

**AGENDA  
REGULAR MEETING  
BOROUGH OF SEA BRIGHT**

**MARCH 7, 2023**

**SEA BRIGHT, NEW JERSEY**

**TO ATTEND THIS MEETING REMOTELY PLEASE USE THE FOLLOWING:**

<https://meet.goto.com/321899829>

OR DIAL: [+1 \(646\) 749-3122](tel:+16467493122)

Access Code: 321-899-829

**CALL MEETING TO ORDER: 7:00pm**

**PLEDGE OF ALLEGIANCE**

**COMPLIANCE STATEMENT (N.J.S.A. 10:4-18)**

**Good Evening Ladies and Gentlemen. This Meeting Is Now Called To Order: In Line with The Borough of Sea Bright's Longstanding Policy of Open Government, and in Compliance with the "Open Public Meetings Act" I Wish to Advise You That Adequate Notice of This Regularly Scheduled Meeting Was Sent to the Asbury Park Press and other local newspapers on January 10, 2023. In each instance, the Date, Time, And Location of This Meeting Were Provided in The Notice. This Meeting Is Open To The Public."**

**ROLL CALL:**

<b>Councilmember(s)</b>	BIEBER ____	BOOKER ____	CATALANO ____
	GORMAN ____	KEELER ____	LAMIA ____
<b>Mayor</b>	KELLY ____		

**REMARKS FROM THE AUDIENCE (limited to 3 minutes)**

The Public Comment portion of this meeting allows members of the audience to bring their concerns or comments to the Mayor and Council's attention. Pursuant to Borough Ordinance 3-2011, a member of the public who wishes to speak shall give his/her name and address for the record and may have up to three minutes to state his/her comments to the Mayor and Council as a Body. If additional time or information is requested, an appointment can be made with the Administrator's office during regular business hours.

**CONSENT AGENDA**

Councilmember \_\_\_\_\_ offered a motion to approve the items that are considered routine in nature under the consent agenda; seconded by Councilmember \_\_\_\_\_

**Minutes**

02-16-2023	Workshop Meeting
02-16-2023	Executive Session
02-21-2023	Regular Meeting

**Resolutions:**

**No. 58-2023      Hiring Volunteer Firefighters Borough of Sea Bright Fire Department**

**Roll Call:** Bieber\_\_\_\_ Booker\_\_\_\_ Catalano\_\_\_\_ Gorman\_\_\_\_ Keeler\_\_\_\_ Lamia\_\_\_\_

**ORDINANCE(s):**

**Public Hearing:** Mayor Kelly to read the ordinance by title:

**ORDINANCE NO. 02-2023**  
**AN ORDINANCE OF THE BOROUGH OF SEA BRIGHT**  
**ADOPTING A PURCHASING MANUAL**

Councilmember \_\_\_\_\_ offered a motion to open the public hearing on Ordinance No. 02-2023; seconded by Councilmember \_\_\_\_\_

**Roll Call:** Bieber\_\_\_\_ Booker\_\_\_\_ Catalano\_\_\_\_ Gorman\_\_\_\_ Keeler\_\_\_\_ Lamia\_\_\_\_

**Public Hearing (Ord. No. 02-2023)**

Councilmember \_\_\_\_\_ offered a motion to close the public hearing on Ordinance No. 02-2023; seconded by Councilmember \_\_\_\_\_

**Roll Call:** Bieber\_\_\_\_ Booker\_\_\_\_ Catalano\_\_\_\_ Gorman\_\_\_\_ Keeler\_\_\_\_ Lamia\_\_\_\_

Councilmember \_\_\_\_\_ offered a motion to adopt Ordinance No. 02-2023 and advertise according to law; seconded by Councilmember \_\_\_\_\_

**Roll Call:** Bieber\_\_\_\_ Booker\_\_\_\_ Catalano\_\_\_\_ Gorman\_\_\_\_ Keeler\_\_\_\_ Lamia\_\_\_\_

**Public Hearing:** Mayor Kelly to read the ordinance by title:

**ORDINANCE NO. 03-2023**  
**AN ORDINANCE AMENDING AND SUPPLEMENTING**  
**CHAPTER 201, "VEHICLES AND TRAFFIC", OF THE**  
**CODE OF THE BOROUGH OF SEA BRIGHT**

Councilmember \_\_\_\_\_ offered a motion to open the public hearing on Ordinance No. 03-2023; seconded by Councilmember \_\_\_\_\_

**Roll Call:** Bieber\_\_\_\_ Booker\_\_\_\_ Catalano\_\_\_\_ Gorman\_\_\_\_ Keeler\_\_\_\_ Lamia\_\_\_\_

**Public Hearing (Ord. No. 03-2023)**

Councilmember \_\_\_\_\_ offered a motion to close the public hearing on Ordinance No. 03-2023; seconded by Councilmember \_\_\_\_\_

