts by assuring that all amounts in excess of negotiated compensating balances are kept in interest bearing accounts or promptly swept into the investment portfolio.

The Treasurer shall escheat to the State of New Jersey checks which remain outstanding for twelve or more months after the date of issuance. However, prior to implementing such procedures, the Treasurer, with the assistance of the CFO, as needed, shall confirm that the outstanding check continues to represent a valid claim against the CITY.

TERM OF PLAN

This Plan shall be in effect from January 1, 2021 to December 31, 2021. Attached to this Plan is a resolution of the Governing Body of the City approving this Plan for such period of time. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Council, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

**RESOLUTION NO. 21-003
2021 MEETING SCHEDULE**

BE IT RESOLVED, by the City Council of the City of South Amboy, Middlesex County, New Jersey that the below listed 2021 City of South Amboy Business and Council Meetings, which will be held electronically or at City Hall, located at 140 North Broadway, South Amboy, New Jersey, is approved. Said meetings are open to the public and formal action may be taken.

JANUARY 6, 2021	WEDNESDAY	REORG/BUSINESS MEETING	6:00 P.M.
JANUARY 20, 2021	WEDNESDAY	COUNCIL MEETING	7:00 P.M.
FEBRUARY 3, 2021	WEDNESDAY	BUSINESS MEETING	6:00 P.M.
FEBRUARY 17, 2021	WEDNESDAY	COUNCIL MEETING	7:00 P.M.
MARCH 3, 2021	WEDNESDAY	BUSINESS MEETING	6:00 P.M.
MARCH 17, 2021	WEDNESDAY	COUNCIL MEETING	7:00 P.M.
APRIL 7, 2021	WEDNESDAY	BUSINESS MEETING	6:00 P.M.
APRIL 21, 2021	WEDNESDAY	COUNCIL MEETING	7:00 P.M.
MAY 5, 2021	WEDNESDAY	BUSINESS MEETING	6:00 P.M.
MAY 19, 2021	WEDNESDAY	COUNCIL MEETING	7:00 P.M.
JUNE 2, 2021	WEDNESDAY	BUSINESS MEETING	6:00 P.M.
JUNE 16, 2021	WEDNESDAY	COUNCIL MEETING	7:00 P.M.
JULY 14, 2021	WEDNESDAY	BUSINESS/COUNCIL MEETING	6:00 P.M.
AUGUST 18, 2021	WEDNESDAY	BUSINESS/COUNCIL MEETING	6:00 P.M.
SEPTEMBER 1, 2021	WEDNESDAY	BUSINESS MEETING	6:00 P.M.
SEPTEMBER 15, 2021	WEDNESDAY	COUNCIL MEETING	7:00 P.M.
OCTOBER 6, 2021	WEDNESDAY	BUSINESS MEETING	6:00 P.M.
OCTOBER 20, 2021	WEDNESDAY	COUNCIL MEETING	7:00 P.M.
NOVEMBER 3, 2021	WEDNESDAY	BUSINESS MEETING	6:00 P.M.
NOVEMBER 22, 2021	MONDAY	COUNCIL MEETING	7:00 P.M.
DECEMBER 15, 2021	WEDNESDAY	BUSINESS/COUNCIL MEETING	6:00 P.M.
JANUARY 5, 2022	WEDNESDAY	REORGANIZATION/BUSINESS	6:00 P.M.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

**RESOLUTION 21-004
ADOPTING 2021 HOLIDAY SCHEDULE**

BE IT RESOLVED by the City Council of the City of South Amboy that the 2021 schedule be adopted as follows:

January 1	New Year's Day
January 18	Martin Luther King Jr. Day
February 12	Lincoln's Birthday
February 15	Washington's Birthday/President's Day
April 02	Good Friday
May 31	Memorial Day
July 5	Independence Day (Monday after Independence)
September 6	Labor Day
October 11	Columbus Day
November 2	Election Day
November 11	Veterans Day
November 25	Thanksgiving Day
November 26	Day After Thanksgiving Day
December 24	Christmas Day (Day before Christmas))
December 31, 2021	New Year's Eve 2022 (Day before New Year's)

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

RESOLUTION #21-005

WHEREAS, it is necessary for the Governing Body of the City of South Amboy to designate official newspapers in which the necessary legal and official advertisements of the City of South Amboy are published.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the City of South Amboy, Middlesex County, New Jersey, that The Home News Tribune and The Star Ledger be and hereby are designated as the official newspapers for the City of South Amboy.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

RESOLUTION 21-006

WHEREAS, it is necessary for the City of South Amboy to have depositories in order to conduct its official business.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of South Amboy that the following financial institutions for the City of South Amboy be and the same are hereby designated as the official depositories during the 2021 year:

Amboy National Bank
Bank of America
TD Bank
MBIA – New Jersey Class
Monmouth Community Bank
PNC Bank
Provident Bank
Sovereign Bank
State of New Jersey Cash Management Fund
Valley National Bank
Wachovia Bank

In additional banks which are protected by the State of New Jersey Governmental Unit Deposit Protection Act.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

**RESOLUTION 21-007
FILING SIGNATURE WITH SECRETARY OF STATE**

BE IT RESOLVED by the City Council of the City of South Amboy that pursuant to N.J.S.A. 40A:9-129 that the Municipal Clerk be directed to file with the Secretary of State facsimiles of her signature and the Mayor's signature, an impression of the municipal seal and a statement of their terms of office, showing the commencement and expiration dates.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

RESOLUTION# 21-08

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of South Amboy, Middlesex County, New Jersey, hereby appoints the following individuals to the Emergency Management Council of the City of South Amboy for a one year term expiring December 31, 2021.

Fred A. Henry	Mayor/Public Information Officer
Mark Herdman	OEM Coordinator/Evacuation Officer
Larry McMahon	Deputy OEM Coordinator
Steve Doyle	Deputy OEM Coordinator
Larry Parsons	Damage Assessment Officer
Carol Johnson	Shelter Officer
Kelly Johnson	Deputy Shelter Officer
Darren LaVigne	Police Coordinator/Public Information Officer
Joseph Matarangolo	Police
Jacob Murray	Police
Steve Clark	Police
Darren Gorczyka	Public Works Coordinator
Phil English	Haz Mat
Betty Leveille	First Aid Squad
Kim Seber	First Aid Squad
Rob Sekerak	First Aid Squad
Tim Walczak	Resource Officer/First Aid
Don Newton	Resource Officer
Renee Parsons	Resource Officer
Kevin Wiater	Resource Officer
Andrew Bielak	Fire Department
John Dragotta	Fire Department
Dave Szatkowski	Fire Department
Public Health Officer	Middlesex County Health Department
Tom Burkhard	South Amboy Times
Mary Accordino	Human Relations Officer
Mark Rasimowicz	Engineer
Cathy Housman	Medical/Nurse

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

RESOLUTION# 21-09

WHEREAS, pursuant to P.L. 1975 C. 127, every Public Agency shall designate an official or staff person to act as liaison and to serve as a Public Agency Compliance Officer (P.A.C.O).

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED, by the Council of the City of South Amboy, County of Middlesex, New Jersey, that Kristal Manion, Keyboard Clerk 3 is hereby appointed the Public Agency Compliance Officer for the City of South Amboy for the period January 1, 2020 through December 31, 2021; and

BE IT FURTHER RESOLVED, that the Municipal Clerk is directed to forward a certified copy of this Resolution to the Department of the Treasury, Affirmative Action Office, P.O. Box 209, Trenton, New Jersey 08625-0209.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

**RESOLUTION 21-010
APPOINTING 2021 SCHOOL CROSSING GUARDS**

BE IT RESOLVED that the City Council of the City of South Amboy, under the authority of the Police Chief, does hereby appoint the following as School Crossing Guards for the year 2021:

Joann Niestemski	Shannon Merwin
Maryann Bath	Rita Murphy
Christa Vouvoudakis	Sue Clark
Doreen Sweatt	Sonia Valentin
John McNeil	Sophia Baez
Sandra Reilly	Lorene Cuesta
Joann Hudak	

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

**RESOLUTION 21-011
APPOINTING DEPUTY RECORDS CUSTODIANS**

WHEREAS, because the Open Public Records Act, NJSA 47:1A-1, et seq., has designated the Municipal Clerk as the custodian of all municipal records, it has become necessary to appoint deputy records custodians to assist in complying with responses to records requests;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of South Amboy, County of Middlesex, State of New Jersey, as follows:

1. The Police Department Secretary is hereby appointed as the deputy records custodian for Police Department Records.
2. The Tax Clerk is hereby appointed deputy records custodian for all tax records.
3. The Planning Board/Board of Adjustment Secretary is hereby appointed deputy records custodian for the Zoning/Planning and land use records.
4. The Technical Assistant to the Construction Official is hereby appointed deputy records custodian for the Building Dept.
5. The CFO is hereby appointed deputy records custodian for the Finance Dept.
6. The designated deputy records custodians shall report to the Municipal Clerk all requests for records and shall follow any instructions given by the Clerk regarding the handling of such records.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

**RESOLUTION 21-012
APPROVAL OF 2021 CITY TOW SERVICE OPERATORS**

BE IT RESOLVED that the City Council of the City of South Amboy upon the authority of the Chief of Police that the following towing contractors be utilized by the Police Department on a rotating basis subject to meeting all the requirements of Chapter 155 of the City Code and receipt of a Hold Harmless Agreement and Certificate of Insurance which shall be submitted to the Municipal Clerk:

Al's Auto Body Services
2072 NJ-35
South Amboy, NJ 08879

Julian's Garage
919 US 9
South Amboy, NJ 08879

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

RESOLUTION #21-013

CHANGE FUND - TAX COLLECTOR

BE IT RESOLVED, by the City Council of the City of South Amboy that a Change Fund for the Tax Collector be re-established in accordance with N.J.S.A.40A:5-21 and the regulations of the New Jersey Department of Community Affairs, Division of Local Government Services, Local Finance Board.

BE IT FURTHER RESOLVED, that said change fund be in the amount of \$300.00; the custodian of such fund shall be the Tax Collector; and said fund shall be used to make change for Tax Payments.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

**RESOLUTION #21-014
CHANGE FUND - CITY CLERK**

BE IT RESOLVED, by the City Council of the City of South Amboy that a Change Fund for the City Clerk be re-established in accordance with N.J.S.A.40A:5-21 and the regulations of the New Jersey Department of Community Affairs, Division of Local Government Services, Local Finance Board.

BE IT FURTHER RESOLVED, that said change fund be in the amount of \$50.00; the custodian of such fund shall be the City Clerk; and said fund shall be used to make change for the purchase of various licenses.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

RESOLUTION #21-015

PETTY CASH FUND - ADMINISTRATION

BE IT RESOLVED, by the City Council of the City of South Amboy that a Petty Cash Fund for the Business Administrator be re-established in accordance with N.J.S.A.40A:5-21 and the regulations of the New Jersey Department of Community Affairs, Division of Local Government Services, Local Finance Board.

BE IT FURTHER RESOLVED, that said Petty Cash Fund be in the amount of \$200.00; the custodian of such fund shall be the Business Administrator.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

RESOLUTION #21-016

**RE-ESTABLISHING CHANGE FUND
MUNICIPAL COURT ADMINISTRATOR**

BE IT RESOLVED, by the City Council of the City of South Amboy that the Change Fund for the Municipal Court Administrator be re-established in accordance with N.J.S.A.40A:5-21 and the regulations of the New Jersey Department of Community Affairs, Division of Local Government Services, Local Finance Board.

BE IT FURTHER RESOLVED, that said change fund be in the amount of \$100.00; the custodian of such fund shall be the Municipal Court Administrator; and said fund shall be used to make change for the Division of Municipal Court.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

RESOLUTION #21-017

**RESOLUTION AUTHORIZING THE CITY OF SOUTH AMBOY TO ACCEPT A SUBGRANT
AWARD OF THE FEDERAL FISCAL YEAR 2020 OF EMERGENCY MANAGEMENT
PERFORMANCE GRANT AND EMERGENCY MANAGEMENT AGENCY ASSISTANCE**

WHEREAS, the City of South Amboy Office of Emergency Management has been awarded Subgrant Award #FY20-EMPG-EMAA-1221 from the New Jersey Department of Law and Public Safety, Office of the Attorney General for the period of July1, 2020 through June 30, 2021. The subgrant, consisting of \$10,000.00 Federal Award is for the purpose of enhancing the City's ability to prevent, protect against, respond to and recover from acts of terrorism, natural disasters and other catastrophic events and emergencies; and

WHEREAS, the City of South Amboy will use these funds for emergency management purposes; and

WHEREAS, the subgrant award incorporates all conditions and representations contained or made in application and notice of award; and

WHEREAS, the City of South Amboy Office Emergency Management, designated by the New Jersey State Police, Office of Emergency Management, has submitted an Application for Subgrant Award that has been required by the said New Jersey State Office of Emergency Management.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of South Amboy, in the County of Middlesex, State of New Jersey:

1. That the Council accepts the award of the FFY20 EMPG-EMAA Subgrant in the amount of up to \$10,000.00 Federal Funds from the New Jersey State Police, Office of Emergency Management.
2. That the Chief Financial Officer and Director of Emergency Management are authorized to sign the appropriate subgrant award documents.
3. That copies of this resolutions shall be forwarded to the New Jersey State Police, Office of Emergency Management, the City Business Administrator, the Chief Financial Officer and the County Division of Emergency Management and Office of Treasury.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

**RESOLUTION 21-018
ESTABLISHING INTEREST RATE ON DELINQUENT TAXES**

BE IT RESOLVED by the City Council of the City of South Amboy that in accordance with R.S. 54:4-67 the interest rate on delinquent 2021 taxes shall be as follows:

1. Eight percent (8%) per annum on the first \$1,500.00 of the delinquency.
2. Eighteen (18%) per annum in any amount in excess of \$1,500.00

BE IT FURTHER RESOLVED that no interest shall be charged until ten (10) days after the due date or the first business day after the (10) tenth calendar day if the 10th is on a weekend.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

RESOLUTION #21-019

WHEREAS, the City of South Amboy has joined the Central Jersey Joint Insurance Fund as permitted by Chapter 371, Laws of 1983 (N.J.S.A. 40A:10-36, et seq.); and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of South Amboy that **Michael Gross** is hereby appointed Commissioner to the Joint Insurance Fund for a one (1) year term expiring December 31, 2021.

