

Mayor and Council Newsletter

Borough of Island Heights
 One Wanamaker Municipal Complex
 Post Office Box 797
 Island Heights, New Jersey 08732-0797
 (732) 270-6415
www.islandheightsboro.com



Official Council Meeting Minutes

October 23, 2018

The Regular Meeting of the Mayor and Council of the Borough of Island Heights is hereby called to order. Notice of this meeting is in accordance with the OPEN PUBLIC MEETINGS ACT P.L. 1975, Chapter 231 (Section 10:4-10). Notice of the meeting was advertised in the Asbury Park Press on November 16, 2017 and was also posted on the bulletin board in the Municipal Building.

Pledge to the flag

ROLL CALL

Councilmember Asay	Councilmember Snow
Councilmember Berglund	Councilmember Thompson
Councilmember Gabriel	Councilmember Wudzki
Mayor Silver	Attorney O'Connell

	Council President Berglund	Asay	Gabriel	Snow	Thompson	Wudzki	Mayor Silver	Atty O'Connell
Present	x	x	x	x	x	x	x	x
Absent								

ORDINANCE

ORDINANCE 13-18 AN ORDINANCE OF THE BOROUGH OF ISLAND HEIGHTSCOUNTY OF OCEAN, STATE OF NEW JERSEY, AMENDING AND SUPPLEMENTING CHAPTER 7 OF THE BOROUGH CODE ENTITLED, "TRAFFIC" (First Reading)

MOTION	SECOND	NAME	YEAS	NAYS	ABSTAIN	ABSENT
x		CP Berglund				
		Asay				
		Gabriel				
		Snow				
		Thompson				
		Wudzki				
		Mayor Silver				

Ordinance 13-18 failed to obtain a Second motion, and therefore was not brought for Roll Call.

ORDINANCE 14-18

AN ORDINANCE OF THE BOROUGH OF ISLAND HEIGHTS COUNTY OF OCEAN, STATE OF NEW JERSEY, AMENDING AND SUPPLEMENTING CHAPTER 7 OF THE BOROUGH CODE ENTITLED, "TRAFFIC" (First Reading)

The Motion is to TABLE

MOTION	SECOND	NAME	YEAS	NAYS	ABSTAIN	ABSENT
		CP Berglund	X			
	X	Asay	X			
		Gabriel	X			
		Snow	X			
X		Thompson	X			
		Wudzki	X			
		Mayor Silver	X			

RESOLUTIONS

Resolution 2018-192 Approving the Minutes of Council Meeting October 9, 2018

MOTION	SECOND	NAME	YEAS	NAYS	ABSTAIN	ABSENT
X		CP Berglund	X			
		Asay	X			
	X	Gabriel	X			
		Snow	X			
		Thompson	X			
		Wudzki	X			
		Mayor Silver	X			

Resolution 2018-193 Authorizing the Borough Clerk to Solicit Request For Proposals for 2019 Professional Services

Council Member Thompson requested the Borough Clerk add verbiage into the Engineer specifications which address a knowledge of Island Heights.

MOTION	SECOND	NAME	YEAS	NAYS	ABSTAIN	ABSENT
		CP Berglund	X			
X		Asay	X			
		Gabriel	X			
		Snow	X			
	X	Thompson	X			
		Wudzki	X			
		Mayor Silver	X			

Resolution 2018-194 Authorizing Borough Engineer to Solicit Bids and Summit all Necessary Applications for Maple/Lake/River/Sassafras Avenue Water Main Replacement Project and applicable

MOTION	SECOND	NAME	YEAS	NAYS	ABSTAIN	ABSENT
	X	CP Berglund	X			
		Asay	X			
		Gabriel	X			
		Snow	X			
X		Thompson	X			
		Wudzki	X			
		Mayor Silver	X			