**Roll Call:** Bieber\_\_\_\_ Booker\_\_\_\_ Catalano\_\_\_\_ Gorman\_\_\_\_ Keeler\_\_\_\_ Lamia\_\_\_\_

Councilmember \_\_\_\_\_ offered a motion to adopt Ordinance No. 03-2023 and advertise according to law; seconded by Councilmember \_\_\_\_\_

**Roll Call:** Bieber\_\_\_\_ Booker\_\_\_\_ Catalano\_\_\_\_ Gorman\_\_\_\_ Keeler\_\_\_\_ Lamia\_\_\_\_

**Public Hearing:** Mayor Kelly to read the ordinance by title:

**ORDINANCE NO. 04-2023**  
**AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 9,**  
**"CLAIMS APPROVAL", OF THE CODE OF**  
**THE BOROUGH OF SEA BRIGHT.**

Councilmember \_\_\_\_\_ offered a motion to open the public hearing on Ordinance No. 04-2023; seconded by Councilmember \_\_\_\_\_

**Roll Call:** Bieber\_\_\_ Booker\_\_\_ Catalano\_\_\_ Gorman\_\_\_ Keeler\_\_\_ Lamia\_\_\_

**Public Hearing (Ord. No. 04-2023)**

Councilmember \_\_\_\_\_ offered a motion to close the public hearing on Ordinance No. 04-2023; seconded by Councilmember \_\_\_\_\_

**Roll Call:** Bieber\_\_\_ Booker\_\_\_ Catalano\_\_\_ Gorman\_\_\_ Keeler\_\_\_ Lamia\_\_\_

Councilmember \_\_\_\_\_ offered a motion to adopt Ordinance No. 04-2023 and advertise according to law; seconded by Councilmember \_\_\_\_\_

**Roll Call:** Bieber\_\_\_ Booker\_\_\_ Catalano\_\_\_ Gorman\_\_\_ Keeler\_\_\_ Lamia\_\_\_

**INDIVIDUAL ACTION/New Business:**

**Vouchers: \$ 418,893.24**

Councilmember \_\_\_\_\_ offered a motion to approve the Voucher List dated March 7, 2023 as submitted by the Finance Manager; seconded by Councilmember \_\_\_\_\_

**Roll Call:** Bieber\_\_\_ Booker\_\_\_ Catalano\_\_\_ Gorman\_\_\_ Keeler\_\_\_ Lamia\_\_\_

**MAYOR AND COUNCIL COMMENTS**

**EXECUTIVE SESSION**

Councilmember \_\_\_\_\_ offered a motion to enter in to Closed Session; seconded by Councilmember \_\_\_\_\_

**Resolution to discuss: TBD**

**Roll Call:** Bieber\_\_\_ Booker\_\_\_ Catalano\_\_\_ Gorman\_\_\_ Keeler\_\_\_ Lamia\_\_\_

**ADJOURNMENT**

Councilmember \_\_\_\_\_ offered a motion to adjourn the meeting; seconded by Councilmember \_\_\_\_\_

**Roll Call:** Bieber\_\_\_ Booker\_\_\_ Catalano\_\_\_ Gorman\_\_\_ Keeler\_\_\_ Lamia\_\_\_

**RESOLUTION NO. 58-2023**  
**HIRING VOLUNTEER FIREFIGHTERS**  
**BOROUGH OF SEA BRIGHT FIRE DEPARTMENT**

Councilmember            offered the following resolution for approval; seconded by Councilmember  
:

**WHEREAS**, Chapter 20, Section 20.4 of the General Code, Fire Department membership requires any person desiring membership in a volunteer fire department, shall complete an application; may be required to have a pre-appointment physical by a physician; and the Borough Council shall order a criminal background check to be conducted by the Chief of Police; and

**WHEREAS**, the Fire Department received applications from the following individuals, all pre-appointment requirements have been met and the Fire Chief recommends they be hired to serve as a volunteer firefighters in the Sea Bright Fire/Rescue Department:

**Full Membership**

Sean McBride Jr.  
James Voorhis  
Shane Winslow

**Seasonal Membership**

Salvatore Ciotti  
Patrick Murphy

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, does hereby accept and approve appointing the above-named individuals to serve as members in the Sea Bright Fire Department; and

**BE IT FURTHER RESOLVED** that the Borough Clerk is hereby authorized to send a certified copy of this resolution to the following:

1. Sea Bright Fire Chief
2. Individual Members

**Roll Call:** Bieber, Booker, Catalano, Gorman, Keeler, Lamia

March 7, 2023

**CERTIFICATION**

I, Christine Pfeiffer, Borough Clerk, do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey at a Council Meeting held on March 7, 2023.

