

Agenda No. 16/2023

September 29, 2023

A REGULAR MEETING OF THE MAYOR AND COUNCIL OF THE BOROUGH OF
FREEHOLD WILL BE HELD MONDAY, OCTOBER 2, 2023

6:30 PM REGULAR MEETING

1. Open Public Meetings Notice.
2. Salute to the Flag.
3. Roll Call.
4. Participatory Budget Results.
5. Approval of Minutes: Council Meeting September 18, 2023.
6. First Reading and Introduction: Ordinance #2023/24 Amending and Supplementing Title 13 "Public Services" of the Code of the Borough of Freehold.
7. First Reading and Introduction: Ordinance #2023/25 Amending and Supplementing Title 3 (Revenue and Finance).
8. **CONSENT AGENDA** – Note: Matters listed under the items of "Consent Agenda" are required to conduct the day to day operations of the Borough, and will be enacted by (1) motion in the form listed below. There will be no separate discussion of these items. If discussion is desired of any items, that item will be considered separately.

CR-1 Confirming Receipt and Review of the Annual Report of Audit for 2022.

CR-2 Adopting Americans with Disabilities Act Policy/NJ Pregnant Worker's Fairness Act.

CR-3 Adopting a Policy for the Protection and Safe Treatment of Minors.

CR-4 Amending Professional Services Agreement for Special Counsel – Joseph Baumann, Esq. of McManimon, Scotland & Baumann, LLC.

CR-5 Authorizing Purchase of Police Vehicles.

CR-6 Authorizing an Agreement with Neighborhood Connections to Health, Inc.

CR-7 Authorizing the Termination of the Shared Service Agreement with Manalapan Township for Regional Animal Control Services and Ratification of Agreement with the Monmouth County SPCA.

- CR-8 Authorizing an Application to the NJ DEP Hazardous Discharge Site Remediation Fund for the Remediation of a Discharge/Suspected Discharge.
- CR-9 Extending the Award of Cannabis Licenses.
- CR-10 Confirming Appointment to the Library Board of Trustees:
a. Michael Faccone to fill a vacant term expiring 12/31/23
- CR-11 Confirming Appointment to the Memorial Day Parade Committee:
a. Jody Rosato, term expiring 12/31/23
- CR-12 Confirming Appointment to the Board of Recreation Commissioners:
a. Victor Conover, Sr., Alt. 2 for a term ending 12/31/27
- CR-13 Applications:
a. Born to Run Race, 11/24/23, 9:00 AM – 1:00 PM, Hall of Records Parking Lot to Lake Topanemus & Back. c/o Freehold Area Running Club
b. Raffle License #32-23, Columbian Club of Freehold, Fair Share Raffle, 3/17/24, 70 East Main Street.
c. Raffle License #33-23, Womens Club Freehold Jewish Center, Year Round Pull Tab, 11/1/23 to 10/29/24, 59 Broad Street.
d. Bingo License #1-23, Congregation Agudath Achim/Freehold Jewish Center, Wednesday Nights, 11/1/23 to 10/29/24.
e. Taxi Driver License, Alex Alberto Maguina Villanueva.

END OF CONSENT AGENDA

9. Approval of Bills.
10. Public Comments.
11. Council Comments.
12. Adjournment.


TRACI L. DI BENEDETTO, RMC

**BOROUGH OF FREEHOLD
COUNTY OF MONMOUTH
ORDINANCE #2023/24**

**AN ORDINANCE TO AMEND AND SUPPLEMENT TITLE 13 "PUBLIC SERVICES" OF THE CODE OF THE
BOROUGH OF FREEHOLD**

BE IT ORDAINED, by the Mayor and Borough Council of the Borough of Freehold, County of Monmouth, State of New Jersey, as follows:

Section 1

Title 13 "Public Services" of the Code of the Borough of Freehold shall be amended as follows; additions to the current ordinance are noted in underline; deletions are struck through.