NOW THEREFORE BE IT FURTHER RESOLVED by the Council of the City of South Amboy that **Brian McLaughlin is hereby appointed Alternate** Commissioner to the Joint Insurance Fund for a one (1) year term expiring December 31, 2021.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

**RESOLUTION NO. 21-020
RESOLUTION AUTHORIZING THE PURCHASE OF TREATED ROCK SALT**

WHEREAS, the City Hall Public Works Department of the City of South Amboy has a need to purchase treated rock salt; and

WHEREAS, the treated rock salt is being purchased through the Middlesex County Cooperative System in accordance with N.J.S.A. 40A:11-12, of the Local Public Contracts Law under contract number Bid No. B-20-560; and

WHEREAS, the Finance Director has determined that sufficient funds are available.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of South Amboy, County of Middlesex, State of New Jersey, that the Business Administrator and Chief Financial Officer are hereby authorized and directed to purchase treated rock salt under the Middlesex County Cooperative System under Bid No. B-20-560 through from Morton Salt, Inc., 444 W. Lake Street, Suite 3000, Chicago, IL 60606, for an amount not to exceed \$20,000.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

**RESOLUTION 21-021
ESTABLISHING INTEREST RATE ON DELINQUENT SEWER USE FEES**

BE IT RESOLVED by the City Council of the City of South Amboy that in accordance with R.S. 54:4-67 the interest rate on delinquent 2021 sewer user fees shall be as follows:

1. Eighteen (18%) per annum on any delinquent amount.

BE IT FURTHER RESOLVED that no interest shall be charged until thirty (30) days after the due date.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

**RESOLUTION 21-022
AUTHORIZING PREPAYMENT OF MIDDLESEX COUNTY TAXES**

WHEREAS, Middlesex County taxes are due quarterly on February 15, May 15, August 15 and November 15, 2021.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of South Amboy that the Chief Financial Officer is hereby authorized to disburse these quarterly payments.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

RESOLUTION # 21-023

**A RESOLUTION OF THE SOUTH AMBOY CITY COUNCIL APPOINTING A
TEMPORARY PURCHASING AGENT**

WHEREAS, P.L. 2009, c. 166, codified as N.J.S.A. 40A:11-2 et seq., supplementing and amending Chapter 11 of Title 40A of the New Jersey Statutes allows local contracting units in New Jersey to create the position of Purchasing Agent; and

WHEREAS, there exists in the City of South Amboy the position of Purchasing Agent; and

WHEREAS, the City of South Amboy desires to appoint Kristal Manion, to hold the position: and

WHEREAS, N.J.A.C. 5:32-4.4 provides that when there occurs a vacancy in the office of purchasing agent, the governing body or chief executive officer may appoint, for a period not to exceed one year commencing from the date of the vacancy, a person who does not possess a qualified purchasing agent certificate to serve as a temporary purchasing agent, and that with the approval of the Director, such person may be reappointed as a temporary purchasing agent for a maximum of one additional year following the end of the first; and

NOW, THEREFORE, BE IT RESOLVED on this 6th day of January, 2021 that the South Amboy City Council does hereby authorize the appointment of Kristal Manion as Temporary Purchasing Agent for a period not to exceed one year; and

BE IT FUTHER RESOLVED, that the Temporary Purchasing Agent shall have the authority, responsibility and accountability for the purchasing activity for the City of South Amboy, to prepare public advertising for bids and to receive bids and requests for proposals for the provision or performance of goods, services and construction contracts on behalf of the City of South Amboy, and to award contracts permitted through New Jersey statutes and in accordance with the regulations, forms and procedures promulgated by state regulatory agencies in the name of the City of South Amboy, and conduct any activities as may be necessary or appropriate to the purchasing function of the City of South Amboy.

RESOLUTION NO. 21-024

Increase of bid and quote
threshold

WHEREAS, pursuant to N.J.S.A 40A: 11-3 the State Treasurer has increased the maximum bid threshold Effective July 1, 2020 to \$44,000 for the execution of contracts without public bid by the Purchasing Agent when said contracts do not exceed \$44,000 in aggregate for the contract year; and

WHEREAS, as a result the new quote threshold for the above noted municipality with a Qualified Purchasing Agent (QPA) is now \$6,600 (15% of the \$44,000 QPA bid threshold); and

WHEREAS, the City of South Amboy has previously appointed Kristal Manion as Temporary Acting Qualified Purchasing Agent (QPA) for the period of one year commencing on January 1, 2021 as required under N.J.S.A 40A: 11-3 and in accordance with N.J.S.A:40A 11-9; and

WHEREAS, the City Council finds it is in the best interest of efficiency and economy for the City to increase the bid threshold and as a result the quote threshold pursuant to N.J.S.A 40A: 11-3; and

NOW THEREFORE BE IT RESOLVED the Council of the City of South Amboy, County of Middlesex, and State of New Jersey desires to take advantage of this opportunity to increase the City's bid threshold, and that such contracts as may be awarded under this Resolution shall comply with all other applicable laws, including but not limited to certification of fund by the Chief Financial Officer where required.

CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX

RESOLUTION 21-025

RESOLUTION AUTHORIZING TAX ASSESSOR TO ACT AS AGENT FOR CITY OF SOUTH AMBOY FOR THE PURPOSE OF FILING AND SETTLING TAX APPEALS ON BEHALF OF THE TAXING DISTRICT FOR THE TAX YEAR 2021

WHEREAS, the Tax Assessor is knowledgeable regarding the valuation and assessment of properties in the City of South Amboy; and

WHEREAS, the Tax Assessor has the statutory responsibility, pursuant to N.J.S.A. 54:4-23 to 36, to set assessments for properties in the City of South Amboy under the Local Property Tax, N.J.S.A. 54:4-1 et seq; and

WHEREAS, the governing body of the Taxing District deems the Tax Assessor to be responsible and acting in the best interest of the municipality;

THEREFORE, BE IT RESOLVED, by the Council of the City of South Amboy, that the Tax Assessor is hereby authorized to act as agent for the Taxing District without further governing approval to;

- a. Determine when tax appeals; cross appeals, complaints and counterclaims should be filed on behalf of the Taxing District with regard to any property located in the City of South Amboy and accordingly direct the attorney for the Taxing District to file such documents with either the County Tax Board or Tax Court of New Jersey as deemed appropriate.;
- b. Resolve and settle tax appeals pending before the County Tax Board, Tax Court or Appellate Courts for any tax year and authorize the attorney for Taxing District to formalize such settlements in the appropriate Courts and/or County Tax Board.

ADOPTED at a regular meeting of the City of South Amboy Council held on January 6, 2021.

FURTHER BE IT RESOLVED that the City Clerk serve certified copies of this Resolution upon the Tax Collector and Tax Assessor.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

RESOLUTION NO. 21-026

**RESOLUTION AUTHORIZING THE AWARD OF A
CONTRACT FOR IT SERVICES – HBK IT , LLC**

WHEREAS, the City of South Amboy has, pursuant to a fair and open process, publicly advertised for the solicitations of proposals or qualifications for IT Services, pursuant to the provisions of N.J.S.A. 19:44A-20.7; and,

WHEREAS, the anticipated term of this contract is one (1) year; and,

WHEREAS, HBK IT, LLC, 100 Walnut Ave., Suite# 103, Clark, New Jersey was deemed qualified to perform IT services for the City of South Amboy, subject to a formal contract being awarded; and,

WHEREAS, the maximum amount of this contract is \$50,000.00 and funds are available; and

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED by the Council of the City of South Amboy, County of Middlesex, State of New Jersey, as follows:

1. The Mayor and City Clerk are hereby authorized and directed to enter into a contract with HBK IT, LLC as described herein.
2. The City Clerk shall make copies of this resolution available for public inspection at the South Amboy City Hall, 140 North Broadway, South Amboy, New Jersey 08879.
5. This contract shall be charged to the 2021 budget. The certification of available funds by the City Chief Financial Officer shall be attached to the original resolution and shall be maintained in the files of the City Clerk.

CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX

RESOLUTION 21-027
**AUTHORIZING DISBURSEMENT OF HOSPITALIZATION AND STATE HEALTH
BENEFITS**

WHEREAS, Employee Health Insurance must be paid at the time the bills are submitted thru the States Transmittal Electronic Payment System (TEPS);

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of South Amboy that the Chief Financial Officer be and is hereby authorized to disburse the monies due at the time the bills are submitted and same shall be included on the current bill list with vouchers attached.

CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX

RESOLUTION 21-028
AUTHORIZING 2021 PAY SCHEDULE AND PENSION PAYMENTS

BE IT RESOLVED by the City Council of the City of South Amboy that the Chief Financial Officer is hereby authorized to perform all matters necessary to enable the issuance of City payroll checks in *twenty-six* installments and pension payments throughout the year 2021 without the need of further resolutions or action by the City Council, and

BE IT FURTHER RESOLVED that the Payroll referred to herein for City employees is as authorized by ordinances and resolutions currently in effect.

CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX

RESOLUTION 21-029
**AUTHORIZING THE CHIEF FINANCIAL OFFICER TO WIRE TRANSFER FUNDS FOR
INVESTMENT AND PAYMENT OF CAPITAL DEBT**

BE IT RESOLVED by the City Council of the City of South Amboy that the Chief Financial Officer is hereby authorized to wire transfer funds for investment of surplus funds, as they become available and payment of capital debt, provided that all investments are reported to the City Council.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

**RESOLUTION 21-030
PAYROLL AGREEMENT WITH THE SADIE POPE-DOWDELL PUBLIC
LIBRARY**

WHEREAS, as a cost saving measure, the Sadie Pope-Dowdell Public Library has requested the City of South Amboy to process the payroll of the various Library employees; and

WHEREAS, it is more efficient and cost effective for the City and the Library to have both of their payrolls handled by the same outside payroll service; and

WHEREAS, the City has performed this function for the Library for several years, and the procedures are well-established and satisfactory to both parties,

NOW THEREFORE, it is agreed by and between the Sadie Pope-Dowdell Public Library and the City of South Amboy, as follows:

1. The Library and the City hereby agree that the City will make available its contracted outside payroll service to pay the salaries of employees of the Library, and to arrange and forward any and all properly authorized deductions from the paychecks of the employees. The City's payroll service will prepare all required reports, including, for example, the annual W-2 form, for Library employees. The City will arrange health insurance for Library Employees under the City's current contract, and pay the premiums as they fall due.
2. The City shall invoice the "Library" for the salaries and deductions so paid through the payroll service, and for the employer contribution to FICA. The Library will separately reimburse the City for additional payroll-related costs such as employer pension contribution, health insurance premiums, payroll taxes and a pro-rate share of the payroll service processing fee, along with the pro-rata share of pension costs on receipt of an invoice from the City. Invoices shall be on an "as needed basis" but not more frequently than monthly.
3. Library employees shall not be considered City employees and are employees of the Library Board of Trustees and subject exclusively to the Library's personnel policies and other work rules.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

**RESOLUTION 21-031
PAYROLL AGREEMENT WITH THE SOUTH AMBOY REDEVELOPMENT
AGENCY**

WHEREAS, as a cost saving measure, the South Amboy Redevelopment Agency (SARA) has requested the City of South Amboy to process the payroll of the various SARA employees; and

WHEREAS, it is more efficient and cost effective for the City and SARA to have both of their payrolls handled by the same outside payroll service; and

WHEREAS, the City has performed this function for SARA for several years, and the procedures are well-established and satisfactory to both parties,

NOW THEREFORE, it is agreed by and between the South Amboy Redevelopment Agency and the City of South Amboy, as follows:

1. SARA and the City hereby agree that the City will make available its contracted outside payroll service to pay the salaries of employees of SARA, and to arrange and forward any and all properly authorized deductions from the paychecks of the employees. The City's payroll service will prepare all required reports, including, for example, the annual W-2 form, for SARA employees.
2. The City shall invoice SARA for the salaries and deductions so paid through the payroll service, and for the employer contribution to FICA. SARA will separately reimburse the City for additional payroll-related costs such as employer pension contribution, payroll taxes and a pro-rate share of the payroll service processing fee, along with the pro-rata share of pension costs on receipt of an invoice from the City. Invoices shall be on an "as needed basis" but not more frequently than monthly.
3. SARA employees shall not be considered City employees and are employees of SARA and subject exclusively to SARA's personnel policies and other work rules.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

**RESOLUTION 21-032
EEOC COMPLIANCE- HIRING PRACTICES**

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit's hiring practices as they pertain to the consideration of an individual's criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of South Amboy, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

**Summary and Best Practices from Equal Employment Opportunity Commission (EEOC)
Enforcement Guidance on the Consideration of Arrest and Conviction Records in
Employment Decisions Under Title VII of the Civil Rights Act of 1964, as amended,
42 U.S.C. § 2000e et seq. -- full Enforcement Guidance available at:
http://www.eeoc.gov/laws/guidance/arrest_conviction.cfm**

EEOC Enforcement Guidance

Number

915.002

Date

4/25/2012

Summary

- An employer's use of an individual's criminal history in making employment decisions may, in some instances, violate the prohibition against employment discrimination under Title VII of the Civil Rights Act of 1964, as amended.
- The Guidance builds on longstanding court decisions and existing guidance documents that the U.S. Equal Employment Opportunity Commission (Commission or EEOC) issued over twenty years ago.
- The Guidance focuses on employment discrimination based on race and national origin. The Introduction provides information about criminal records, employer practices, and Title VII.
- The Guidance discusses the differences between arrest and conviction records.
 - The fact of an arrest does not establish that criminal conduct has occurred, and an exclusion based on an arrest, in itself, is not job related and consistent with business necessity. However, an employer may make an employment decision based on the conduct underlying an arrest if the conduct makes the individual unfit for the position in question.
 - In contrast, a conviction record will usually serve as sufficient evidence that a person engaged in particular conduct. In certain circumstances, however, there may be reasons for an employer not to rely on the conviction record alone when making an employment decision.
- The Guidance discusses disparate treatment and disparate impact analysis under Title VII.
 - A violation may occur when an employer treats criminal history information differently for different applicants or employees, based on their race or national origin (disparate treatment liability).