BILL LIST

Resolution 2018-195 Authorizing the Bill List

MOTION	SECOND	NAME	YEAS	NAYS	ABSTAIN	ABSENT
X		CP Berglund	X			
		Asay	X			
		Gabriel	X			
		Snow	X			
		Thompson	X			
	X	Wudzki	X			
		Mayor Silver	X			

Resolution 2018-196 Approving the Following Purchase Order
 Vendor: Crist Container
 Price: \$4,200.00

MOTION TO TABLE

MOTION	SECOND	NAME	YEAS	NAYS	ABSTAIN	ABSENT
		CP Berglund	X			
X		Asay	X			
		Gabriel	X			
	X	Snow	X			
		Thompson	X			
		Wudzki	X			
		Mayor Silver	X			

Resolution 2018-197 Approving the Following Purchase Order
 Vendor: AGT Battery Supply
 Price: \$756.48

MOTION	SECOND	NAME	YEAS	NAYS	ABSTAIN	ABSENT
		CP Berglund	X			
X		Asay	X			
		Gabriel	X			
		Snow	X			
		Thompson	X			
	X	Wudzki	X			
		Mayor Silver	X			

Resolution 2018-198 Approving the Following Purchase Order
 Vendor: Motorola % Allcomm Technologies
 Price: \$5,629.25

MOTION	SECOND	NAME	YEAS	NAYS	ABSTAIN	ABSENT
		CP Berglund	X			
X		Asay	X			
		Gabriel	X			
		Snow	X			
		Thompson	X			
	X	Wudzki	X			
		Mayor Silver	X			

Resolution 2018-199 Approving the Following Purchase Order
 Vendor: Motorola % Allcomm Technologies
 Price: \$8,525.25

MOTION	SECOND	NAME	YEAS	NAYS	ABSTAIN	ABSENT
		CP Berglund	X			
X		Asay	X			
		Gabriel	X			
		Snow	X			
		Thompson	X			
	X	Wudzki	X			
		Mayor Silver	X			

PRIVILEGE OF THE FLOOR

Mary Thoden, 183 Van Sant: requested assistance dealing with barking dogs.
Mayor Silver directed her to Lt. Arnold, and was told to call the police when it happens at night.

COUNCIL REPORTS

ASAY: 1 year comparison to the prior year tonnage reflects a reduction of 167 tons, equating to \$2,368.

GABRIEL: Go Red Sox

BERGLUND: Provided a response to Councilman Asay previously asked at a prior meeting; Once the Assessor is completed with his revaluation, the Borough will receive reports on the overall assessed value, median home value, and mean value.

The Borough received the Safe Routes to School grant in 2014. To date, has incurred over \$120,000 in engineering costs. These costs are reimbursable, however has to be expended by the Borough first.

WUDZKI: attended an OEM Storm Prep meeting coordinated by Doug Platt; worked with Peggy on the Fire Company bills; and excited for Trunk-or-Treat this Saturday.

THOMPSON: The required, scheduled flu vaccinations are out and printed. Island Heights is not listed on the printed calendar, however can still host one

SNOW: Working on potential permits for fire pits at the Food truck event. Also finalizing the website; just working on a cloud provider

The Borough Clerk introduced a walk-on Resolution 2018-200 Establishing Donated Leave Guidelines for All Eligible Borough Employees as follows:

MOTION	SECOND	NAME	YEAS	NAYS	ABSTAIN	ABSENT
X		CP Berglund	X			
	X	Asay	X			
		Gabriel	X			
		Snow	X			
		Thompson	X			
		Wudzki	X			
		Mayor Silver	X			

**BOROUGH OF ISLAND HEIGHTS
RESOLUTION 2018-200**

WHEREAS, the Borough of Island Heights established Borough Code, Chapter 3-4, entitled, “ **SICK LEAVE,**” and

WHEREAS, the Borough of Island Heights has a need to establish Donated Leave guidelines.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Island Heights hereby creates Donated Leave Guidelines (Schedule A).

BE IT FURTHER RESOLVED the Donated Leave shall be authorized to be implemented immediately for all eligible employees under the Donated Leave Guideline.