13.04 Water and Sewer Service Systems

13.04.020 Application and payment for water and sewerage service.

- A. Application. Any person desiring to obtain water or make use of the water or the sewerage system of the borough shall first make application in writing at the office of the collector of water and sewer rents of the borough, upon a form provided for this purpose by the superintendent of public works, stating the locality of the premises to be serviced, the purpose for which the water or sewer is to be used, and in the case of the use of the sewer for other than domestic purposes from a residence shall specify the type of sewerage intended to be discharged into the mains, the fixtures to be supplied and agreeing to abide by all the rules and regulations relating to the use of the water and sewer systems now in force or later to be established by the mayor and council, and further agreeing to use the water or sewer for no other than a legitimate purpose expressed in the permit.

1. **Minor Applications**

A Minor Application is required for any single-family home, which proposes to connect to the existing sanitary sewer or water system with a new connection and does not require easements. To receive consideration, all minor applications shall be accompanied with the proper review fee(s) along with two (2) copies of the following information:

- a. Completed Minor Application Form;
- b. Sketch or plan of proposed project;
- c. Connection Fee and application filing fee in accordance with the latest Fee Schedule;
and,
- d. Copy of Freehold Borough Planning Board Approval or Construction Office Approval.

2. **Major Applications**

Any project which proposes more than one residential unit and / or is commercial or industrial and / or requires easements is required to submit a Major Application to the

Borough of Freehold. The Major Application is a two-step process including a preliminary application and final application. To receive consideration, all major applications shall be accompanied with the proper review fee(s) along with two (2) copies of the following information:

Preliminary Application

- a. Completed Preliminary Major Application Form;
- b. General Map of entire project;
- c. Construction plans including anticipated connection point to the existing sanitary sewer and/or water system; and,
- d. Application filing fee in accordance with the latest Fee Schedule.

Final Application

- a. Completed Final Major Application Form;
 - b. Design Engineer's Report for sanitary sewer and water service, signed by a licensed Professional Engineer in the State of New Jersey;
 - c. General Map of entire project;
 - d. Construction plans including profiles of all proposed sanitary sewers and water mains and location of all sewer laterals and cleanouts and water services and valves;
 - e. Copy of endorsed Freehold Borough Land Use Board Approval for the proposed project;
 - f. Where applicable, detailed plans for sewage pumping stations shall be included along with justification for need;
 - g. Detailed cost estimate for entire construction project;
 - h. When a NJDEP permit is required, three (3) copies of all applicable forms and one (1) copy of the Engineer's Report shall be submitted for approval and signature by the Freehold Borough Administrator as representative of the owner of the conveyance system;
 - i. When specifically requested by the Borough or the Borough Engineer, the applicant may be required to submit additional information for the proper review;
 - j. Application filing fees in accordance with the latest Fee Schedule.
3. Performance and Maintenance Guarantees
- a. The applicant shall be required to post a performance guarantee and, upon completion of the work, a maintenance guarantee, in accordance with the Municipal Land Use Law (NJAC 40:55D).
 - b. The applicant shall be required to post an escrow deposit for inspection of improvements approved under any approval in accordance with the latest Fee Schedule.]

The applicant shall also agree by making of the application, that the applicant may make, at his or her cost and expense, all excavations and backfill to the borough mains for the property to be

served, from the property line abutting the street in which the borough main is located, and supply all materials and labor as may be required and specified by the foreman of streets and roads of the borough and will also replace the surface pavement. A permit for any excavation required to be made in the street in accordance with Chapter 12.16 of this code shall be obtained.

B. Rates.

1. Water Service.

a. At the time of application for water services, the applicant shall pay the following meter fees:

For each three-fourths inch water service connection:	\$550.00
For each one-inch water service connection:	\$750.00
For each one and one-half-inch water service connection:	\$950.00
For each two-inch water service connection:	\$1,175.00
For each three-inch water service connection:	\$1,450.00
For each four-inch water service connection:	\$1,700.00
For each six-inch water service connection:	\$2,000.00
<u>For each eight-inch water service connection:</u>	<u>\$2,500.00</u>
<u>For each ten-inch water service connection:</u>	<u>\$3,000.00</u>
<u>For each twelve-inch water service connection:</u>	<u>\$4,000.00</u>

The cost of the water meter is included within the above charges for three-fourths inch up to and including two inches water service connections. The meter is to be furnished by the borough and the title to the meter shall remain at all times with the borough. The meter will be maintained by the borough at its

expense. For all meters above two inches, the meter shall be purchased and installed by the applicant at their expense.