- An employer’s neutral policy (e.g., excluding applicants from employment based on certain criminal conduct) may disproportionately impact some individuals protected under Title VII, and may violate the law if not job related and consistent with business necessity (disparate impact liability).
 - National data supports a finding that criminal record exclusions have a disparate impact based on race and national origin. The national data provides a basis for the Commission to investigate Title VII disparate impact charges challenging criminal record exclusions.
 - Two circumstances in which the Commission believes employers will consistently meet the “job related and consistent with business necessity” defense are as follows:
 - The employer validates the criminal conduct exclusion for the position in question in light of the Uniform Guidelines on Employee Selection Procedures (if there is data or analysis about criminal conduct as related to subsequent work performance or behaviors); or
 - The employer develops a targeted screen considering at least the nature of the crime, the time elapsed, and the nature of the job (the three factors identified by the court in *Green v. Missouri Pacific Railroad*, 549 F.2d 1158 (8th Cir. 1977)). The employer’s policy then provides an opportunity for an individualized assessment for those people identified by the screen, to determine if the policy as applied is job related and consistent with business necessity. (Although Title VII does not require individualized assessment in all circumstances, the use of a screen that does not include individualized assessment is more likely to violate Title VII.).
- Compliance with other federal laws and/or regulations that conflict with Title VII is a defense to a charge of discrimination under Title VII.
- State and local laws or regulations are preempted by Title VII if they “purport[] to require or permit the doing of any act which would be an unlawful employment practice” under Title VII. 42 U.S.C. § 2000e-7.

Employer Best Practices

The following are examples of best practices for employers who are considering criminal record information when making employment decisions.

General

- Eliminate policies or practices that exclude people from employment based on any criminal record.
- Train managers, hiring officials, and decisionmakers about Title VII and its prohibition on employment discrimination.

Developing a Policy

- Develop a narrowly tailored written policy and procedure for screening applicants and employees for criminal conduct.
 - Identify essential job requirements and the actual circumstances under which the jobs are performed.
 - Determine the specific offenses that may demonstrate unfitness for performing such jobs.
 - Identify the criminal offenses based on all available evidence.
 - Determine the duration of exclusions for criminal conduct based on all available evidence.
 - Include an individualized assessment.
 - Record the justification for the policy and procedures.
 - Note and keep a record of consultations and research considered in crafting the policy and procedures.
- Train managers, hiring officials, and decisionmakers on how to implement the policy and procedures consistent with Title VII.

Questions about Criminal Records

- When asking questions about criminal records, limit inquiries to records for which exclusion would be job related for the position in question and consistent with business necessity.

Confidentiality

- Keep information about applicants' and employees' criminal records confidential. Only use it for the purpose for which it was intended.

**GOVERNING BODY CERTIFICATION PURSUANT TO P.L. 2017, C.183 OF COMPLIANCE
WITH THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S
"Enforcement Guidance on the Consideration of Arrest and Conviction Records in
Employment Decisions Under Title VII of the Civil Rights Act of 1964"**

**GROUP AFFIDAVIT FORM FOR MUNICIPALITIES AND COUNTIES
NO PHOTO COPIES OF SIGNATURES**

STATE OF NEW JERSEY
COUNTY OF MIDDLESEX

We, members of the governing body of the City of South Amboy being duly sworn according to law, upon our oath depose and say:

1. We are duly elected (or appointed) members of the *Council* of the *City of South Amboy* in the county of *Middlesex*;
2. Pursuant to P.L. 2017, c.183, we have familiarized ourselves with the contents of the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012);
3. We are familiar with the local unit's hiring practices as they pertain to the consideration of an individual's criminal history;
4. We certify that the local unit's hiring practices comply with the above-referenced enforcement guidance.

(L.S.)	(L.S.)
_____	_____
(L.S.)	(L.S.)
_____	_____
(L.S.)	(L.S.)
_____	_____
(L.S.)	(L.S.)
_____	_____

Sworn to and subscribed before me this _____ day of _____
Notary Public of New Jersey

Clerk

The Municipal Clerk (or Clerk of the Board of Chosen Freeholders as the case may be) shall set forth the reason for the absence of signature of any members of the governing body.

IMPORTANT: This certificate must be executed before a municipality or county can submit its approved budget to the Division of Local Government Services. The executed certificate and the adopted resolution must be kept on file and available for inspection.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

RESOLUTION 21-033

Approving Municipal Prosecutor

WHEREAS, the City of South Amboy requires a Prosecutor to present, on behalf of the State of New Jersey and the City of South Amboy, matters in the South Amboy Municipal Court; and

WHEREAS, the South Amboy City Code Section 5-75 provides that there shall be a Prosecutor, who may be the City Law Director or such attorney as he may designate with the consent of City Council; and

WHEREAS, the City Law Director, Francis M. Womack III, Esq., has designated John E. Kawczynski, Esquire, of Field & Kawczynski, LLC, 137 South Broadway, Suite B-1, South Amboy, New Jersey 08879, as the primary South Amboy Municipal Prosecutor, Francis M. Womack III, Esq. as the first alternate Municipal Prosecutor and Thomas J. Lanza, Esq., as the second alternate Municipal Prosecutor; and

WHEREAS, the above attorneys are duly qualified to act as the Municipal Prosecutor for the City of South Amboy;

NOW, THEREFORE, BE, AND IT IS, HEREBY RESOLVED by the Council of the City of South Amboy, County of Middlesex, State of New Jersey, that the City Council, hereby, consents and approves the City Law Director's designees, John E. Kawczynski, Esq., as the Primary Municipal Prosecutor, Francis M. Womack III, Esq., as the first alternate Municipal Prosecutor and Thomas J. Lanza, Esq., as the second alternate Municipal Prosecutor for the City of South Amboy from the date hereof to December 31, 2021, or until such time as their successors are duly appointed and qualified.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

**RESOLUTION 21-034
Approving Municipal Public Defender**

WHEREAS, the City of South Amboy, pursuant to the law of the State of New Jersey, has created the position of Municipal Public Defender to act, on behalf of indigents, in defense of matters brought in the South Amboy Municipal Court; and

WHEREAS, the Law Director has appointed, subject to the advice and consent of Council, George J. Otlowski, Jr., Esq., an Attorney at Law of the State of New Jersey, as the South Amboy Municipal Public Defender; and

WHEREAS, the City Council consents to the appointment of George J. Otlowski, Jr., Esq., as the Municipal Public Defender;

NOW, THEREFORE, BE, AND IT IS, HEREBY, RESOLVED by the Council of the City of South Amboy, Middlesex County, New Jersey, that George J. Otlowski, Jr., Esq. be, and is, hereby, appointed Municipal Public Defender for the City of South Amboy through December 31, 2021.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

**RESOLUTION 21-035
AUTHORIZING THE AWARD OF A FAIR AND OPEN
CONTRACT FOR PLANNING BOARD ENGINEER
AJV ENGINEERING**

WHEREAS, the City of South Amboy requires professional engineering services which shall include but not limited to providing engineering services for the South Amboy Planning Board, performing all of the engineering work required in the capacity of Board Engineer, attending all regular or special meetings of the Planning Board or its subcommittees as required by the Board, reviewing subdivision and site plans, including preparation of written reports setting forth compliance to municipal ordinances and accepted engineering and design practices, providing field observation service of subdivisions and/or site plans to assure compliance with Board requirements and approvals, provide and maintain subdivision plans, studies and reports related to engineering matters and reviews approved by the Board, and providing professional advice as a fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the value of the amount of the contract will exceed (\$40,000) forty thousand dollars; and

WHEREAS, the anticipated term of this contract is (1) one year; and

WHEREAS, AJV Engineering, Inc., 424 Amboy Avenue, Ste. 201, Woodbridge, New Jersey 07085, is appointed to serve as Planning Board Engineer for the City of South Amboy Planning Board for the year of 2021; and

WHEREAS, AJV Engineering, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that AJV Engineering has not made any reportable contributions to a political or candidate committee in the City of South Amboy in the previous one year, and that the contract will prohibit both from making any reportable contributions through the term of the contract; and

WHEREAS, in addition, this contract is for professional services and may be awarded without public bidding pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of South Amboy, in the County of Middlesex, State of New Jersey as follows:

1. A professional services contract with AJV Engineering, Inc. 424 Amboy Avenue, Ste. 201, Woodbridge, New Jersey 07085 is hereby authorized;
2. The Mayor and Clerk are authorized to sign a professional service contract with AJV Engineering, Inc. in accordance with the following terms and conditions:

A. Term: A period of not to exceed 12 months

- B. Rate: In accord with the schedule of fees set forth in the professional service contract;
- C. Services: The firm shall provide Engineering Services for the City of South Amboy Planning Board.

3. The City Clerk in accordance with the provisions of N.J.S.A. 40A:11-5(1)(a)(i), is directed to publish a notice once with an appropriate publication of record stating the nature, duration, service and amount of this contract.
4. The City Clerk shall make copies of this resolution available for public inspection at the South Amboy City Hall, 140 North Broadway, South Amboy, New Jersey 08879.
5. This contract shall be charged to the 2021 budget. The certification of available funds by the City Chief Financial Officer shall be attached to the original resolution and shall be maintained in the files of the City Clerk.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

**RESOLUTION 21-036
AUTHORIZING THE AWARD OF A FAIR AND OPEN
CONTRACT FOR CONSULTING ENGINEER
CENTER STATE ENGINEERING**

WHEREAS, the City of South Amboy requires professional engineering services which shall include but not limited to providing consulting engineering services for the South Amboy, performing all of the engineering work required in the capacity of Consulting Engineer, attending all regular or special meetings of the City Council or its subcommittees as required, preparation of written reports setting forth compliance to municipal ordinances and accepted engineering and design practices, providing field observation services to assure compliance with contractual requirements and accepted engineering and design practices, providing studies and reports related to engineering matters and reviews of concern to the City, and providing professional advice as a fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the value of the amount of the contract not to exceed (\$210,000) two hundred ten thousand dollars; and

WHEREAS, the anticipated term of this contract is (1) one year; and

WHEREAS, Mark Rasimowicz, PE, PP, CME, of the Center State Engineering 481 Spotswood Englishtown Road, Monroe, New Jersey 08831, is appointed to serve as Consulting Engineer for the City of South Amboy for the year of 2021; and

WHEREAS, Center State Engineering has completed and submitted a Business Entity Disclosure Certification which certifies that Center State Engineering has not made any reportable contributions to a political or candidate committee in the City of South Amboy in the previous one year, and that the contract will prohibit both from making any reportable contributions through the term of the contract; and

WHEREAS, in addition, this contract is for professional services and may be awarded without public bidding pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of South Amboy, in the County of Middlesex, State of New Jersey as follows:

1. A professional services contract with Mark Rasimowicz of Center State Engineering, 481 Spotswood Englishtown Road, Monroe, New Jersey 08831 is hereby authorized;

2. The Mayor and Clerk are authorized to sign a professional service contract with Center State Engineering in accordance with the following terms and conditions:
 - A. Term: A period of not to exceed 12 months
 - B. Rate: \$155 per hour for senior project manager, and otherwise in accord with the schedule of fees set forth in the professional service contract;
 - C. Services: The firm shall provide Consulting Engineering Services for the City of South Amboy.
3. The City Clerk in accordance with the provisions of N.J.S.A. 40A:11-5(1)(a)(i), is directed to publish a notice once with an appropriate publication of record stating the nature, duration, service and amount of this contract.
4. The City Clerk shall make copies of this resolution available for public inspection at the South Amboy City Hall, 140 North Broadway, South Amboy, New Jersey 08879.
5. This contract shall be charged to the 2021 budget. The certification of available funds by the City Chief Financial Officer shall be attached to the original resolution and shall be maintained in the files of the City Clerk.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

**RESOLUTION NO. 21-037
AUTHORIZING THE AWARD OF A FAIR AND OPEN
CONTRACT FOR SPECIAL SERVICES ENGINEER -
GROTTO ENGINEERING ASSOCIATES**