CERTIFICATION

I, Joseph A. Kostecki, Municipal Clerk of the Borough of Island Heights, in the County of Ocean, hereby certify that the above is a true copy of a resolution adopted by the Borough Council on the 23rd day of October, 2018.

Joseph A. Kostecki, MPA,RMC,MPA,CMR
Municipal Clerk

**SCHEDULE A
DONATED LEAVE GUIDELINES**

I. Purpose

- A. The intent of this program is to permit full time, ~~sworn, Island Heights Police Department~~ employees to donate earned sick time and/or vacation time on a voluntary basis to another full time, ~~sworn, Island Heights Police Department~~ employee who is suffering from a catastrophic health condition or injury and/or prolonged illness or injury which compels their prolonged absence from work.
- B. An employee who is to be a recipient of donated time must first exhaust all of his/her own accumulated sick, vacation, personal and compensatory time. The employee must also produce a doctor’s certification at the onset of the illness or injury to substantiate the nature of the illness or injury, and to specify the length of time that the employee will probably be absent from work. An employee who

utilizes donated leave time will be treated as a Borough employee on a leave of absence with pay and will not be subject to a diminishment of wages and benefits.

- C. The donation of sick, personal, compensatory and/or vacation time must be initiated by the employee through the Department Head and/or Council Liaison. The request must be on the forms provided by the Borough and must be made prior to the exhaustion of all accumulated sick, vacation, personal and compensatory time. Upon approval by the Recipient/Donor Committee members, all ~~police department~~ employees, as described above are eligible to donate time on a voluntary basis.

II. Eligibility

A. Recipient

An Island Heights-employee shall be eligible to receive donated sick, personal, compensatory and/or vacation leave from other employees if the employee meets all the following criteria:

1. Must have completed one-year continuous service with the Borough of Island Heights.
2. Must be suffering from a catastrophic health condition or injury and/or prolonged illness or injury that necessitates the employee's prolonged absence from work for which the employee has no availability of paid leave.
3. Must produce acceptable medical verification from a physician or other licensed health care provider. The medical verification must indicate the nature, severity and anticipated duration of the disability resulting from the serious or prolonged health condition or injury involved.
4. Exhausted all accrued paid leave time including compensatory time, sick leave, personal and vacation.

B. Donor

An employee to be eligible to donate to another employee must meet the following criteria:

1. Must donate whole days
2. Must have at least 15 days of accrued sick leave remaining to his/her credit following any donation.
3. Must not have solicited no accepted anything of value for donation.

III. Recipient/Donor Committee

- A. A Recipient/Donor Committee shall review every request for donated sick leave. The Recipient/Donor Committee members must approve, by majority, the eligibility of any employee before he/she can participate in the program. Decisions and approvals regarding eligibility will be made on a case-by case basis. The committee shall consist of the following personnel:
 - 1.
 - 2.
 - 3.
 - 4.

- B. An appeals process, through the grievance procedure, shall be available to any requestor who disagrees with the committee's decision.

IV. Procedures

- A. Any employee may request to participate as a recipient in this program by contacting the Department Head or Council Liaison. The Department Head or Council Liaison will require medical documentation concerning the nature, severity and anticipated duration of the medical emergency involved. The Department Head or Council Liaison shall document the request, on forms provided by the Borough, and then shall arrange for a meeting of the Recipient/Donor Committee without delay.
- B. If approved by the Recipient/Donor Committee, the Department Head or Council Liaison will then post on employee bulletin boards or communicate by other appropriate means, the name(s) of eligible employee(s) who will have exhausted all earned paid leave time by a designated date. The posting will be done only with the recipients consent. If the employee is unable to consent, the employee's family may consent on behalf of the employee. Notice shall be provided to all appropriate majority representatives.
- C. Full time, sworn employees may donate within the prescribed limitation only whole days of sick leave, compensatory time, vacation leave, or a combination thereof.
- D. The donor and the recipient (or family representative) will fill out the required forms. No one shall directly or indirectly intimidate, threaten or coerce, or attempt to intimidate or coerce any other employee for the purpose of interfering with any right which such employee may have with respect to contributing, receiving or using unpaid leave under this program. The

above shall include promising to confer or conferring any benefit (such as appointment, promotion or compensation). An affidavit to this effect shall be signed by the donor. Any employee who engages in the above prohibited conduct shall be subject to disciplinary action.