\_\_\_\_\_  
Christine Pfeiffer, Borough Clerk

**ORDINANCE NO. 02-2023**  
**AN ORDINANCE OF THE BOROUGH OF SEA BRIGHT**  
**ADOPTING A PURCHASING MANUAL**

**WHEREAS**, the Borough of Sea Bright finds it prudent to periodically review its policies and procedures; and

**WHEREAS**, in furtherance of such goals, the Borough previously has from time to time adopted purchasing policies, with the most recent purchasing manual adopted in February, 2007; and

**WHEREAS**, the Borough has reviewed the provisions of its current manual and finds that modifications are warranted; and

**WHEREAS**, the Chief Financial Officer of the Borough of Sea Bright has determined that it is in the best interest of the Borough and its residents to amend said Purchasing Manual.

**Now, therefore, be it ordained, by the Borough Council of the Borough of Sea Bright in the County of Monmouth and the State of New Jersey as follows:**

**Section One.**

The purpose of this purchasing manual is to describe the purchasing system of the Borough of Sea Bright. The primary focus of this manual is on the purchase of goods and services. A section of the manual is devoted to Statutory and Mandated services. The rules under which the borough's purchasing system functions are governed by the Local Public Contracts Law of the state. In addition, certain township ordinances govern certain aspects of the purchasing system.

This manual is intended to serve as a general guide to the borough's purchasing system. It is not the intent of this manual to address every question. Any questions which may arise and are not covered by this manual may be directed to the Chief Financial Officer.

A key rule to follow is that all purchases must be approved prior to the purchase being made. The process begins with the submission of a requisition form. *Purchases made without following the procedures contained in this manual are the responsibility of the employee making the purchase. The borough has no obligation to make payment for any purchases made outside of these procedures. An employee who fails to comply with these purchasing requirements shall be subject to disciplinary action as may be appropriate.*

**FINANCE DEPARTMENT ROLE**

The Borough Finance Department administers the purchasing system. All processing of submitted requisitions, purchase orders and vouchers, as well as related record keeping is performed by the Finance Office. Departments are directed to limit their relationship with vendors to contact which is necessary to aid in obtaining quotes and specification information.

The Finance Office has the obligation to coordinate vendors and using department requirements in such a manner as to assure fairness to the vendor and satisfaction of the using department. The CFO or Administrator may, at their discretion, substitute other goods of equal quality for the items requested when it is in the best interest of the borough to do so.

Another function of the Finance Office shall be the administration of a centralized purchasing system which exercises control on purchasing independent of, but in cooperation with all departments. The Finance Office will, through the administration of such a system, control spending within the budget to avoid over expenditures and provide greater financial control.

### DEPARTMENTAL REQUISITIONS

By definition, a requisition is a document requesting goods or services with quantity and price, *submitted prior to purchase*. Departmental requisitions must be utilized by a department to request authorization to purchase from the Finance Office. This document serves two very important functions. It provides a record for the Department Head on requested purchases, and it supplies the necessary information to the Finance Office who will use the completed form to produce a purchase order.

Any department wishing to make a purchase should accurately complete a requisition form by following the instructions outlined in **Appendix A** of this manual. Upon completion of a properly prepared requisition, all should be forwarded to the Finance Office for approval.

Once approved, the Finance Office will utilize the requisition in the preparation of the purchase order. In addition, the Finance Office may obtain price quotations in addition to those collected by the using department to ensure that the lowest possible price is obtained. The CFO and/or designee will review all purchases to ensure compliance with State Law.

Proper planning and preparation of requisitions in ordering goods and services are very useful planning tools. This can assist all Department heads in the overall administration of their budgets.

Requisitions which are denied will be returned to the department which originated the request.

### REQUISITIONS NOT MANDATORY

Certain borough expenses do not require a requisition prior to encumbering the borough. These items follow the regular purchasing procedure prior to issuance of payment, however, do not require Council signature and approval prior to placement on a bill list.

They include:

- Debt Service
- Insurance
- Pension, Social Security, and Unemployment
- Tax Payments to County, School, and Fire Dist.
- Public Assistance
- Municipal Escrow Accounts
- Tax Appeals and Refunds
- All Employee Reimbursements and Petty Cash
- Medicare Reimbursements
- Election Board Members and Polling Places
- Contractual Payments
- Other Items as Approved

## PURCHASE ORDERS

The purchase order is a numbered form which fulfills many different functions. A general rule in purchasing is not to buy anything without an authorized purchase order and/or purchase order number.

A purchase order is a vendor's authority to sell a particular material or service to the borough. Without this authority, the borough has no obligation to accept or pay for any materials or services rendered. If this situation occurs the obligation to pay would be on the employee who placed the order.

The purchase order contains important information regarding payment procedures for the vendor and is the document used by the vendor to submit his/her claim for payment.

The Borough's Finance Office prepares all purchase orders from approved requisitions submitted by the various departments. It should be noted that it is the responsibility of the department to make sure that items requested are the exact items and quality needed for the purpose intended. Once a purchase order is prepared it shall be immediately encumbered before it is sent to the vendor.

The department is sent a copy of the purchase order and is responsible for forwarding it to the vendor to place the order. The PO also supplies the department with a record of what exactly was ordered and from whom. Department heads should use this form to keep track of materials not yet received.