WHEREAS, the City of South Amboy pursuant to a fair and open process advertised for solicitation of proposals for Special Engineering Services pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the value of the amount of the contract will not exceed forty thousand dollars (\$40,000); and

WHEREAS, the anticipated term of this contract is (1) one year; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of South Amboy, in the County of Middlesex, State of New Jersey as follows:

1. A professional services contract with Grotto Engineering Associates, 340 North Avenue, Cranford, New Jersey is hereby authorized;
2. The Mayor and Clerk are authorized to sign a professional service contract with Grotto Engineering Associates in accordance with the following terms and conditions:
 - A. Term: A period of not to exceed 12 months
 - B. Rate: \$165 per hour for Principals, and otherwise in accord with the schedule of fees set forth in the professional service contract;
 - C. Services: The firm shall provide Special Engineering Services.
3. The City Clerk in accordance with the provisions of N.J.S.A. 40A:11-5(1)(a)(i), is directed to publish a notice once with an appropriate publication of record stating the nature, duration, service and amount of this contract.
4. The City Clerk shall make copies of this resolution available for public inspection at the South Amboy City Hall, 140 North Broadway, South Amboy, New Jersey 08879.
5. This contract shall be charged to the 2021 budget. The certification of available funds by the City Chief Financial Officer shall be attached to the original resolution and shall be maintained in the files of the City Clerk.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

**RESOLUTION NO. 21-038
AUTHORIZING THE AWARD OF A FAIR AND OPEN
CONTRACT FOR ARCHITECTURAL SERVICES – MICHAEL V. TESTA**

WHEREAS, the City of South Amboy duly advertised for qualifications and proposals for professional services under a fair and open process for the position of Architectural Services pursuant to the provisions of N.J.S.A 19:44A-20.5; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the value of the amount of the contract will not exceed seventeen thousand five hundred dollars (\$17,500); and

WHEREAS, the anticipated term of this contract is (1) one year; and

WHEREAS, the City Chief Financial Officer in accordance with N.J.A.C. 5:34-5.1 has certified in writing to the City Committee the availability of adequate funds to pay the maximum amount of the contract;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of South Amboy, in the County of Middlesex, State of New Jersey as follows:

1. A professional services contract with Michael V. Testa, Architect, LLC 701 Tennant Road, Suite 201, Manalapan, NJ 07726 is hereby authorized;
2. The Mayor and Clerk are authorized to sign a professional service contract with Grotto Engineering Associates in accordance with the following terms and conditions:
 - A. Term: A period of not to exceed 12 months
 - B. Rate: \$250 per hour for Principals, and otherwise in accord with the schedule of fees set forth in the professional service contract;
 - C. Services: The firm shall provide Architectural Services.
3. The City Clerk in accordance with the provisions of N.J.S.A. 40A:11-5(1)(a)(i), is directed to publish a notice once with an appropriate publication of record stating the nature, duration, service and amount of this contract.
4. The City Clerk shall make copies of this resolution available for public inspection at the South Amboy City Hall, 140 North Broadway, South Amboy, New Jersey 08879.
5. This contract shall be charged to the 2021 budget. The certification of available funds by the City Chief Financial Officer shall be attached to the original resolution and shall be maintained in the files of the City Clerk.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

**RESOLUTION NO. 21-039
AUTHORIZING THE AWARD OF A FAIR AND OPEN
CONTRACT FOR TAX COUNSEL
HARRY HAUSHAULTER, ESQ.**

WHEREAS, the City of South Amboy requires professional tax counsel legal services which shall include, but not be limited to, providing legal advice to City officials, representing the City in litigation and administrative proceedings as necessary, to resolve legal issues and conduct *in rem* foreclosures if needed, drafting correspondence, attendance at meetings when necessary, and providing professional advice as a fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the value of the amount of the contract will not exceed (\$25,000) twenty five thousand dollars; and

WHEREAS, the anticipated term of this contract is (1) one year; and

WHEREAS, Harry Haushalter, Esq. 2119 Route 33, Suite A, Hamilton Square, New Jersey 08690, is appointed to serve as Special Services Engineer for the City of South Amboy for the year of 2021; and

WHEREAS, in addition, this contract is for professional services and may be awarded without public bidding pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

WHEREAS, the City Chief Financial Officer in accordance with N.J.A.C. 5:34-5.1 has certified in writing to the City Committee the availability of adequate funds to pay the maximum amount of the contract;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of South Amboy, in the County of Middlesex, State of New Jersey as follows:

1. A professional services contract with , Harry Haushalter, Esq. 2119 Route 33, Suite A, Hamilton Square, New Jersey 08690 is hereby authorized;
2. The Mayor and Clerk are authorized to sign a professional service contract with Harry Haushalter, Esq. in accordance with the following terms and conditions:
 - A. Term: A period of not to exceed 12 months
 - B. Rate: \$150 per hour;
 - C. Services: The firm shall provide tax counsel legal services.
3. The City Clerk in accordance with the provisions of N.J.S.A. 40A:11-5(1)(a)(i), is directed to publish a notice once with an appropriate publication of record stating the nature, duration, service and amount of this contract.

4. The City Clerk shall make copies of this resolution available for public inspection at the South Amboy City Hall, 140 North Broadway, South Amboy, New Jersey 08879.
5. This contract shall be charged to the 2021 budget. The certification of available funds by the City Chief Financial Officer shall be attached to the original resolution and shall be maintained in the files of the City Clerk.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

**RESOLUTION NO. 21-040
AUTHORIZING THE AWARD OF A FAIR AND OPEN
CONTRACT FOR LEGAL SERVICES – PLANNING BOARD ATTORNEY
JAMES STAHL, ESQ.**

WHEREAS, the City of South Amboy requires professional legal services which shall include but not limited to providing legal advice to the City Planning Board, review of applications before the Planning Board, drafting correspondence, representation on legal matters as necessary, attendance at meetings, and providing advice as a -fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the value of the amount of the contract will not exceed (\$17,500) seventeen thousand five hundred dollars; and

WHEREAS, the anticipated term of this contract is (1) one year; and

WHEREAS, James Stahl, Esq. of the law firm Borrus, Goldin, Foley, Vignuolo, Hyman and Stahl, 2875 U.S. Highway 1, North Brunswick, New Jersey 08902, is appointed to serve as Planning Board Attorney for the City of South Amboy for the year of 2020; and

WHEREAS, in addition, this contract is for professional services and may be awarded without public bidding pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of South Amboy, in the County of Middlesex, State of New Jersey as follows:

1. A professional services contract with James Stahl, Esq. of the law firm Borrus, Goldin, Foley, Vignuolo, Hyman and Stahl, 2875 U.S. Highway 1, North Brunswick, New Jersey is hereby authorized
2. The Mayor and Clerk are authorized to sign a professional service contract with James Stahl, Esq. in accordance with the following terms and conditions:
 - A. Term: A period of not to exceed 12 months
 - B. Rate: \$190 per hour
 - C. Services: The firm shall provide professional legal services to the City of South Amboy Planning Board
3. The City Clerk in accordance with the provisions of N.J.S.A. 40A:11-5(1)(a)(i), is directed to publish a notice once with an appropriate publication of record stating the nature, duration, service and amount of this contract.
4. The City Clerk shall make copies of this resolution available for public inspection at the South Amboy City Hall, 140 North Broadway, South Amboy, New Jersey 08879.

5. This contract shall be charged to the 2021 budget. The certification of available funds by the City Chief Financial Officer shall be attached to the original resolution and shall be maintained in the files of the City Clerk.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

**RESOLUTION NO. 21-041
RESOLUTION AUTHORIZING THE AWARD OF A
CONTRACT FOR RISK MANAGEMENT CONSULTANT/LIABILITY INSURANCE BROKER
OF RECORD**

WHEREAS, the City of South Amboy requires Risk Management Consultant Services, which shall include but not be limited to: assisting the City in identifying its insurable exposures and recommending professional methods to reduce, assume or transfer risk loss; preparing of applications, statements of value and similar documents as may be requested or required by current or potential insurers, and providing professional advice pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the value of the amount of the contract will not exceed (\$22,000) twenty two thousand dollars; and

WHEREAS, the anticipated term of this contract is (1) one year; and

WHEREAS, Reliance Insurance Group, 1460 Route 9 North, Suite 310, Woodbridge, New Jersey 07095, is appointed to serve as Risk Management Consultant for the City of South Amboy for the year of 2021; and

WHEREAS, in addition, this contract is for professional services and may be awarded without public bidding pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of South Amboy, in the County of Middlesex, State of New Jersey as follows:

1. A professional services contract with Reliance Insurance Group, 1460 Route 9 North, Suite 310, Woodbridge, New Jersey 07095 is hereby authorized;
2. The Mayor and Clerk are authorized to sign a professional service contract with Reliance Insurance Group in accordance with the following terms and conditions:
 - A. Term: A period of not to exceed 12 months
 - B. Rate: Compensation is to be in the form of commissions received by the Risk Management Consultant from entities with which insurance is placed. The contract shall not include any additional fees for consulting services.
 - C. Services: The firm shall provide Risk Management Services for the City of South Amboy.
3. The City Clerk in accordance with the provisions of N.J.S.A. 40A:11-5(1)(a)(i), is directed to publish a notice once with an appropriate publication of record stating the nature, duration, service and amount of this contract.

4. The City Clerk shall make copies of this resolution available for public inspection at the South Amboy City Hall, 140 North Broadway, South Amboy, New Jersey 08879.
5. This contract shall be charged to the 2021 budget. The certification of available funds by the City Chief Financial Officer shall be attached to the original resolution and shall be maintained in the files of the City Clerk.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

**RESOLUTION 21-042
AUTHORIZING THE AWARD OF A FAIR AND OPEN
CONTRACT FOR AUDITING SERVICES – MUNICIPAL AUDITOR
LERCH, VINCI & HIGGINS, LLP**

WHEREAS, the City of South Amboy requires professional services which shall include but not be limited to: performing auditing services, including auditing the City's financial statements and other related statements in conformity with requirements promulgated by the Division of Local Government Services; preparing financial and debt statements; attending meetings and testifying as necessary; and providing advice pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the value of the amount of the contract will not exceed (\$50,000) fifty thousand dollars; and

WHEREAS, the anticipated term of this contract is (1) one year; and

WHEREAS, Lerch, Vinci & Higgins, LLP, 17-17 Route 208 Fairlawn, New Jersey 07410, is appointed to serve as Auditor for the City of South Amboy for the year of 2021; and

WHEREAS, in addition, this contract is for professional services and may be awarded without public bidding pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

WHEREAS, the City Chief Financial Officer in accordance with N.J.A.C. 5:34-5.1 has certified in writing to the City Committee the availability of adequate funds to pay the maximum amount of the contract;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of South Amboy, in the County of Middlesex, State of New Jersey as follows:

1. A professional services contract with Lerch, Vinci & Higgins, LLP, 17-17 Route 208 Fairlawn, New Jersey is hereby authorized
2. The Mayor and Clerk are authorized to sign a professional service contract with Lerch, Vinci & Higgins, LLP, in accordance with the following terms and conditions:
 - A. Term: A period of not to exceed 12 months
 - B. Rate: \$150 to \$175 per hour for partners and otherwise in accord with the schedule of fees set forth in the professional service contract;
 - C. Services: The firm shall provide auditing services to the City of South Amboy

3. The City Clerk in accordance with the provisions of N.J.S.A. 40A:11-5(1)(a)(i), is directed to publish a notice once with an appropriate publication of record stating the nature, duration, service and amount of this contract.
4. The City Clerk shall make copies of this resolution available for public inspection at the South Amboy City Hall, 140 North Broadway, South Amboy, New Jersey 08879.
5. This contract shall be charged to the 2021 budget. The certification of available funds by the City Chief Financial Officer shall be attached to the original resolution and shall be maintained in the files of the City Clerk.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

**RESOLUTION 21-043
AUTHORIZING THE AWARD OF A FAIR AND OPEN
CONTRACT FOR SPECIAL BOND COUNSEL SERVICES –
MCMANIMON, SCOTLAND & BAUMANN, LLC**

WHEREAS, the City of South Amboy requires legal services as Bond Counsel to provide legal counsel and any and all advice and assistance relating to services with respect to Bond and Capital Ordinances and any and all appropriate matters assigned by the City and the Director of the Department of Finance pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the value of the amount of the contract will not exceed (\$17,500) seventeen thousand five hundred dollars; and

WHEREAS, the anticipated term of this contract is (1) one year; and

WHEREAS, McManimon, Scotland and Bauman, 75 Livingston Avenue, Roseland, New Jersey 07068, is appointed to serve as Bond Counsel for the City of South Amboy for the year of 2021; and

WHEREAS, in addition, this contract is for professional services and may be awarded without public bidding pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of South Amboy, in the County of Middlesex, State of New Jersey as follows:

1. A professional services contract with McManimon, Scotland and Bauman, 75 Livingston Avenue, Roseland, New Jersey 07068 is hereby authorized;
2. The Mayor and Clerk are authorized to sign a professional service contract with McManimon, Scotland and Bauman LLC in accordance with the following terms and conditions:
 - A. Term: A period of not to exceed 12 months
 - B. Rate: \$250.00/hr for municipal security filing work; \$215.00/hr for meeting attendance, litigation and standard document work, and otherwise in accord with the schedule of fees set forth in the professional service contract;
 - C. Services: The firm shall provide Bond Counsel Services