~~b. In addition to the above, for each water service connection which services more than one dwelling unit, there shall be a connection fee of five hundred fifty dollars (\$550.00) for each dwelling unit serviced by such connection.~~ In addition to the above, the fees for the right to connect to the Borough's potable water system shall include a connection fee or charge per unit for the cost of connection as illustrated below. These connection fees or charges do not diminish or replace any other fees, charges or costs which may be due to the Borough, including but not limited to, review and inspection of work relative to the connection to ensure compliance with all state and municipal codes or any charges by any other entity or agency having authority relative to the connection.

These fees shall apply to all connections whether direct, indirect, separate or shared. For each new unit, whether created by new construction or conversion or addition to an existing structure or change of use, there is established a water connection fee as set forth herein.

For units involving new construction, the connection fees, charges or costs shall be paid prior to the issuance of a building permit by the Borough or designee. Changes that increase the total number of units within existing buildings or structures shall pay additional connection charges for each unit prior to the issuance of a building permit in accordance with the within schedule.

The applicant shall pay the sum of two thousand two hundred sixty dollars (\$2,260.00) per single-family residential unit or single-family equivalent dwelling unit (EDU) for nonresidential uses. For all nonresidential uses, an equivalent dwelling unit (EDU) shall mean a projected average daily water consumption of 169 gallons per day. The projected average daily water consumption for nonresidential uses shall be calculated utilizing the projected average daily water demand as established by the NJDEP's Safe Drinking Water Act Rules (NJAC 7:10) and will be subject to the review and approval by the Borough Engineer.

2. Sewer Service. The fees for the right to connect to the Borough's sanitary sewer system shall include a connection fee or charge per unit for the cost of connection as illustrated below. These connection fees or charges do not diminish or replace any other fees, charges or costs which may be due to the Borough, including but not limited to, review and inspection of work relative to the connection to ensure compliance with all state and municipal codes or any charges by any other entity or agency having authority relative to the connection.

These fees shall apply to all connections whether direct, indirect, separate or shared. For each new unit, whether created by new construction or conversion or addition to an existing structure or change of use, there is established a sewer connection fee as set forth herein.

For units involving new construction, the connection fees, charges or costs shall be paid prior to the issuance of a building permit by the Borough or designee. Changes that increase the total number of units within existing buildings or structures shall pay additional connection charges for each unit prior to the issuance of a building permit in accordance with the within schedule.

The applicant shall pay the sum of eight hundred eight dollars (\$808.00) per single-family residential unit or single-family equivalent dwelling unit (EDU) for nonresidential uses. For all nonresidential uses, an equivalent dwelling unit (EDU) shall mean a projected average daily sanitary sewer consumption of 169

gallons per day. The projected average daily water consumption for nonresidential uses shall be calculated utilizing the projected average daily sewer flows as established by the NJDEP's Technical Requirements for Treatment Works Approval Applications (NJAC 7:14A-23) and will be subject to the review and approval by the Borough Engineer.

~~At the time the applicant makes application for sewer service, the applicant shall pay therefore the sum of one thousand five hundred dollars (\$1,500.00) per single family equivalent as determined by the regulations of the New Jersey Department of Environmental Protection.~~

Once an applicant has established his or her sewage flows and paid for the prerequisite sewer connection permit, any decrease in sewage flows caused by a change in use of the structure shall not entitle the applicant to a refund of any connection fee; however, any increase in sewage flows caused by a change in building usage or expansion may result in an additional sewer connection fee if the gallonage of sewage generated at the location should increase over the gallonage initially paid for in the sewer connection fee.

3. Private Fire Hydrant Maintenance Fees. All privately owned fire hydrants installed or connected to water lines owned and operated by the borough shall be maintained and tested annually to insure their suitability for utilization by the borough fire department in case of emergency. The owner of property upon which private fire hydrants have been installed shall pay an annual inspection and maintenance fee in the amount of two hundred dollars (\$200.00) per hydrant to the borough water and sewer department.

4. Landscaping Meters. A property owner may install a separate water only service for landscape watering, swimming pool service and similar activities wherein the water will not be discharged into the sewer system. Upon payment of the water connection fee established in subsection (B)(1) of this section and verification by the superintendent of public works, that water supplied through this meter will not be discharged to the sanitary sewer system, an applicant may install a separate water service and receive a water meter pursuant to the regulations established by the borough. The property owner shall pay the establish quarterly minimum fee for this meter, even if there is no usage registered on the meter, plus the fee established for all water actually used by this service.