The PO must be signed by the vendor and the Department Head certifying receipt of the materials or services prior to payment. After the PO is signed by the department personnel, it is sent back to the Finance Office. Upon receipt, the Finance Office will process the PO for payment. The Finance Department compiles a bill list from the posted PO's and prepares the checks which are then submitted to the Borough Council for approval. After the Borough Council approves the bill list, the checks can be released to the vendors. All pertinent information such as check number and date paid is entered on each PO and kept on file in the Finance Department as the permanent record of all purchases borough wide.

## SIGNATURES

There are three signatures on the purchase order all of which are extremely important and required to complete the purchasing process. The first signature required certifies that sufficient funds are available in the budget to pay for the purchase. The vendor's signature on the voucher is indication that services have been rendered and the bill is correct. This is called the claimant's certification and declaration. Next is the departmental certification which is proof that the materials and/or services have been received at the specified amount on the invoice.

## ESTIMATES

There are occasions when the total price for services will not be known until the work has been completed. In order to accommodate these situations, a procedure for dealing with estimates has been developed.

When a situation as described above develops, a requisition should be prepared and processed as normal. The requisition should include the estimated price for the work. Once the purchase order is prepared and processed, the department will be supplied with the purchase order number. This number shall be provided to the vendor as his authorization to complete the work. Once the work is completed, the total price and invoices shall be given to the Finance Office. This information will be used to complete the purchase order. When the purchase order is completed, it will be sent to the vendor as a confirmation purchase order. Any increase in an estimate must be made by requisition with the appropriate documentation at the time of the increase.

### BLANKET PURCHASE ORDERS

In certain circumstances, when a vendor is to be paid on a regular basis or several purchases will be made over a period, one blanket purchase order may be issued.

Under this system a single purchase order is issued to the vendor, when purchases are made, the Borough will apply invoices submitted for payment against the previously issued purchase order. Each PO shall be identified by indicating how many payments have been made. The numbering of all PO's is handled by the Finance Office. Under no circumstances shall any other department number the vouchers.

The purchase order amount can be increased. However, the request for an increase must be made by requisition or resolution and processed through the normal procedures. In the case of bids, the amount may be increased only by the amount as provided by State Law. Requests for an increase must be processed prior to the end of the month and before any additional purchases are made.

### EMERGENCY PURCHASES

There are times when emergencies do arise which require the need for the immediate purchase of materials and supplies. Emergencies are situations where there exists the need to protect the safety, health and welfare of the general public.

It is the responsibility of every department to utilize proper planning in ordering materials and supplies. Emergency buying can be very costly and time consuming. Requisitions should be prepared far enough in advance of need to minimize emergency situations. The key to avoiding emergency situations is utilization of proper planning procedures.

The following procedures are to be followed when making emergency purchases:

Emergency purchases under \$500.00 must be submitted to the Finance Office by the next working day, accompanied by a memorandum to the CFO and Borough Administrator indicating the nature of the emergency purchase.



Emergency purchases over \$500.00 require the approval of the CFO or Treasurer. If they can not be reached, the Administrator, Mayor or Council President must approve the purchase. If neither can be reached, the department head must document the attempts to make contact. If the purchase exceeds \$10,000.00 the Chief Financial Officer must be notified.

In all the above cases, the Department Head must, within 24 hours of the purchase, process a requisition through the normal procedures. Attached to the requisition, in addition to the invoices, there should be a statement indicating what the nature of the emergency was and why a purchase had to be made. Once a purchase order is prepared, it will be sent to the vendor as a confirmation purchase order.

Under no circumstances are these procedures to be utilized to circumvent the normal purchasing system.

#### EXPEDITED PURCHASE ORDER

The processing of requisitions may take several days. Recognizing that there are times when materials and supplies are needed immediately, an expedited procedure has been developed.

Under this procedure, a requisition is accelerated through the approval process. A requisition is entered into Edmunds and the Department Head will then notify the Finance Office, who will take immediate action to secure proper approval. A purchase order is promptly processed in order that the department obtain the needed material and supplies.

#### PAYMENT PROCEDURE

It is important for departments to understand the Borough's payment procedure and its relationship to the encumbrance system. The key to the system is that funds must be encumbered prior to the issuance of a purchase order to a vendor. Only PO's which have had funds encumbered will be paid.

The Borough of Sea Bright pays bills the day following each scheduled meeting of the Governing Body. Therefore, it is important that all paperwork needed for payment be handled in a timely manner. All PO's must be signed by a Department Head and the vendor prior to being placed on the bill list.

#### SURPLUS EQUIPMENT

Surplus or outdated equipment may be disposed of in any of the following ways:

1. Transfer to another Borough Department.
2. Trade-in on new equipment.

3. Sale at public auction.

4. Sale as scrap.

In disposing of any equipment, all spare parts for the equipment should be disposed of at the same time.