- E. The donor's leave time will be reduced by the number of days donated with regard to that donor's respective bank.
- F. Any time donated to the recipient will be kept confidential and not disclosed to the recipient or any other individuals requesting this information. This provision will not include any individuals who facilitate this program.
- G. The eligible recipient's leave time will be credited with the donated time indicating the donor may receive days from more than one donor. Records shall be maintained by The Borough's Personnel Office showing the donor's name, number and type of days donated.
- H. The eligible recipient may receive 180 donated days from the date the recipient (employee) exhausts all available accrued sick, vacation, personal and compensatory time.
- I. Nothing in this policy eliminates the ability of the employee requesting donated leave to request additional paid leave from Borough Council.
- J. If the employees prolonged absence extends beyond the expiration of the 180 day donated leave time, the employee may make application for an additional 80 days to a maximum 260 days donated leave time.
- K. Should an employee return to work, or otherwise terminate the use of leave with donated time remaining, that time will be returned to the donor(s) on a prorated basis in days. Any pro-ration that would amount to less than one day per donor will be rounded up to one day per donor.
- L. The recipient employee, while using donated leave, will continue to earn sick, personal, compensatory and/or vacation leave. If the earned sick leave is unused when the employee returns to work, all such earned time shall be retained by the recipient employee and credited to the employee's accrued sick time leave.
- M. If the recipient retires, he/she will not be granted supplemental compensation for any unused sick days, which he/she received through the donated sick leave program.
- N. Once the sick and/or vacation leave has been donated, it may not be revoked by the donor.
- O. Donations may not be used on a retroactive basis

Seeing no further action, Councilman Gabriel motioned to closed; seconded by Councilman Asay, and full Council consent.

ADJOURNMENT @ 7:41PM

Respectfully submitted,

Borough Clerk

Jeffrey B. Silver, Mayor

Items of Interest:

- ❑ The **Island Heights Board of Education** regularly scheduled meeting is Wednesday, December 5, 2018 at 6:15 PM held at the Island Heights Grade School, 115 Summit Avenue, Island Heights.
- ❑ The **Island Heights Mayor and Council** regularly scheduled meeting is Tuesday, December 11, 2018 at 7:00 PM held at the borough hall.
- ❑ The **Island Heights Planning Board** regularly scheduled meeting is Thursday, December 13, 2018 at 7:00 PM held at the borough hall.
- ❑ The **Central Regional Board of Education** regularly scheduled meeting is Thursday, December 20, 2018 at 7:00 PM at the Board of Education building, Forest Hills Parkway, Bayville.
- ❑ The **Island Heights Mayor and Council** regularly scheduled meeting is Thursday, December 20, 2018 at 7:00 PM held at the borough hall.
- ❑ **All borough offices** will be **closed** on Tuesday, December 25, 2018 in observance of Christmas.

The **Municipal Clerk's Office, Tax Collector & Water/Sewer Office**, are open Monday – Thursday 8:00 AM until 3:00 PM (**closed Friday**) and Monday evening 6:00 PM until 8:00 PM. Finance & Purchasing are open Wednesday 9:00 AM to 3:00 PM, Fire Official, Code Enforcement, Tax Assessor and Municipal Court are open Monday evening 6:00 PM until 8:00 PM. Please call the borough hall at (732) 270-6415 for days and times of offices not listed above.

mayorcouncil@islandheightsboro.com

Council Member Sandra Snow

April D. Elley, Newsletter Editor (732) 270-6415