~~13.04.030 Work performed by the borough—New connections.~~

~~The borough shall, under the supervision of the superintendent, perform the following after the filing of the proper applications and the payment of the appropriate fees and the issuance of a connection permit by the collector of the water and sewer rents:~~

~~A. ——— Water Service.~~

~~1. ——— Make the tap and supply a corporation cock and gooseneck, curb stop, meter and meter setting for three fourths inch to two inch service at the fee schedule set forth in Section 13.04.020(B)(1). All other work, including excavation, backfill and installation of temporary and permanent paving, will be provided by the contractor for the property owner pursuant to regulations established by the borough.~~

~~2. ——— For services larger than two inches, the property owner shall have a licensed contractor supply and install the required connection to the water main, all piping required to provide the service to the property line and the required curb stop. In addition, the property owner shall supply the necessary meter and meter setting in accordance with the specifications provided by the superintendent.~~

3. ~~The size of the water service requested by the applicant shall be approved by the superintendent of public works and his or her decision shall be final.~~

B. ~~Sewer Service. Make only the connection for a four inch sewer service at the fee schedule set forth in Section 13.04.020(B)(2). All other work, including excavation, backfill and installation of temporary and permanent paving, will be provided by the contractor for the property owner pursuant to regulations established by the borough.~~

RESERVED

13.04.040 Trench openings and regulations.

All trench openings other than those made by the borough shall be subject to certain requirements and specifications. Each applicant for water and sewer service, after having first obtained the permit for an opening in the street required under Chapter 12.16, shall proceed, observing and complying with the following minimum requirements and according to the following specifications:

- A. Sewer Service Installation. A trench for sewer service shall be excavated and carefully graded by the plumber and pipe laid true to line and grade. If excavation is made below grade fill dirt shall be well tamped and before the pipe is connected the same shall be approved by the superintendent of public works or his or her duly authorized agent. ~~The borough will make the service connection to the main after the trench has been excavated.~~ The pipe to be used for all sewer services from main to property line shall be a minimum of four inches extra heavy cast iron soil pipe with joints caulked with lead or approved rubber gaskets, PVC pipe, schedule 40 or SDR 35, or Ductile Iron Pipe as approved by the Borough Engineer. All sewer systems shall be installed in accordance with NJAC 7:14A-23. After the pipes are laid, the trench shall be backfilled and mechanically tamped in six-inch layers to grade of pavement. Backfill shall be made with approved, dry backfill material.
- B. Water Service Installation. A trench for water service shall be excavated by the plumber. ~~The borough will install the necessary tap.~~ Service pipes up to two inches in diameter shall be Type K copper with flare fittings. Pipes three inches or more in diameter shall be cast ductile iron water pipe, cement lined Class 22 with gasketed push-on joints or either Ball and Spigot or Tyton, caulked with lead, Tyton type, or mechanical joints in conformance with ANSI/AWWA C111/A21.11. ~~Steel pipe shall not be permitted.~~ After the pipes are laid, the trench shall be backfilled with suitable approved material and mechanically tamped to grade of pavement.
- C. Regulations.
 1. No water or sewer service shall be installed which connects with a borough main except by a duly licensed plumber licensed by the borough and without the knowledge of the superintendent of public works.
 2. Irrigation systems, including in ground lawn sprinkler systems, utilizing automatic timing devices are prohibited.

Irrigation systems, including in ground sprinkler systems, utilizing manual valves, or automatic systems using rain sensors are hereby approved provided that these

systems are operated in accordance with the established watering requirements of the Water Conservation Plan duly adopted by the borough.

Sprinkler systems for fire protection purposes are expressly permitted, provided that said systems are installed in accordance with the applicable provisions of the Uniform Construction Code.