All surplus equipment and/or materials shall be reported to the Borough Clerk's Office.

If surplus equipment is sold it will be done through the Clerk's Office. Sale of said equipment will be conducted in accordance with State Law.

The Finance Office must be notified of any surplus items that have been disposed of in order to update the Fixed Asset records.

#### CANCELLED ORDERS

If, after an order is placed, it is decided that the materials and/or services are no longer needed, the Finance Office should be notified as quickly as possible. The Department Head and/or Finance Office will notify the vendor to cancel the order. A delay in notifying the vendor may result in an unnecessary expense to the Borough.

Adequate thought and planning given to purchases prior to making out requisitions will prevent orders they need from being cancelled.

#### PERSONAL EXPENSES

Employees can submit vouchers for personal expenses. However, under no circumstances may an employee receiving reimbursement sign the Borough certification on the voucher. (These expenses may also be handled through the normal requisition process.)

#### CONFERENCES AND SEMINARS

Expenses in connection with attendance at seminars and conferences will be handled as described below.

A requisition should be prepared prior to the event with an estimate of the cost indicating the maximum an employee may spend. All claims for reimbursement of expenses must be submitted on a voucher or requisition. All receipts and documentation must be submitted with the voucher. Only the Borough employee authorized to attend the seminar or conference can be reimbursed for expenses incurred.

Reimbursable expenses may include meals, tolls, room, registration fees and transportation costs outlined by the Borough policy.

### PETTY CASH

There are times when it is more economical and efficient to pay cash for an item when the total amount of a purchase does not exceed \$20.00.

To eliminate this extra work, a cash payment may be authorized by the Department Head. A signed cash receipt must be obtained prior to any reimbursement from the petty cash fund. Any petty cash drawn from the fund will be charged back to the using department's budget.

All purchases must be approved by the Finance Office prior to the actual purchase being made.

The use of the petty cash fund is not to be used to circumvent the regular purchasing procedures. Such expenditures are limited to personal expenses, travel expenses and small emergency purchases.

### SPECIFICATION WRITING

Specification writing is a very important part of the purchasing system. A detailed description of the equipment or its purpose must be stated.

There are specifications available which should be reviewed when bid documents are prepared. When prepared, the specifications should be detailed enough to permit the bidder to offer exactly the right product. If the specifications are too ambiguous, the bidder will most likely offer the cheapest product. However, specifications should not be written so tightly to unnecessarily restrict vendors from bidding as a guideline, specification should be written to promote competition without bias.

All specifications written for the Borough shall be prepared by a designated department, or individual, on a case-to-case basis. Departments may be requested to submit sample specifications from time to time. It is the responsibility of each department to meet with the Finance Office to ensure that the quantity and quality of the items being ordered are the required materials and/or services for the work that is to be undertaken.

**Section Two.**

All Ordinances or parts of Ordinances inconsistent with this Ordinance, to the extent of such inconsistencies only, be and the same hereby are repealed.

**Section Three.**

This Ordinance shall take effective immediately upon final passage and publication as provided by law.

**I HEREBY CERTIFY** this to be a true and correct Ordinance of the Mayor and Borough Council of the Borough of Sea Bright, introduced on February 21, 2023 and will be further considered after a Public Hearing held on March 7, 2023.

INTRODUCED: February 21, 2023

PUBLIC HEARING: March 7, 2023

ADOPTED:

Witness

BOROUGH OF SEA BRIGHT,

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CHRISTINE PFEIFFER

Borough Clerk

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BRIAN P. KELLY

Mayor

**APPENDIX A**  
**GUIDE TO PREPARING REQUISITIONS**

All requisitions are to be prepared and submitted electronically by utilization of Edmunds. Requisitions should contain only **quotes** as its purpose is to obtain approval to purchase goods or services. The exceptions would be authorized recurring contractual services, emergency purchases, or other pre-approved purchases, which may contain invoices.

All purchases must be made in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11(1). Therefore, requisitions must be in compliance with the Public Bidding Thresholds.

- 1). One quote is required for purchases less than \$1,500.00
- 2). Two quotes are required for any purchase that would exceed \$1,500.00, but is less than \$2,625.00
- 3). Three quotes are required for any purchase that would exceed \$2,625.00, but is less than \$17,500.00
- 4). Any purchase that would exceed the current bid threshold of \$17,500.00, would be subject to the bidding process. Exceptions would be State Contracts or Cooperative Purchasing.
- 5). If the goods or services are Proprietary, and no other quotes can be obtained, this must be noted on the requisition.
- 6). Any requested purchase that exceeds \$1,500.00 requires prior approval from the Borough Administrator or the CFO.