3. The City Clerk shall make copies of this resolution available for public inspection at the South Amboy City Hall, 140 North Broadway, South Amboy, New Jersey 08879.
4. This contract shall be charged to the 2021 budget. The certification of available funds by the City Chief Financial Officer shall be attached to the original resolution and shall be maintained in the files of the City Clerk.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

**RESOLUTION NO. 21-044
AUTHORIZING THE AWARD OF A FAIR AND OPEN
CONTRACT FOR LEGAL SERVICES
FRANCIS M. WOMACK
LAW OFFICES OF FRANCIS M. WOMACK, ESQ.**

WHEREAS, the City of South Amboy requires professional legal services which shall include but not limited to review of contracts, drafting correspondence, representation on legal matters, attendance at meetings and providing advice pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the value of the amount of the contract will not exceed (\$125,000) one hundred twenty five thousand dollars; and

WHEREAS, the anticipated term of this contract is (1) one year; and

WHEREAS, the City Chief Financial Officer in accordance with N.J.A.C. 5:34-5.1 has certified in writing to the City Committee the availability of adequate funds to pay the maximum amount of the contract;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of South Amboy, in the County of Middlesex, State of New Jersey as follows:

1. A professional services contract with Francis M. Womack of the Law Firm of Francis M. Womack, 523 Green Street, Iselin, New Jersey, 08830 is hereby authorized
2. The Mayor and Clerk are authorized to sign a professional service contract with Francis M. Womack, Esq. in accordance with the following terms and conditions:
 - A. Term: A period of not to exceed 12 months
 - B. Rate: \$195 per hour
 - C. Services: The firm shall provide professional legal services
3. The City Clerk in accordance with the provisions of N.J.S.A. 40A:11-5(1)(a)(i), is directed to publish a notice once with an appropriate publication of record stating the nature, duration, service and amount of this contract.
4. The City Clerk shall make copies of this resolution available for public inspection at the South Amboy City Hall, 140 North Broadway, South Amboy, New Jersey 08879.
5. This contract shall be charged to the 2021 budget. The certification of available funds by the City Chief Financial Officer shall be attached to the original resolution and shall be maintained in the files of the City Clerk.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

**RESOLUTION NO. 21-045
HOUSING AUTHORITY APPOINTMENT**

WHEREAS, the Housing Authority of the City of South Amboy has five (5) Commissioners appointed by the Governing Body of the City of South Amboy; and

WHEREAS, the Council of the City of South Amboy desires to appoint Sylvester Attardi and Lynn Ust to a five year term which will expire on December 31, 2024.

NOW, THEREFORE, BE IT RESOLVED that Grace Hoffman-spencer and Joseph Connors are appointed as a Commissioner of the Housing Authority of the City of South Amboy for a five year term to December 31, 2024.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

RESOLUTION #21-046
LIBRARY BOARD APPOINTMENTS

NOW, THEREFORE, BE IT RESOLVED that the following are appointed to the Library Board of Trustees of the City of South Amboy:

Rico Vazquez, Mayor's Representative	1 year term to expire December 31, 2021
Jorge Diaz, Sup. Representative	1 year term to expire December 31, 2021

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

RESOLUTION NO. 21-047
PLANNING BOARD APPOINTMENTS

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of South Amboy appoint the following to the Planning Board of the City of South Amboy:

Thomas Reilly, Class III 1 year term to expire December 31, 2021

BE IT FURHTER RESOLVED that the following are appointed by the Mayor with the advice and consent of the Council:

Thomas Kelly, Class II	1 year term to expire December 31, 2021
Catherine Corey IV	4 year term to expire December 31, 2024
Janet Kern, Class IV	4 year term to expire December 31, 2024

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

**RESOLUTION #21-048
GREEN TEAM**

NOW, THEREFORE, BE IT RESOLVED that the following are appointed to the City of South Amboy Sustainable Jersey Green Team for a one year term to expire December 31, 2021:

Michael Gross, Councilman
Glenn Skarzynski, BA
Amy Russo, Secretary of Planning Board
Erin Senape, Recycling & Public Works
Jay Elliot, Code Enforcement Officer
Christopher Mazauskas, Resource Development Professional
Anthony Conrad, South Amboy Board of Education
Bobby Kleinau, South Amboy YMCA
Jessica Maliszewski, Resident

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

RESOLUTION NO. 21-049
SARA APPOINTMENT - DATO

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of South Amboy, County of Middlesex, State of New Jersey, that Zusette Dato is, hereby, reappointed to the City of South Amboy Redevelopment Agency, for the unexpired term of January 1, 2021 through June 30, 2021.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

RESOLUTION NO. 21-050

**RESOLUTION AMENDING EMPLOYEE HANDBOOK AND PERSONNEL
POLICIES AND PROCEDURES**

WHEREAS, it is the policy of the City of South Amboy to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations; and

WHEREAS, the personnel policies and procedures of the City of South Amboy shall apply to all employees, volunteers, elected or appointed officials and independent contractors; and


WHEREAS, the City of South Amboy Employee Handbook sets forth the City's personnel policies and procedures;

WHEREAS, the provisions of the Personnel Policies and Procedures may be amended and supplemented from time to time at the sole discretion of the Mayor.


NOW, THEREFORE, BE, AND IT IS HEREBY RESOLVED by the Council of the City of South Amboy, Middlesex County, State of New Jersey, as follows:

1. The City of South Amboy Employee Handbook and Personnel Policies and Procedures are hereby amended (see attachment);

2. In the event there is a conflict between these policies and procedures and any collective bargaining agreement, personnel services contract, Federal or State law including the Attorney General's Guidelines with respect to police department personnel matters and the New Jersey Civil Service Act, the terms and conditions of that contract or law shall prevail. In all other cases, the policies and procedures shall prevail;

City of South Amboy Administrative Policy			
VOLUME: 2	CHAPTER: 18	# OF PAGES: 1 of 2	
SUBJECT: Training			
Authorized by: Glenn R. Skarzynski/City Administrator		ACCREDITATION STANDARDS:	
Effective Date: December 1, 2018		Reviewed/Revised: January 8, 2020	

POLICY: The City of South Amboy will endeavor to provide ongoing training to all City Employees. In particular, the City identifies safety training to be of paramount importance. Employees assigned to off site training programs or computer-based training are required to complete the training as assigned.


City of South Amboy Administrative Policy			
VOLUME: 5	CHAPTER: 2	# OF PAGES: 1 of 1	
SUBJECT: City Authorized Store Cards			
Authorized by: Glenn R. Skarzynski/City Administrator		ACCREDITATION STANDARDS:	
Effective Date: June 1, 2020		Reviewed/Revised:	

POLICY: To ensure the delivery of low-cost goods and services that do not require the acquisition of competitive quotes or public bidding the City maintains store card accounts. While used for routine low-cost items it is essential that controls are established to ensure proper use of the cards for authorized City purchases.

In order to maintain the desired degree of spending controls Department Heads will notify the CFO in writing which of their designees are authorized to execute purchases with City credit cards. Once identified, these individuals shall:

- 1) Only make those purchases authorized by the Department Head
- 2) Obtain and submit a legible receipt for goods or services that includes the date, total purchase price, and an itemized list of goods/services provided
- 3) Provide the original receipt as soon as possible to the Department Head for submission to the Purchasing Department within one week of the transaction. These receipts will be charged against the respective store encumbered purchase order.

The cards will be stored in the Finance Department. Authorized persons shall obtain the card from Finance when needed and shall ensure that it is returned within forty-eight (48) hours of the purchase.

City of South Amboy Administrative Policy			
VOLUME: 2	CHAPTER: 15	# OF PAGES: 1 of 1	
SUBJECT: Payroll			
Authorized by: Glenn R. Skarzynski/City Administrator		ACCREDITATION STANDARDS:	
Effective Date: December 1, 2018		Reviewed/Revised: January 8, 2020	

POLICY: Salary ranges are established by ordinance, and the salary must fall within the minimum and maximum ranges for the employee’s title. Employees are paid every two weeks.

The City of South Amboy will not accept responsibility for any employee’s personal finances. The City will acknowledge judgments against an employee’s pay but will not act as a mediator between the employee and creditors.

The City utilizes an electronic payroll system [PrimePoint] which will provide a mechanism for all employees to report on and off duty. Non-Exempt or hourly employees shall be required to clock in at the beginning of their work day and clock out when ending the work day. Public Works employees shall utilize a biometric time clock while all other Non-Exempt employees will log in and/or out from computers in the workspace using the web-based portal. Exempt employees will only be required to log in when they report to work. As Exempt employees are not eligible for overtime pay, they are not required to log out at the end of the day.

All employees bear the responsibility of clocking in/out as specified in this policy. Employees are reminded that they must personally clock in and out as required. Providing or sharing passwords to allow another person to access the PrimePoint system on your behalf is strictly prohibited and is subject to disciplinary action up to and including termination from employment. Failure to accurately report attendance via the PrimePoint system will result in disciplinary action.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

RESOLUTION NO. 21-XXX

Veteran Refund-John Jarosz

WHEREAS, John Jarosz, 437 Ferris St, City of South Amboy, County of Middlesex, Block 14, Lot 2 applied for a veteran property tax deduction on 12-11-2020; and

WHEREAS, the following applicant is entitled to the \$250.00 deduction in 2020; and

WHEREAS, the tax collector certifies that the property taxes are paid current for 2020; and

WHEREAS, John Jarosz is entitled to a refund of \$250.00 for 2020;

NOW, THEREFORE, BE IT RESOLVED by the Council of City of South Amboy, Middlesex County, New Jersey that the Chief Financial Officer be and the same is hereby authorized to issue a check to John Jarosz in the amount \$250.00 for 2020 The Tax Assessor is hereby authorized to adjust the MOD IV system for 2021.

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

RESOLUTION #21-XXX

**RESOLUTION AUTHORIZING THE PERSON-TO-PERSON
TRANSFER OF PLENARY RETAIL CONSUMPTION
LICENSE NO. 1220-33-015-007**

WHEREAS, an application has been filed by ANVITA LLC, for the person-to-person transfer of Plenary Retail Consumption License No. 1220-33-015-007, for an active license with a mailing address of South Stevens Pub LLC, 200 South Stevens Ave., South Amboy, NJ, 08879; and

WHEREAS, the submitted application form is complete in all respects, the transfer fees have been paid and the license has been properly renewed for the current license term;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of South Amboy, Middlesex County, New Jersey, that the Governing Body of the City of South Amboy does hereby approve, effective January 20, 2021, the person-to-person transfer of the aforesaid Plenary Retail Consumption License No. 1220-33-015-007 to ANVITA, LLC., and does hereby direct that the Municipal Clerk to endorse the license certificate to the new ownership as follows: "This license, subject to all its terms and conditions, is hereby transferred to premises located at 200 South Stevens Ave., South Amboy, NJ, effective January 20, 2021".

CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX

RESOLUTION NO. 21-05x
Veteran Refund-Julius Ust

WHEREAS, Julius Ust, 308 Main St, City of South Amboy, County of Middlesex Block 115 Lot 7 applied for a veteran property tax deduction on 12-29-2020; and

WHEREAS, the following applicant is entitled to the \$250.00 deduction; in 2020; and

WHEREAS, the tax collector certifies that the property taxes are paid current for 2020; and

WHEREAS, Julius Ust is entitled to a refund of \$250.00 for 2020; and

NOW, THEREFORE, BE IT RESOLVED by the Council of City of South Amboy, Middlesex County, New Jersey that the Chief Financial Officer be and the same is hereby authorized to issue a check to Julius Ust in the amount \$250.00 for 2020 The Tax Assessor is hereby authorized to adjust the MOD IV system for 2021.