~~3. Water services to all existing buildings in apartment zone A or garden apartment zones may be connected to one large water main by the developer. Water services to any new buildings or conversions of existing apartments to condominium units must have separate metered water service from each unit to the supply mains. Upon request from the governing agency of a Condominium Association which has been created through a conversion of a multifamily structure, the requirement for separate metered water services may be waived by the borough, provided the superintendent of public works indicates that the cost for separate metered services is excessive or not practical. In such event, the common meters shall be read and the individual units serviced by such meters shall be billed for water/sewer services in any reasonable manner requested by the Condominium Association and accepted by the borough financial officer and approved by resolution of the mayor and council.~~

~~The borough shall make the taps to the main for each service after the developer or owner has made the necessary applications for the services. The cost of the water meter for five eighths inch to two-inch services is included in the charges. The meter is to be furnished by the borough and title thereto shall at all times remain in the borough. The meter will be maintained by the borough at the owner's expense.~~

~~4. Sewer services to any new multi-family buildings in apartment zone A or garden apartment zone may be connected to common laterals outside of the building and shall be approved by the Borough Engineer at the time of application one large sewer main within the property by the developer. The borough shall make the connection to the borough sewer main after the developer has made the necessary application for the connection. The cost of the application will be sixty dollars (\$60.00) and no charge will be made for connections made within the development for house services by the developer. In lieu of a street connection by the borough, the superintendent of public works may require the developer to construct sewer manholes.~~

5. Each single-family house, duplex, or townhome must have a separate water and separate sewer service to the mains.

6. When any premises are now or hereafter occupied by more than one tenant drawing water through the same service pipe, the owner of the property shall be responsible for the water rents, and if the water be cut off from the premises the same shall not be again turned on until the rent or charge due and all expenses of cutting off and turning on the water shall be paid in full.

Section 2

If any part of this Ordinance shall be deemed invalid such part shall be deemed severable and the invalidity thereof shall not affect the remaining part of this Ordinance.

Section 3

Any Ordinance or portions thereof which are inconsistent with the provisions of this Ordinance are hereby repealed and superseded.

Section 4

This Ordinance shall take effect upon final passage and publication in accordance with Law.

BOROUGH OF FREEHOLD

COUNTY OF MONMOUTH

#2023/25

ORDINANCE AMENDING AND SUPPLEMENTING TITLE 3 (REVENUE AND FINANCE)

WHEREAS, the Borough of Freehold (the "Borough") is a public body corporate and politic of the State of New Jersey; and

WHEREAS, the Borough has undertaken a review and analysis of the purchasing system and procedures of the Borough.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Freehold as follows:

Section 1

Title 3 "Revenue and Finance" of the Code of the Borough of Freehold shall be amended as follows; additions to the current ordinance are noted in underline

3.08.070 Criminal Conviction to Serve as Grounds for Disqualification from Award of Contract.

Any department, division or agency, of the Borough of Freehold, which advertises for bids for goods and/or services shall request of all prospective bidders, through a questionnaire to be inserted in the bid specifications section, that the bidder disclose any Municipal, County, State or Federal criminal conviction, in this State or any other State.

Any conviction set forth in the questionnaire, including a conviction of any one principle of a corporation, may serve as the basis of a rejection of the bid by the Borough of Freehold.

Any acceptance and/or rejection by the Borough, based upon a prior conviction, shall not take place unless and until there has been a responsibility hearing held by the Borough Administrator, or his designee, of the Borough and recommendation submitted to the Municipal Council.

Any bid received by the Borough without a disclosure statement attached may not to be considered a responsible bid.

If after the awarding of the contract, the bidder is found to have been convicted of a crime, such falsification of information by the bidder or his or her agent shall be grounds for the termination of the contract.

Section II

If any part of this Ordinance shall be deemed invalid such part shall be deemed severable and the invalidity thereof shall not affect the remaining part of this Ordinance.

Section III

Any Ordinance or portions thereof which are inconsistent with the provisions of this Ordinance are hereby repealed and superseded.

Section IV

This Ordinance shall take effect upon final passage and publication in accordance with Law.

OFFERED BY:				SECONDED BY:					
	AYE	NAY	ABSENT	ABSTAIN		AYE	NAY	ABSENT	ABSTAIN
DI BENEDETTO					ROGERS				
JORDAN					SCHNURR				
REICH					SHUTZER				

I, TRACI L. DI BENEDETTO, CLERK OF THE BOROUGH OF FREEHOLD, DO HEREBY CERTIFY THE FOLLOWING RESOLUTION WAS ADOPTED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF FREEHOLD AT A MEETING HELD ON: OCTOBER 2, 2023.