Requisitions should contain the following information:

- 1). Current vendor name and address
- 2). Shipping address
- 3). Quote or invoice number
- 4). State contract or Cooperative purchasing number if applicable
- 5). A detailed description of items or services being requested, inclusive of quantity, unit and unit price, specific models, color, etc.
- 6). Copies of quotes and any other applicable documents must be scanned and attached to all requisitions
- 7). Proof of approval from CFO or Administrator, if applicable

## APPENDIX B

### PURCHASING PROCEDURE

#### REQUISITIONING

- 1). DEPARTMENT HEAD
  - a. Obtains quotes from vendors
  - b. Obtains approvals from CFO or Administrator if required
  - c. Enters requisition in Edmunds as 1<sup>st</sup> Approval
  
- 2). FINANCE
  - a. Reviews requisitions for accuracy and content
  - b. Certifies availability of funds
  - c. Approves requisition
  - d. Generates and encumbers Purchase order
  - e. Provides Department Head with Purchase Order within ten business days
  
- 3). DEPARTMENT HEAD
  - a. Forwards original purchase order to vendor
  - b. Places order for goods/services

#### RECEIPT AND PAYMENT

- 1). FINANCE
  - a. Receives all original purchase orders and invoices from vendor
  - b. Submits above to department for certification of receipt
  
- 2). DEPARTMENT
  - a. Certifies receipt of goods/services
  - b. Returns PO to Finance
  
- 3). FINANCE
  - a. Verifies documentation
  - b. Prepares bill list for Governing Body payment approval
  - c. Generates check and forwards payment to vendor

**ORDINANCE NO. 03-2023**  
**AN ORDINANCE AMENDING AND SUPPLEMENTING**  
**CHAPTER 201, "VEHICLES AND TRAFFIC", OF THE**  
**CODE OF THE BOROUGH OF SEA BRIGHT**

BE IT ORDAINED by the Borough Council of the Borough of Sea Bright in the County of Monmouth, State of New Jersey, as follows:

**SECTION ONE:** Chapter 201, "Vehicles and Traffic", of the Code of the Borough of Sea Bright, Article V, "Residential Parking" Section 201-34, "Violations and Penalties" subsection 201-34D, be and the same is hereby amended and supplemented to read, in full, as follows:

"D. Any person who violates the provisions of § 201-30 herein shall be subject to a fine in the minimum amount of \$150.00 and not to exceed \$300.00 and shall forfeit the right to receive or use a resident parking permit for a period of three years."

**SECTION TWO:** Chapter 201, "Vehicles and Traffic", of the Code of the Borough of Sea Bright, Article VI, "Ocean Avenue Residential Permit Parking", Section 201-41, "Violations and Penalties" subsection 201-41C, be and the same is hereby amended and supplemented to read, in full, as follows:

"C. Any person who violates § 201-37 shall be subject to a fine in the minimum amount of \$150.00 and not to exceed \$300.00 and shall forfeit the right to receive or use an Ocean Avenue resident parking permit under this Chapter for a period of three years."

**SECTION THREE:** Chapter 201, "Vehicles and Traffic", of the Code of the Borough of Sea Bright, Article VII, "Business Permit Parking", Section 201-48, "Violations and Penalties", subsection 201-48C, be and the same is hereby amended and supplemented to read, in full, as follows:

"C. Any person who violates § 201-44 shall be subject to a fine in the minimum amount of \$150.00 and not to exceed \$300.00 and shall forfeit the right to receive or use an Ocean Avenue business parking permit under this Chapter for a period of three years."

**SECTION FOUR:** All Ordinances or parts thereof inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistencies.

**SECTION FIVE:** If any section, subsection, paragraph, sentence or other portion of this Ordinance be adjudged by a Court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of this Ordinance.

**SECTION SIX:** This Ordinance shall take effect immediately upon its passage and publication according to law and upon filing with the Monmouth County Planning Board.

**I HEREBY CERTIFY** this to be a true and correct Ordinance of the Mayor and Borough Council of the Borough of Sea Bright, introduced on February 21, 2023 and will be further considered after a Public Hearing held on March 7, 2023 at the Municipal Building, 1097 Ocean Avenue, at 7:00 p.m.

INTRODUCED: February 21, 2023  
PUBLIC HEARING: March 7, 2023  
ADOPTED:

Witness

**BOROUGH OF SEA BRIGHT**

\_\_\_\_\_  
CHRISTINE PFEIFFER, CLERK

\_\_\_\_\_  
BRIAN KELLY, MAYOR



**ORDINANCE NO. 04-2023**  
**AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 9,**  
**"CLAIMS APPROVAL", OF THE CODE OF**  
**THE BOROUGH OF SEA BRIGHT.**

BE IT ORDAINED by the Borough Council of the Borough Sea Bright in the County of Monmouth, State of New Jersey, as follows:

SECTION ONE: Chapter 9, "Claims Approval," of the Code of the Borough of Sea Bright, be and the same is hereby amended and supplemented to read, in full, as follows:

**Chapter 9. Claims Approval**

**§ 9-1 Submission of detailed statement; certification of facts.**

Any person claiming payment from the Borough of Sea Bright shall first submit a detailed statement of the items or demand necessitating such claim to the responsible executive agency specifying particularly how the bill or demand is made up and a certification of the party claiming payment that it is correct. No bill, claim or demand shall be considered for payment unless the voucher has attached to it (or includes) a certification from a designated Borough employee having personal knowledge of the facts that the goods have been received by or the services rendered to the Borough of Sea Bright and that those services or goods are consistent with an existing contract or purchase order.