December 29, 2020
11:52 AM

CITY OF SOUTH AMBOY
Bill List By Vendor Id

Page No: 3

Vendor #	Name	PO #	PO Date	Description	Amount	Contract Charge Account	PO Type	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
C0000002	Cablevision of Raritan Valley	20-02757	12/29/20	12/22/20-1/21/21 102 N Feltus										
		1	12/22/20-1/21/21	102 N Feltus	115.39	0-01-31-430-245		B Utilities - Internet	R	12/29/20	12/29/20			N
	Vendor Total:				115.39									
C0000023	Central Jersey Security	20-02741	12/23/20	DPW - security monitoring										
		1		DPW - security monitoring	119.85	0-01-26-310-150		B B&G: Other Contractual Services	R	12/23/20	12/29/20		93833	N
20-02742	12/23/20 Water Work Bldg.- security													
		1		Water Work Bldg.- security	119.85	0-01-26-310-150		B B&G: Other Contractual Services	R	12/23/20	12/29/20		93916	N
20-02743	12/23/20 City Hall - sprinkler alarm													
		1		City Hall - sprinkler alarm	96.00	0-01-26-310-150		B B&G: Other Contractual Services	R	12/23/20	12/29/20		93832	N
20-02744	12/23/20 Independence Fire- Alarm													
		1		Independence Fire- Alarm	96.00	0-01-26-310-150		B B&G: Other Contractual Services	R	12/23/20	12/29/20		93861	N
	Vendor Total:				431.70									
C0000108	Center State Engineering	20-02745	12/23/20	Nov '20 Special Services										
		1		Nov '20 Special Services	166.50	C-04-18-001-003		B Imp to Streets, Roads, Curbs, Sewers,etc	R	12/23/20	12/29/20		10762	N
		2		O'Leary Blvd - 2018 NJDOT	1,110.50	C-04-19-001-004		B O'Leary Blvd Improvements	R	12/23/20	12/29/20		10766	N
		3		Stevens Ave - 2016 NJDOT	908.50	C-04-18-001-003		B Imp to Streets, Roads, Curbs, Sewers,etc	R	12/23/20	12/29/20		10775	N
		4		S.Broadway - 2019 NJDOT	38.50	C-04-19-001-006		B 2019 Road Imprvmt Program	R	12/23/20	12/29/20		10772	N
		5		DPW Emergency Generator	857.00	C-04-18-001-006		B Imp to Buildings and Grounds	R	12/23/20	12/29/20		10767	N
		6		2020 Road Improvements	2,896.50	C-04-19-001-006		B 2019 Road Imprvmt Program	R	12/23/20	12/29/20		10764	N
		7		Main St-County Improvement	402.00	C-04-19-001-006		B 2019 Road Imprvmt Program	R	12/23/20	12/29/20		10770	N
		8		Feltus & 6th Road Improv.	2,621.00	C-04-19-001-006		B 2019 Road Imprvmt Program	R	12/23/20	12/29/20		10768	N
					9,000.50									
20-02746	12/23/20 Nov'20 General Engineering					20-00012 C								
		1		Nov'20 General Engineering	3,000.00	0-01-20-165-195		B Engineer: Professional Consultant & Spec	R	12/23/20	12/29/20		10782	N
		2		Nov'20 General Engineering	6,781.00	0-01-20-165-195		B Engineer: Professional Consultant & Spec	R	12/23/20	12/29/20		10867	N
		3		Radford Ferry Project Mgmt.	902.00	0-01-20-165-195		B Engineer: Professional Consultant & Spec	R	12/23/20	12/29/20		10773	N
		4		YMCA Waterproofing-SARA	504.50	0-01-20-165-195		B Engineer: Professional Consultant & Spec	R	12/23/20	12/29/20		10783	N

December 29, 2020
11:52 AM

CITY OF SOUTH AMBOY
Bill List By Vendor Id

Page No: 4

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account	Acct Type Description	Stat/Chk	First Rcvd Enc Date Date	Chk/Void Date Invoice	1099 Excl
C0000108 Center State Engineering Continued								
20-02746 12/23/20 Nov'20 General Engineering Continued								
	5 Tax Map Maintenance		1,031.50	0-01-20-165-195		12/23/20 12/29/20	10779	N
	7 Waterfront Walkway Lighting		423.50	0-01-20-165-195		01/27/20 12/29/20	10763	N
	8 Grant Applications		115.50	0-01-20-165-195		01/27/20 12/29/20	10781	N
	9 Raritan St Pump Station-design		269.50	0-01-20-165-195		01/27/20 12/29/20	10776	N
	10 Building Demo-John & Broadway		166.50	0-01-20-165-195		01/27/20 12/29/20	10771	N
	11 Allie Clark Sports-Improv		346.50	0-01-20-165-195		01/27/20 12/29/20	10777	N
	12 Cannon Park Expansion		115.50	0-01-20-165-195		01/27/20 12/29/20	10778	N
			13,656.00					
	Vendor Total:		22,656.50					
D0000009 Dekoff's PA Lock Company								
20-02682 12/16/20 Stevens & Augusta-traffic box								
	1 Stevens & Augusta-traffic box		135.00	0-01-26-290-105	B Streets/Roads: Maint of Other Equip	R 12/16/20 12/29/20	M21807	N
	Vendor Total:		135.00					
F0000002 Federal Express								
20-02751 12/24/20 Inv. 7-218-85094 - 12/21/20								
	1 Inv. 7-218-85094 - 12/21/20		57.84	0-01-20-120-299	B Clerk: Miscellaneous Other Expenses	R 12/24/20 12/29/20	7-218-85094	N
	Vendor Total:		57.84					
F0000012 Falcon Maintenance, Inc.								
20-02643 12/10/20 TRFC LIGHT REPAIR (9/8/20)								
	1 TRFC LIGHT REPAIR (9/8/20)		398.75	0-01-25-240-150	B Police: Other Contractual Services	R 12/10/20 12/29/20	15070	N
	Vendor Total:		398.75					
F0000042 Fire Fighter One, LLC								
20-02652 12/14/20 Fire Dept.- facepiece adapters								
	1 Fire Dept.- facepiece adapters		2,475.00	0-01-25-265-045	B Fire Dept: Clothing & Uniforms	R 12/14/20 12/29/20	SI-00508461	N
	Tracking Id: COVID-19 COVID-19							
	Vendor Total:		2,475.00					

December 29, 2020
11:52 AM

CITY OF SOUTH AMBOY
Bill List By Vendor Id

Page No: 7

Vendor # Name	PO #	PO Date	Description	Amount	Contract	PO Type	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
MELIN005 Melina Rodriguez	20-02753	12/29/20	Stipulation of Settlement												
	1		Stipulation of Settlement	3,000.00	0-01-20-100-299			B Admin:	Miscellaneous Other Expenses	R	12/29/20	12/29/20			N
Vendor Total:				3,000.00											
N0000005 New Jersey Fire Equipment Co.	20-02675	12/16/20	FD equip. purchases												
	1		FD equip. purchases	892.00	0-01-25-265-070			B Fire Dept:	Gen Equipment and Machinery	R	12/16/20	12/29/20		64383	N
	2			893.00	0-01-25-265-070			B Fire Dept:	Gen Equipment and Machinery	R	12/16/20	12/29/20		64383	N
				1,785.00											
20-02720	12/23/20		Fire Dept Equip.- STREAMLIGHT												
	1		Fire Dept Equip.- STREAMLIGHT	131.00	0-01-25-265-070			B Fire Dept:	Gen Equipment and Machinery	R	12/23/20	12/29/20		64543	N
	2			175.95	0-01-25-265-070			B Fire Dept:	Gen Equipment and Machinery	R	12/23/20	12/29/20		64543	N
				306.95											
Vendor Total:				2,091.95											
NJNAR005 NJ Narcotic Enforcement	20-02642	12/10/20	INVOICE# 07589 RENEWAL-WANG												
	1		INVOICE# 07589 RENEWAL-WANG	35.00	0-01-25-240-140			B Police:	Memberships	R	12/10/20	12/29/20		07589	N
Vendor Total:				35.00											
PARTS005 Parts Authority, LLC	20-02633	12/10/20	TRUCK#9-ENGINE MOUNT		20-00007	C									
	1		TRUCK#9-ENGINE MOUNT	7.44	0-01-26-315-100			B Vehicle Mainten	Maintenance of Motor Veh	R	01/28/20	12/29/20		031-770155	N
20-02634	12/10/20		STOCK FOR MECHANICS		20-00007	C									
	1		STOCK FOR MECHANICS-2BATTERIES	256.00	0-01-26-315-100			B Vehicle Mainten	Maintenance of Motor Veh	R	01/28/20	12/29/20		301-082741	N
20-02660	12/14/20		Fire Dept Generators		20-00007	C									
	1		Fire Dept Generators	101.94	0-01-26-315-100			B Vehicle Mainten	Maintenance of Motor Veh	R	01/28/20	12/29/20		300-193203	N
20-02661	12/14/20		stock mechanic-washer fluid		20-00007	C									
	1		stock mechanic-washer fluid	40.08	0-01-26-315-100			B Vehicle Mainten	Maintenance of Motor Veh	R	01/28/20	12/29/20		300-082869	N

December 29, 2020
11:52 AM

CITY OF SOUTH AMBOY
Bill List By Vendor Id

Page No: 8

Vendor # Name	PO # PO Date Description	Contract PO Type	Stat/chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
PARTS005 Parts Authority, LLC	Continued							
20-02662 12/14/20 Grease-stock mechanics	20-00007 C							
1 Grease-stock mechanics	10.88 0-01-26-315-100	B Vehicle Mainten		01/28/20	12/29/20		301-082908	N
20-02663 12/14/20 parts washer fluid	20-00007 C							
1 parts washer fluid	67.26 0-01-26-315-100	B Vehicle Mainten		01/28/20	12/29/20		301-082923	N
20-02683 12/16/20 kwikconnect & washer fluid	20-00007 C							
1 kwikconnect & washer fluid	44.40 0-01-26-315-100	B Vehicle Mainten		01/28/20	12/29/20		301-083502	N
2 kwikconnect & washer fluid	40.08 0-01-26-315-100	B Vehicle Mainten		01/28/20	12/29/20		301-083502	N
	84.48							
20-02684 12/16/20 CREDIT	20-00007 C							
1 CREDIT	4.44- 0-01-26-315-100	B Vehicle Mainten		01/28/20	12/29/20		301-013102	N
20-02730 12/23/20 hand soap - mechanics shop	20-00007 C							
1 hand soap - mechanics shop	30.88 0-01-26-315-100	B Vehicle Mainten		01/28/20	12/29/20		301-084272	N
20-02731 12/23/20 wire for mecahnics shop	20-00007 C							
1 wire for mecahnics shop	47.00 0-01-26-315-100	B Vehicle Mainten		01/28/20	12/29/20		055-051162	N
20-02732 12/23/20 electrical connector	20-00007 C							
1 electrical connector	49.55 0-01-26-315-100	B Vehicle Mainten		01/28/20	12/29/20		055-051170	N
2 electrical connector	16.00 0-01-26-315-100	B Vehicle Mainten		01/28/20	12/29/20		055-051170	N
3 electrical connector	16.00 0-01-26-315-100	B Vehicle Mainten		01/28/20	12/29/20		055-051170	N
	81.55							
20-02733 12/23/20 fuel injectors for police 405	20-00007 C							
1 Fuel injectors - police 405	123.16 0-01-26-315-100	B Vehicle Mainten		01/28/20	12/29/20		056-764398	N
20-02734 12/23/20 truck#17 spreader light	20-00007 C							
1 truck#17 spreader light	64.47 0-01-26-315-100	B Vehicle Mainten		01/28/20	12/29/20		022-443331	N
20-02735 12/23/20 snow blower light	20-00007 C							
1 snow blower light	7.05 0-01-26-315-100	B Vehicle Mainten		01/28/20	12/29/20		300-196085	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
UNIFI005 UniFirst Corporation												
20-02631	12/10/20	UNIFORM RENTAL-12.2.2020	20-00016	C								
1		UNIFORM RENTAL-12.2.2020-DPW	6.48	0-01-26-305-045	B Solid waste: Clothing & Uniforms	R	12/10/20	12/29/20			073 8179924	N
2		UNIFORM RENTAL-12.2.2020-DPW	3.87	0-01-26-315-299	B Vehicle Maint: Misc Other Expenses	R	08/19/20	12/29/20			073 8179924	N
3		UNIFORM RENTAL-12.2.2020-DPW	7.06	0-01-26-290-045	B Streets/Roads: Clothing & Uniforms	R	01/01/20	12/29/20			073 8179924	N
4		UNIFORM RENTAL-12.2.2020-DPW	6.48	0-01-26-305-045	B Solid waste: Clothing & Uniforms	R	12/10/20	12/29/20			073 8179924	N
5		UNIFORM RENTAL-12.2.2020-DPW	7.06	0-01-26-307-045	B Sewer: Clothing & Uniforms	R	08/19/20	12/29/20			073 8179924	N
6		UNIFORM RENTAL-12.2.2020-DPW	7.41	0-01-26-305-045	B Solid waste: Clothing & Uniforms	R	12/10/20	12/29/20			073 8179924	N
7		UNIFORM RENTAL-12.2.2020-DPW	7.06	0-01-26-290-045	B Streets/Roads: Clothing & Uniforms	R	01/01/20	12/29/20			073 8179924	N
8		UNIFORM RENTAL-12.2.2020-DPW	6.48	0-01-26-290-045	B Streets/Roads: Clothing & Uniforms	R	01/01/20	12/29/20			073 8179924	N
9		UNIFORM RENTAL-12.2.2020-DPW	6.48	0-01-26-310-045	B B&G: Clothing & Uniforms	R	08/19/20	12/29/20			073 8179924	N
10		UNIFORM RENTAL-12.2.2020-DPW	7.06	0-01-26-290-045	B Streets/Roads: Clothing & Uniforms	R	01/01/20	12/29/20			073 8179924	N
11		UNIFORM RENTAL-12.2.2020-DPW	6.48	0-01-26-305-045	B Solid waste: Clothing & Uniforms	R	12/10/20	12/29/20			073 8179924	N
12		UNIFORM RENTAL-12.2.2020-DPW	6.48	0-01-26-290-045	B Streets/Roads: Clothing & Uniforms	R	01/01/20	12/29/20			073 8179924	N
13		UNIFORM RENTAL-12.2.2020-DPW	6.48	0-01-26-310-045	B B&G: Clothing & Uniforms	R	08/19/20	12/29/20			073 8179924	N
14		UNIFORM RENTAL-12.2.2020-DPW	6.48	0-01-26-307-045	B Sewer: Clothing & Uniforms	R	08/19/20	12/29/20			073 8179924	N
15		UNIFORM RENTAL-12.2.2020-DPW	6.48	0-01-26-305-045	B Solid waste: Clothing & Uniforms	R	12/10/20	12/29/20			073 8179924	N
16		UNIFORM RENTAL-12.2.2020-DPW	7.06	0-01-26-290-045	B Streets/Roads: Clothing & Uniforms	R	01/01/20	12/29/20			073 8179924	N
17		UNIFORM RENTAL-12.2.2020-DPW	7.06	0-01-26-305-045	B Solid waste: Clothing & Uniforms	R	12/10/20	12/29/20			073 8179924	N
18		UNIFORM RENTAL-12.2.2020-DPW	3.87	0-01-26-315-299	B Vehicle Maint: Misc Other Expenses	R	08/19/20	12/29/20			073 8179924	N
19		UNIFORM RENTAL-12.2.2020-DPW	3.60	0-01-26-290-045	B Streets/Roads: Clothing & Uniforms	R	01/01/20	12/29/20			073 8179924	N
20		UNIFORM RENTAL-12.2.2020-DPW	2.93	0-01-26-306-299	B Recycling: Miscellaneous Other Expenses	R	08/19/20	12/29/20			073 8179924	N
21		UNIFORM RENTAL-12.2.2020-DPW	7.06	0-01-26-290-045	B Streets/Roads: Clothing & Uniforms	R	01/01/20	12/29/20			073 8179924	N
22		UNIFORM RENTAL-12.2.2020-DPW	6.48	0-01-26-305-045	B Solid waste: Clothing & Uniforms	R	12/10/20	12/29/20			073 8179924	N
23		UNIFORM RENTAL-12.2.2020-DPW	2.15	0-01-26-305-045	B Solid waste: Clothing & Uniforms	R	12/10/20	12/29/20			073 8179924	N
			138.05									
20-02632 12/10/20 UNIFORM RENTAL-11.25.2020 DPW 20-00016 C												
1		UNIFORM RENTAL-11.25.2020 DPW	8.88	0-01-26-305-045	B Solid waste: Clothing & Uniforms	R	12/10/20	12/29/20			073 8176927	N
2		UNIFORM RENTAL-11.25.2020 DPW	6.33	0-01-26-315-299	B Vehicle Maint: Misc Other Expenses	R	08/19/20	12/29/20			073 8176927	N
3		UNIFORM RENTAL-11.25.2020 DPW	9.62	0-01-26-290-045	B Streets/Roads: Clothing & Uniforms	R	01/01/20	12/29/20			073 8176927	N
4		UNIFORM RENTAL-11.25.2020 DPW	8.88	0-01-26-305-045	B Solid waste: clothing & Uniforms	R	12/10/20	12/29/20			073 8176927	N
5		UNIFORM RENTAL-11.25.2020 DPW	9.62	0-01-26-307-045	B Sewer: Clothing & Uniforms	R	08/19/20	12/29/20			073 8176927	N
6		UNIFORM RENTAL-11.25.2020 DPW	10.05	0-01-26-305-045	B Solid waste: Clothing & Uniforms	R	12/10/20	12/29/20			073 8176927	N
7		UNIFORM RENTAL-11.25.2020 DPW	9.62	0-01-26-290-045	B Streets/Roads: Clothing & Uniforms	R	01/01/20	12/29/20			073 8176927	N
8		UNIFORM RENTAL-11.25.2020 DPW	8.88	0-01-26-305-045	B Solid waste: clothing & Uniforms	R	12/10/20	12/29/20			073 8176927	N
9		UNIFORM RENTAL-11.25.2020 DPW	8.88	0-01-26-310-045	B B&G: Clothing & Uniforms	R	08/19/20	12/29/20			073 8176927	N
10		UNIFORM RENTAL-11.25.2020 DPW	9.62	0-01-26-290-045	B Streets/Roads: Clothing & Uniforms	R	01/01/20	12/29/20			073 8176927	N