TRACI L. DI BENEDETTO, RMC, BOROUGH CLERK

Resolution No.

Agenda No:

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF
FREEHOLD, COUNTY OF MONMOUTH, STATE OF NEW JERSEY CONFIRMING
RECEIPT AND REVIEW OF THE ANNUAL REPORT OF AUDIT FOR 2022**

WHEREAS, the Borough of Freehold, County of Monmouth (the "Borough") is a public body corporate and politic of the State of New Jersey; and

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, the Annual Report of Audit for the year 2022 has been filed by a Registered Municipal Accountant with the Municipal Clerk as per the requirements of N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and

WHEREAS, the Local Finance Board of the Division of Local Government Services, the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per RS 52:7b-34, and

WHEREAS, the Local Finance Board has promulgated a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board that all members of the governing body have reviewed, at a minimum, the sections of the annual audit entitled:

General Comments / Recommendations

WHEREAS, the members of the governing body have personally reviewed, as evidenced by the group affidavit form of the governing body, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled:

General Comments / Recommendations

WHEREAS, this resolution verifying said certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, as per the regulations of the Local Finance Board, and

WHEREAS, all members of the governing body have received and have familiarized themselves with the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

WHEREAS, failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty of RS 52:27BB-52- to wit:

RS 52:27BB-52 – A local officer or member of a local governing body who, after the date fixed for compliance, fails or refuses to obey an order of the director, under the provisions of this article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$ 1,000.00) or imprisoned for not more than one year, or both, and in addition shall forfeit his office.

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Borough of Freehold hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey dated July 30, 1968 and does hereby submit to a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

<u>OFFERED BY:</u>				<u>SECONDED BY:</u>					
<u> </u>	<u> AYE </u>	<u> NAY </u>	<u>ABSENT</u>	<u>ABSTAIN</u>	<u> </u>	<u> AYE </u>	<u> NAY </u>	<u>ABSENT</u>	<u>ABSTAIN</u>
<u>DI BENEDETTO</u>				<u>ROGERS</u>					
<u>JORDAN</u>				<u>SCHNURR</u>					
<u>REICH</u>				<u>SHUTZER</u>					

I, TRACI L. DI BENEDETTO, CLERK OF THE BOROUGH OF FREEHOLD, DO HEREBY CERTIFY THE FOLLOWING RESOLUTION WAS ADOPTED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF FREEHOLD AT A MEETING HELD ON: OCTOBER 2, 2023.

TRACI L. DI BENEDETTO, RMC, BOROUGH CLERK

Resolution No.
Agenda No:

**RESOLUTION ADOPTING AMERICANS WITH DISABILITIES ACT POLICY/NEW
 JERSEY PREGNANT WORKER'S FAIRNESS ACT**

WHEREAS, the Borough of Freehold maintains a Personnel Policies and Procedures Manual, ("the Manual") for all Union, Non-Union and Supervisory Personnel, which contains a variety of rules and policies governing the conduct of those employees of the Borough; and

WHEREAS, the Borough from time to time amends, updates, and/or revises the Manual, as appropriate; and

WHEREAS, the Borough has determined to amend the Manual with respect to changes in light of legislative authority; and

WHEREAS, the Borough deems it right and proper to adopt the proposed policies and procedures attached as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED, by Borough Council of the Borough of Freehold, that the attached Policy is hereby adopted and made effective immediately, with direction to the Borough Clerk that it be incorporated in the Borough Personnel Manual and implemented forthwith.

EXHIBIT A

NEW JERSEY PREGNANT WORKER'S FAIRNESS ACT

In compliance with the Americans with Disabilities Act, the ADA Amendments Act and the New Jersey Law Against Discrimination as amended by the New Jersey Pregnant Worker's Fairness Act (LAD), the Borough of Freehold does not discriminate based on disability, pregnancy, pregnancy-related medical condition or childbirth.

It is the policy of the Borough to comply with all relevant and applicable provisions of the Americans with Disabilities, the ADA Amendments Act and LAD. We will not discriminate against any employee or job applicant with respect to any terms, conditions, or privileges of employment on the basis of a known or perceived disability, pregnancy, childbirth, breastfeeding, or pregnancy-related medical condition. We will also make reasonable accommodations to known physical or mental limitations of all employees and applicants with disabilities or pregnant, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose undue hardship on the Borough.