*In order to facilitate a timely review, bills, claims and demands must be submitted to the Borough within 30 (thirty) days, unless otherwise specified by law or contract, following the provision of goods or rendering of services for which payment is sought. The Chief Financial Officer is authorized to provide extensions upon written request in his or her discretion. This requirement shall be a term that is contained in each contract entered into by the Borough.*

**§ 9-2 Designation of Certifying and Approval Officer.**

The Chief Financial Officer is hereby designated as the approval officer pursuant to N.J.S.A. 40A:5-17 with the title of "Certifying and Approval Officer" and shall have the duty to audit, warrant and make recommendations on all claims and bills.

**§ 9-3 Submission of bill or claim to Clerk.**

It shall be the duty of the *Finance Manager* to examine all bills or claims submitted for payment in order to ascertain if proper administrative procedures have been followed. The bills or claims, duly certified, shall be presented to the Municipal Clerk for inclusion in the proceedings of the next immediate formal meeting of the governing body. All claims or bills to be considered by the governing body shall be listed systematically and without preference and said list shall be made available to every member of said governing body at least one full day prior to formal action by that body.

**§ 9-4 Approval or rejection of claim.**

Claims shall be considered by the Council which shall approve the same, except that said governing body may reject any claim presented to it, stating the reason for such rejection. Any tie votes may be broken by vote of the Mayor. Any disapproved claim shall be referred to the *Finance Manager* with such instructions as the governing body may give at the time of disapproval.

**§ 9-5 Records.**

It shall be the duty of the Municipal Clerk to record all claims in the official minutes or through an appropriate claims register, indicating that the governing body has by formal action approved the same, with appropriate records as to any claims disapproved or rejected. All records pertaining to approved or disapproved bills or claims shall be available for public inspection.

**§ 9-6 Disbursements and payments.**

The *Finance Manager* shall make disbursements upon receipt of an order by the Borough Council, attested by the Borough Clerk. If in the event that the Mayor vetoes the payment of any claims or bills, the Chief Financial Officer may be authorized to make payment by a vote of the Borough Council whereby at least 2/3 of *Council* vote to override such veto of any claim or bill.

**§ 9-7 Preparation and recording of checks.**

After the *Municipal Clerk* has certified that the claims have been approved, *he/she* shall turn the same over to the *Finance Manager* who shall forthwith prepare the necessary checks for the payment thereof, which said checks shall be signed by the Mayor and thereafter signed by the *Finance Manager*. After preparing checks for the payment of claims, *he/she* shall record them in proper books of account and thereafter mail the checks to the claimants.

**SECTION TWO:** All Ordinances or parts thereof inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistencies.

**SECTION THREE:** If any section, subsection, paragraph, sentence or other portion of this Ordinance be adjudged by a Court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of this Ordinance.

**SECTION FOUR:** This Ordinance shall take effect immediately upon its passage and publication according to law and upon filing with the Monmouth County Planning Board.

**I HEREBY CERTIFY** this to be a true and correct Ordinance of the Mayor and Borough Council of the Borough of Sea Bright, introduced on February 21, 2023 and will be further considered after a Public Hearing held on March 7, 2023 at the Municipal Building, 1097 Ocean Avenue, at 7:00 pm.

INTRODUCED: February 21, 2023

PUBLIC HEARING: March 7, 2023

ADOPTED:

**Witness**

**BOROUGH OF SEA BRIGHT**

\_\_\_\_\_  
CHRISTINE PFEIFFER, CLERK

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BRIAN KELLY, MAYOR

**VOUCHER LIST  
MARCH 7, 2023  
BOROUGH OF SEA BRIGHT**

2790	ACB SERVICES, INC.		
23-00163	02/10/23 Buildings & Grounds	Open	3,888.73
01062	ALL HANDS FIRE EQUIPMENT, LLC		
23-00166	02/10/23 RIT Training	Open	500.00
01631	BOROUGH OF OCEANPORT		
23-00262	03/01/23 COURT	Open	6,500.00
01565	BOROUGH OF SEA BRIGHT		
23-00265	03/01/23 ADMIN	Open	2,107.50
00609	EAGLE POINT GUN		
23-00173	02/10/23	Open	7,982.73
01720	FIREFIGHTER ONE, LLC		
23-00146	02/03/23 Annual PM - Engine 43	Open	2,485.00
23-00147	02/03/23 Annual Maintenance - Squad 43	Open	2,485.00
23-00148	02/03/23 Annual Maintenance - Ladder 43	Open	3,885.00
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			8,855.00
01288	FISLER, CHRISTOPHER		
23-00238	02/28/23 POLICE	Open	1,275.00
2406	FP MAILING SOLUTIONS		
23-00237	02/27/23 POSTAGE MACHINE	Open	98.85
02101	GANNETT NJ NEWSPAPERS		
23-00272	03/02/23 CLERK	Open	54.56
00097	GARDEN IRRIGATION CO., INC.		
23-00084	01/27/23 Buildings & Grounds	Open	104.50
2710	HOLMDEL TOWNSHIP		
23-00260	03/01/23 FISCAL	Open	3,567.17
01285	HOME DEPOT CREDIT SERVICES		
23-00170	02/10/23 Sewer Department	Open	29.98
01419	J. SWANTON FUEL OIL CO., INC.		
23-00233	02/27/23	Open	4,256.00
2573	JCP & L		
23-00269	03/02/23 ELECTRIC	Open	7,223.79
2455	JERSEY AUTO SPA CAR WASH		
23-00245	02/28/23 CAR WASH	Open	2,505.00
00297	JESSE A. HOWLAND & SONS, INC.		
23-00261	03/01/23 LEASE	Open	1,705.00
2804	LEGAL SHRED		
23-00268	03/02/23 A&E	Open	95.00
2876	M & W COMMUNICATIONS, INC.		
23-00161	02/10/23	Open	420.02
2552	MANNING, TY		
23-00277	03/02/23 POLICE	Open	1,275.00
2417	MARLIN BUSINESS BANK		
23-00263	03/01/23 POSTAGE	Open	120.10
00106	MGL PRINTING SOLUTIONS		
23-00241	02/28/23 CLERK	Open	56.00
2838	MOBILE PAYMENT PROCESSING SYS		
23-00236	02/27/23 PARKING	Open	28.00
00688	MONMOUTH COUNTY POLICE ACADEMY		
23-00162	02/10/23	Open	2,000.00

00109	MONMOUTH COUNTY POLICE CHIEF'S		
23-00087	01/27/23	Open	500.00
23-00088	01/27/23	Open	150.00
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			650.00
02045	MONMOUTH COUNTY SPCA		
23-00259	03/01/23 ANIMAL	Open	325.00
00441	MONMOUTH COUNTY TREASURER		
23-00137	02/03/23	Open	2,500.00
23-00264	03/01/23 911 SERVICE	Open	88,237.00
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			90,737.00
01399	NEW JERSEY AMERICAN WATER		
23-00243	02/28/23 WATER	Open	4,632.80
00020	NJ ASSOC OF CHIEFS OF POLICE		
23-00168	02/10/23	Open	275.00
01810	NJ DEPT OF HEALTH		
23-00258	03/01/23 ANIMAL	Open	12.60
00113	NJ NATURAL GAS COMPANY		
23-00235	02/27/23 NAT GAS	Open	3,942.66
01309	OCEANPORT BOARD OF EDUCATION		
22-00760	06/28/22 SCHOOL TAX	Open	73,450.92
00046	ONE CALL CONCEPTS, INC.		
23-00271	03/02/23 SEWER	Open	34.32
2290	PORZIO, BROMBERG & NEWMAN		
23-00240	02/28/23 LEGAL	Open	1,171.01
00164	RAIN, WILLIAM		
23-00234	02/27/23 HEALTH	Open	161.00
2330	RAW POWER GENERATOR SERVICE		
23-00058	01/12/23 Buildings & Grounds	Open	887.50
23-00065	01/12/23 Sewer Department	Open	731.00
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			1,618.50
2728	READY REFRESH BY NESTLE		
23-00244	02/28/23	Open	77.34
01554	SEA BRIGHT SERVICE CENTER		
23-00165	02/10/23 Streets & Roads	Open	1,479.30
00053	SHORE REGIONAL HIGH SCHOOL		
22-00758	06/28/22 SCHOOL TAX	Open	181,370.18
2855	STANLEY ACCESS TECHNOLOGIES		
23-00057	01/12/23 Buildings & Grounds	Open	375.00
02225	STAPLES ADVANTAGE		
23-00156	02/03/23 OFFICE	Open	197.23
23-00169	02/10/23	Open	121.49
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			318.72
00178	UNITED STATES POSTAL SERVICE		
23-00267	03/01/23 POSTAGE	Open	290.00
2658	VERIZON		
23-00270	03/02/23 FIOS	Open	70.48
23-00273	03/02/23 SEWER	Open	454.25
23-00274	03/02/23 POLICE	Open	73.80
23-00275	03/02/23 PHONE	Open	225.44
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			823.97
2291	VERIZON		
23-00276	03/02/23 fios	Open	89.99
2877	ZAGER FUCHS, PC		
23-00266	03/01/23 PLAN BOARD	Open	2,410.00

**GRAND TOTAL: \$ 418,893.24**