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account	Acct Type Description	Stat/Chk	First Rcvd	Chk/Void	1099
	Item Description					Enc Date Date	Date Invoice	Excl
UNIFI005 UniFirst Corporation		Continued						
20-02632	12/10/20 UNIFIORM RENTAL-11.25.2020 DPW	Continued						
	11 UNIFIORM RENTAL-11.25.2020 DPW		8.88	0-01-26-305-045	R	12/10/20 12/29/20	073 8176927	N
	12 UNIFIORM RENTAL-11.25.2020 DPW		8.88	0-01-26-290-045	R	01/01/20 12/29/20	073 8176927	N
	13 UNIFIORM RENTAL-11.25.2020 DPW		8.88	0-01-26-310-045	R	08/19/20 12/29/20	073 8176927	N
	14 UNIFIORM RENTAL-11.25.2020 DPW		8.88	0-01-26-307-045	R	08/19/20 12/29/20	073 8176927	N
	15 UNIFIORM RENTAL-11.25.2020 DPW		8.88	0-01-26-305-045	R	12/10/20 12/29/20	073 8176927	N
	16 UNIFIORM RENTAL-11.25.2020 DPW		9.62	0-01-26-290-045	R	01/01/20 12/29/20	073 8176927	N
	17 UNIFIORM RENTAL-11.25.2020 DPW		9.62	0-01-26-305-045	R	12/10/20 12/29/20	073 8176927	N
	18 UNIFIORM RENTAL-11.25.2020 DPW		6.33	0-01-26-315-299	R	08/19/20 12/29/20	073 8176927	N
	19 UNIFIORM RENTAL-11.25.2020 DPW		5.91	0-01-26-290-045	R	01/01/20 12/29/20	073 8176927	N
	20 UNIFIORM RENTAL-11.25.2020 DPW		4.02	0-01-26-306-299	R	08/19/20 12/29/20	073 8176927	N
	21 UNIFIORM RENTAL-11.25.2020 DPW		9.62	0-01-26-290-045	R	01/01/20 12/29/20	073 8176927	N
	22 UNIFIORM RENTAL-11.25.2020 DPW		8.88	0-01-26-305-045	R	12/10/20 12/29/20	073 8176927	N
	23 UNIFIORM RENTAL-11.25.2020 DPW		3.55	0-01-26-290-045	R	01/01/20 12/29/20	073 8176927	N
			192.33					
20-02665	12/14/20 Uniform Rental-12.9.2020 dpw	20-00016 c						
	1 Uniform Rental-12.9.2020 dpw		6.48	0-01-26-305-045	R	12/14/20 12/29/20	073 818933	N
	2 Uniform Rental-12.9.2020 dpw		3.87	0-01-26-315-299	R	08/19/20 12/29/20	073 818933	N
	3 Uniform Rental-12.9.2020 dpw		7.06	0-01-26-290-045	R	01/01/20 12/29/20	073 818933	N
	4 Uniform Rental-12.9.2020 dpw		6.48	0-01-26-305-045	R	12/14/20 12/29/20	073 818933	N
	5 Uniform Rental-12.9.2020 dpw		7.06	0-01-26-307-045	R	08/19/20 12/29/20	073 818933	N
	6 Uniform Rental-12.9.2020 dpw		7.41	0-01-26-305-045	R	12/14/20 12/29/20	073 818933	N
	7 Uniform Rental-12.9.2020 dpw		7.06	0-01-26-290-045	R	01/01/20 12/29/20	073 818933	N
	8 Uniform Rental-12.9.2020 dpw		6.48	0-01-26-290-045	R	01/01/20 12/29/20	073 818933	N
	9 Uniform Rental-12.9.2020 dpw		6.48	0-01-26-310-045	R	08/19/20 12/29/20	073 818933	N
	10 Uniform Rental-12.9.2020 dpw		7.06	0-01-26-290-045	R	01/01/20 12/29/20	073 818933	N
	11 Uniform Rental-12.9.2020 dpw		6.48	0-01-26-305-045	R	12/14/20 12/29/20	073 818933	N
	12 Uniform Rental-12.9.2020 dpw		6.48	0-01-26-290-045	R	01/01/20 12/29/20	073 818933	N
	13 Uniform Rental-12.9.2020 dpw		6.48	0-01-26-310-045	R	08/19/20 12/29/20	073 818933	N
	14 Uniform Rental-12.9.2020 dpw		6.48	0-01-26-307-045	R	08/19/20 12/29/20	073 818933	N
	15 Uniform Rental-12.9.2020 dpw		6.48	0-01-26-305-045	R	12/14/20 12/29/20	073 818933	N
	16 Uniform Rental-12.9.2020 dpw		7.06	0-01-26-290-045	R	01/01/20 12/29/20	073 818933	N
	17 Uniform Rental-12.9.2020 dpw		7.06	0-01-26-290-045	R	01/01/20 12/29/20	073 818933	N
	18 Uniform Rental-12.9.2020 dpw		3.87	0-01-26-315-299	R	08/19/20 12/29/20	073 818933	N
	19 Uniform Rental-12.9.2020 dpw		3.60	0-01-26-290-045	R	01/01/20 12/29/20	073 818933	N
	20 Uniform Rental-12.9.2020 dpw		2.93	0-01-26-306-299	R	08/19/20 12/29/20	073 818933	N

December 29, 2020
11:52 AM

CITY OF SOUTH AMBOY
Bill List By Vendor Id

Page No: 13

Vendor #	Name	PO #	PO Date	Description	Amount	Contract Charge Account	PO Type	Acct Type Description	Stat/chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
w0000017 W.B. Mason														
20-02572	12/03/20	Court Supplies												
		1 Court Supplies	4.24	0-01-43-490-145		B Court: Office Supplies	R	12/03/20	12/29/20			216064370	N	
20-02577	12/03/20	Office Supplies												
		1 Legal Manilla Folders- PFX7531	17.06	0-01-20-120-145		B Clerk: Office Supplies	R	12/03/20	12/29/20			216068789	N	
		2 Calendar AAGDMW50328	9.17	0-01-20-120-145		B Clerk: Office Supplies	R	12/03/20	12/29/20			216109109	N	
			26.23											
20-02618	12/09/20	Finance Supplies and Paper												
		1 Finance Supplies and Paper	57.01	0-01-20-130-145		B Finance: Office Supplies	R	12/09/20	12/29/20			216239794	N	
		2 cyan,yellow,magenta toner	223.86	0-01-20-130-145		B Finance: Office Supplies	R	12/09/20	12/29/20			216239794	N	
		3 copy paper	59.94	0-01-20-100-145		B Admin: Office Supplies	R	12/09/20	12/29/20			216239794	N	
		4 small binder clips	3.56	0-01-20-130-145		B Finance: Office Supplies	R	12/09/20	12/29/20			216239794	N	
			344.37											
20-02704	12/21/20	CREDIT inv - toner return												
		1 CREDIT inv - toner return	75.68	0-01-20-100-145		B Admin: Office Supplies	R	12/21/20	12/29/20			CR8608427	N	
		2	243.87	0-01-20-100-145		B Admin: Office Supplies	R	12/21/20	12/29/20			CR8608599	N	
			319.55											
		Vendor Total:	55.29											
w0000036 woodbridge Dept. of Health and														
20-02672	12/16/20	Nov'20 Opiod Overdose Recovery												
		1 Nov'20 Opiod Overdose Recovery	300.00	0-01-25-240-150		B Police: Other Contractual Services	R	12/16/20	12/29/20			#25	N	
		Vendor Total:	300.00											
Total Purchase Orders: 73 Total P.O. Line Items: 193 Total List Amount: 68,816.67 Total Void Amount: 0.00														

Totals by Year-Fund Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	0-01	54,278.29	0.00	54,278.29	0.00	0.00	54,278.29
CAPITAL FUND	C-04	14,538.38	0.00	14,538.38	0.00	0.00	14,538.38
Total of All Funds:		<u>68,816.67</u>	<u>0.00</u>	<u>68,816.67</u>	<u>0.00</u>	<u>0.00</u>	<u>68,816.67</u>

Stormwater Pollution Prevention Plan

City of South Amboy

Middlesex County

NJPDES No. NJG0152366

November 2020

SPPP Table of Contents

- Form 1 – SPPP Team Members (permit cite IV F 1)
- Form 2 – Revision History (permit cite IV F 1)
- Form 3 – Public Involvement and Participation Including Public Notice (permit cite IV B 1)
- Form 4 – Public Education and Outreach (permit cite IV B 2 and Attachment B)
- Form 5 – Post-Construction Stormwater Management in New Development and Redevelopment Program (permit cite IV B 4 and Attachment D)
- Form 6 – Ordinances (permit cite IV B 5)
- Form 7 – Street Sweeping (permit cite IV B 5 b)
- Form 8 – Catch Basin and Storm Drain Inlets (permit cite IV B 2, IV B 5 b ii, and Attachment C)
- Form 9 – Storm Drain Inlet Retrofitting (permit cite IV B 5 b)
- Form 10 – Municipal Maintenance Yards and Other Ancillary Operations (permit cite IV B 5 c and Attachment E)
- Form 11 – Employee Training (permit cite IV B 5 d, e, f)
- Form 12 – Outfall Pipes (permit cite IV B 6 a, b, c)
- Form 13 – Stormwater Facilities Maintenance (permit cite IV C 1)
- Form 14 – Total Maximum Daily Load Information (permit cite IV C 2)
- Form 15 – Optional Measures (permit cite IV E 1 and IV E 2)

SPPP Form 1 – SPPP Team Members

All records must be available upon request by NJDEP.

Stormwater Program Coordinator (SPC)	
Print/Type Name and Title	Len Moffa, DPW Supervisor
Office Phone # and eMail	732-727-4600 moffal@southamboynj.gov
Signature/Date	
Individual(s) Responsible for Major Development Project Stormwater Management Review	
Print/Type Name and Title	Mark Rasimowicz, PE, City Engineer
Print/Type Name and Title	Angelo Valetutto, PE, Board Engineer
Print/Type Name and Title	Jason Valetutto, PE, Zoning Officer
Print/Type Name and Title	
Print/Type Name and Title	
Other SPPP Team Members	
Print/Type Name and Title	Glenn Skarzynski, Business Administrator 732-525-5933
Print/Type Name and Title	Deborah Brooks, Public Notice, Ordinance Coordinator 732-525-5920
Print/Type Name and Title	Kathy Kudelka, Local Public Education, 732-525-5932
Print/Type Name and Title	Erin Senape, Employee Training Coordinator, 732-525-5937

SPPP Form 2 – Revision History

All records must be available upon request by NJDEP.

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.	February 2005			Initial SPPP
2.	November 2020			Update of SPPP and compliance with permit conditions
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

SPPP Form 3 – Public Involvement and Participation Including Public Notice

All records must be available upon request by NJDEP.

1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	www.southamboynj.gov
2. Date of most current SPPP:	
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	www.southamboynj.gov
4. Date of most current MSWMP:	December 8, 2005
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	City Hall 140 S. Broadway South Amboy, NJ 08879
6. Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of a MS4 stormwater program:	
For meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law", NJSA 10:4-6 et seq.), the City of South Amboy provides public notice in a manner that complies with the requirements of that Act. Also in regard to ordinances, the City of South Amboy provides public notice in a manner that complies with the requirements of NJSA 40:49-1 et seq. The City of South Amboy also complies with the public notice requirements of the Municipal Land Use Law (NJSA 40:55-1 et seq.) with regard to any municipal actions subject to that statute (eg. adoption of the municipal stormwater management plan).	

SPPP Form 4 – Public Education and Outreach

All records must be available upon request by NJDEP.

1. Describe how public education and outreach events are advertised. Include specific websites and/or physical locations where materials are available.

City website, public bulletin boards, public access TV, and posters within municipal buildings.
www.southamboyNJ.gov

2. Describe how businesses and the general public within the municipality are educated about the hazards associated with illicit connections and improper disposal of waste.

City website, public bulletin boards, public access TV, and posters within municipal buildings.
www.southamboyNJ.gov

3. Indicate where public education and outreach records are maintained.

140 North Broadway, South Amboy, NJ 08879

SPPP Form 5 – Post-Construction Stormwater Management in New Development and Redevelopment Program

All records must be available upon request by NJDEP.

1. How does the municipality define 'major development'?

Major development means a development that provide for the disturbance of one or more acres of land or a quarter acre of new impervious coverage.

2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?

For major developments, the City treats residential projects that same as non residential.

3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?

Municipal capital improvement projects are advanced through the City Engineer's office. The City Engineer ensures that stormwater aspects of the municipal projects conform with the municipal stormwater ordinance.

4. Describe the process for reviewing major development project applications for compliance with the Stormwater Control Ordinance (SCO) and Residential Site Improvement Standards (RSIS). Attach a flow chart if available.

Applications get reviewed by the City Zoning Officer and then by the Planning Board Engineer or City Engineer.

5. Does the Municipal Stormwater Management Plan include a mitigation plan?

Yes

6. What is the physical location of approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans?

Planning Board
 South Amboy City Hall
 140 North Broadway
 South Amboy, NJ 08879

SPPP Form 6 – Ordinances

All records must be available upon request by NJDEP.

Ordinance permit cite IV.B.1.b.iii	Date of Adoption	Website URL	Was the DEP model ordinance adopted without change?	Entity responsible for enforcement
1. Pet Waste permit cite IV.B.5.a.i	12/20/06	southamboynj.gov	Yes	code enforcement, zoning, pd
2. Wildlife Feeding permit cite IV.B5.a.ii	12/20/06	southamboynj.gov	Yes	code enforcement, zoning, pd
3. Litter Control permit cite IV.B5.a.iii	12/20/06	southamboynj.gov	Yes	code enforcement, zoning, pd
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	12/20/06	southamboynj.gov	Yes	code enforcement, zoning and pd
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	12/20/2006	southamboynj.gov	Yes	code enforcement, zoning and pd
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	09/01/2010	southamboynj.gov	Yes	code enforcement, zoning and pd
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	09/01/2010	southamboynj.gov	Yes	code enforcement, zoning and pd
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	12/01/2006	southamboynj.gov	Yes	code enforcement, zoning and pd
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	07/01/2010	southamboynj.gov	Yes	code enforcement, zoning and pd
Indicate the location of records associated with ordinances and related enforcement actions:				
South Amboy City Hall 140 N Broadway South Amboy, NJ				

SPPP Form 7 – Street Sweeping

All records must be available upon request by NJDEP.

<p>1. Provide a written description or attach a map indicating which streets are swept as required by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.</p>
<p>All roads are swept every week, except during January, February and March/freezing conditions.</p>
<p>2. Provide a written description or attach a map indicating which streets are swept that are NOT required to be swept by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.</p>
<p>All roads are swept, routes follow the published city trash route schedule, split into 4 regions, available on the municipal website.</p>
<p>3. Does the municipality provide street sweeping services for other municipalities? If so, please describe the arrangements.</p>
<p>No</p>
<p>4. Indicate the location of records, including sweeping dates, areas swept, number of miles swept and total amount of wet tons collected each month. Note which records correspond to sweeping activities beyond what is required by the NJPDES permit, i.e., sweepings of streets within the municipality that are not required by permit to be swept or sweepings of streets outside of the municipality.</p>
<p>The City of South Amboy 140 N Broadway South Amboy, NJ and DPW Garage</p>

SPPP Form 8 – Catch Basins and Storm Drain Inlets

All records must be available upon request by NJDEP.

1. Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.
Inspection and maintenance are conducted at a minimum once annually.
2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.
None of the catch basins have issues that reoccur on a regular basis.
3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.
None at this time.
4. Describe the inspection schedule and maintenance plan for storm drain inlet labels on storm drains that do not have permanent wording cast into the design.
Labels are inspected annually and replaced as required.
5. Indicate the location of records of catch basin and storm drain inlet inspections and the wet tons of materials collected during catch basin and storm drain inlet cleanings.
The City of South Amboy 140 N Broadway South Amboy and DPW Garage

SPPP Form 9 – Storm Drain Inlet Retrofitting

All records must be available upon request by NJDEP.

1. Describe the procedure for ensuring that municipally owned storm drain inlets are retrofitted.
Storm drains that are out of compliance and fall within an area of road construction, are replaced in the course of the annual road improvement program.
2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.
City Engineer specifies the type and inspects upon construction to make sure they are in compliance.
3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.
The City hosts 3 HOA/privately owned that are currently compliant. Any new development, this is a requirement of their approvals and installed correctly.
4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.
Built and compliant with current stormwater requirements.

SPPP Form 10 – Municipal Maintenance Yards and Other Ancillary Operations

All records must be available upon request by NJDEP.

Complete separate forms for each municipal yard or ancillary operation location.

Address of municipal yard or ancillary operation:
DPW Garage

List all materials and machinery located at this location that are exposed to stormwater which could be a source of pollutant in a stormwater discharge:

Raw materials – crushed concrete, street sweeping, soils and brush

Intermediate products –

Final products –

Waste materials – 2 dumpsters

By-products –

Machinery – 28 vehicles including tractors

Fuel – diesel tanks on site

Lubricants – oils, grease in shop

Solvents – Paint thinners

Detergents related to municipal maintenance yard or ancillary operations –

Other –

For each category below, describe the best management practices in place to ensure compliance with all requirements in permit Attachment E. If the activity in the category is not applicable for this location, indicate where it occurs.

Indicate the location of inspection logs and tracking forms associated with this municipal yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or have been planned.

1. Fueling Operations

Best practices are posted at the fuel pump; as well as, spill guidance.

2. Vehicle Maintenance

Best practices are posted for proper disposal of waste products.

3. On-Site Equipment and Vehicle Washing

See permit attachment E for certification and log forms for Underground Storage Tanks.

No vehicle washing on site.

4. Discharge of Stormwater from Secondary Containment

N/A

5. Salt and De-Icing Material Storage and Handling
Salt is stored in a fully enclosed, permanent structure. Loading and unloading is done according to best practices for good housekeeping.
6. Aggregate Material and Construction Debris Storage
When present, aggregate materials are stored upland behind the DPW building outside of wetlands and wetland buffer zones.
7. Street Sweepings, Catch Basin Clean Out and Other Material Storage
Stored in a container with overhead cover that is emptied weekly using proper disposal practices.
8. Yard Trimmings and Wood Waste Management Sites
When present, stored on site and removed weekly for recycling.
9. Roadside Vegetation Management
Provided by a third party vendor during growing season.

SPPP Form 11 – Employee Training

All records must be available upon request by NJDEP.

A. Municipal Employee Training: Stormwater Program Coordinator (SPC) must ensure appropriate staff receive training on topics in the chart below as required due to job duties assigned within three months of commencement of duties and again on the frequency below. Indicate the location of associated training sign in sheets, dates, and agendas or description for each topic.

Topic	Frequency	Title of trainer or office to conduct training
1. Maintenance Yard Operations (including Ancillary Operations)	Every year	DPW Director
2. Stormwater Facility Maintenance	Every year	DPW DIRECTOR
3. SPPP Training & Recordkeeping	Every year	DPW DIRECTOR
4. Yard Waste Collection Program	Every 2 years	DPW DIRECTOR
5. Street Sweeping	Every 2 years	DPW DIRECTOR
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	City Engineer
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	DPW Director
8. Waste Disposal Education	Every 2 years	DPW DIRECTOR
9. Municipal Ordinances	Every 2 years	Business Administrator
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	City Engineer

B. Municipal Board and Governing Body Members Training: Required for individuals who review and approve applications for development and redevelopment projects in the municipality. This includes members of the planning and zoning boards, town council, and anyone else who votes on such projects. Training is in the form of online videos, posted at www.nj.gov/dep/stormwater/training.htm.

Within 6 months of commencing duties, watch *Asking the Right Questions in Stormwater Review Training Tool*. Once per term thereafter, watch at least one of the online DEP videos in the series available under Post-Construction Stormwater Management. Indicate the location of records documenting the names, video titles, and dates completed for each board and governing body member.

C. Stormwater Management Design Reviewer Training: All design engineers, municipal engineers, and others who review the stormwater management design for development and redevelopment projects on behalf of the municipality must attend the first available class upon assignment as a reviewer and every five years thereafter. The course is a free, two-day training conducted by DEP staff. Training dates and locations are posted at www.nj.gov/dep/stormwater/training.htm. Indicate the location of the DEP certificate of completion for each reviewer.

SPPP Form 12 – Outfall Pipes

All records must be available upon request by NJDEP.

1. **Mapping:** Attach an image or provide a link to the most current outfall pipe map. Maps shall be updated at the end of each calendar year.

Note that ALL maps must be electronic by 21 Dec 2020 via the DEP's designated electronic submission service. For details, see http://www.nj.gov/dep/dwq/msrp_map_aid.htm.

2. **Inspections:** Describe the outfall pipe inspection schedule and indicate the location of records of dates, locations, and findings.

These four outfalls are visually inspected several times per year and if maintenance is required, performed as quickly as schedule allows.

3. **Stream Scouring:** Describe the program in place to detect, investigate and control localized stream scouring from stormwater outfall pipes. Indicate the location of records related to cases of localized stream scouring. Such records must include the contributing source(s) of stormwater, recommended corrective action, and a prioritized list and schedule to remediate scouring cases.

None.

4. **Illicit Discharges:** Describe the program in place for conducting visual dry weather inspections of municipally owned or operated outfall pipes. Record cases of illicit discharges using the DEP's Illicit Connection Inspection Report Form (www.nj.gov/dep/dwq/tier_a_forms.htm) and indicate the location of these forms and related illicit discharge records.

Note that Illicit Connection Inspection Report Forms shall be included in the SPPP and submitted to DEP with the annual report.

If found or reported, DPW responds immediately.

SPPP Form 13 – Stormwater Facilities Maintenance

All records must be available upon request by NJDEP.

1. Detail the program in place for the long-term cleaning, operation and maintenance of each stormwater facility owned or operated by the municipality.

DPW inspects and maintains the site with landscaping or landscape service. DPW performs debris removal as necessary.

2. Detail the program in place for ensuring the long-term cleaning, operation and maintenance of each stormwater facility NOT owned or operated by the municipality.

Even though not owned, the city still conducts visual inspections.

3. Indicate the location(s) of the Stormwater Facilities Inspection and Maintenance Logs listing the type of stormwater facilities inspected, location information, inspection dates, inspector name(s), findings, preventative and corrective maintenance performed.

DPW garage.

Note that maintenance activities must be reported in the annual report and records must be available upon request. DEP maintenance log templates are available at http://www.nj.gov/dep/stormwater/maintenance_guidance.htm (select specific logs from choices listed in the Field Manuals section).

Additional Resources: The NJ Hydrologic Modeling Database contains information and maps of stormwater management basins. To view the database map, see <https://hydro.rutgers.edu>. To download data in an Excel format, see https://hydro.rutgers.edu/public_data/.

SPPP Form 14 – Total Maximum Daily Load Information

All records must be available upon request by NJDEP.

1. Using the Total Maximum Daily Load (TMDL) reports provided on www.nj.gov/dep/dwq/msrp-tmdl-rh.htm, list adopted TMDLs for the municipality, parameters addressed, and the affected water bodies that impact the municipality's MS4 program.

Applicable Stream TMDL - None
Applicable Lake TMDL - None
Applicable Shellfish TMDL - None

2. Describe how the permittee uses TMDL information to prioritize stormwater facilities maintenance projects and to address specific sources of stormwater pollutants.

N/A

SPPP Form 15 – Optional Measures

All records must be available upon request by NJDEP.

1. Describe any Best Management Practice(s) the permittee has developed that extend beyond the requirements of the Tier A MS4 NJPDES permit that prevents or reduces water pollution.

None

2. Has the permittee adopted a Refuse Container/Dumpster Ordinance?

Yes