The Personnel Officer shall engage in an interactive dialogue with disabled/pregnant employees and prospective disabled/pregnant employees to identify reasonable accommodations, or their respective physician. In the case of an employee breastfeeding her infant child, the accommodation shall include reasonable break time each day to the employee and a suitable room or other location with privacy, other than a toilet stall, in close proximity to work area for the employee to express breast milk for the child.

All decisions with regard to reasonable accommodation shall be made by the Personnel Officer. Employees who are assigned to a new position as a reasonable accommodation will receive the salary for their new position. The Americans with Disabilities Act does not require the Borough to offer permanent "light duty," relocate essential job functions, or provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc.

Employees should also offer assistance, to the extent possible, to any member of the public who requests or needs an accommodation when visiting Borough facilities. Any questions concerning proper assistance should be directed to the Personnel Officer.

OFFERED BY:				SECONDED BY:					
	AYE	NAY	ABSENT	ABSTAIN		AYE	NAY	ABSENT	ABSTAIN
DI BENEDETTO					ROGERS				
JORDAN					SCHNURR				
REICH					SHUTZER				

I, TRACI L. DI BENEDETTO, CLERK OF THE BOROUGH OF FREEHOLD, DO HEREBY CERTIFY THE FOLLOWING RESOLUTION WAS ADOPTED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF FREEHOLD AT A MEETING HELD ON: OCTOBER 2, 2023.

TRACI L. DI BENEDETTO, RMC, BOROUGH CLERK

**Resolution No.
Agenda #16/2023**

**RESOLUTION ADOPTING A POLICY FOR THE PROTECTION AND SAFE
TREATMENT OF MINORS**

WHEREAS, every level of government has a role in protecting minors; and

WHEREAS, the Borough of Freehold is committed to the safety of all individuals in its community, with particular concern for those who are potentially vulnerable, including minor children; and

WHEREAS, the Borough regards the abuse of children as abhorrent in all its forms and pledges to hold its officials, employees and volunteers to the highest standards of conduct in interacting with children; and

WHEREAS, the Borough is fully committed to protecting the health, safety and welfare of minors who interact with officials, employees, and volunteers of the Borough to the maximum extent possible; and

WHEREAS, the Borough deems it right and proper to adopt the proposed policies and procedures attached as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED, by Borough Council of the Borough of Freehold, that the attached Policy is hereby adopted and made effective immediately, with direction to the Borough Clerk that it be incorporated in the Borough Personnel Manual and implemented forthwith.

Model Policy Addressing the Protection and Safe Treatment of Minors

(11/15//19)



Model Policy Addressing the Protection and Safe Treatment of Minors

Table of Contents

Section I	Purpose and Scope	Page 4-8
Section II	Definitions	Page 8-9
Section III	Statement of Policy	Page 9
Section IV	Recruitment and Hiring of Employees and Vetting of Individuals Volunteering their Time	Pages 10
Section V	Procedures and Responsibilities of Officials	Pages 10-11
Section VI	Program Procedures	Page 11
Section VII	Specific Program Procedures	Pages 12-14
Section VIII	Procedures for Law Enforcement Officers	Pages 15-16
Section IX	Training Requirements	Pages 16-17
Section X	Reporting Suspected Child Abuse/Neglect	Pages 17-20
Section XI	Important Information RE: Reporting Suspected Abuse Under NJ Law	Pages 20
Section XII	Acknowledgment and Receipt and Review of Policy	Page 20
Appendix A	Indicators of Child Abuse and Neglect	Page 21-22
Appendix B	Recognizing "Grooming" Behavior	Page 23

These sample policies and procedures are not intended to be all-encompassing and are believed to conform to current law and practice at the time of preparation. However, all entities and authorities are cautioned to seek legal advice from a qualified employment attorney before adopting any employment policies and procedures.

Model Policy Addressing the Protection and Safe Treatment of Minors

I. Purpose and Scope:

Under New Jersey law (N.J.S.A. 6-8.21), an abused or neglected child is anyone "under the age of 18 who is caused harm by a parent, guardian or other person having custody or control of that minor." A child who is under the age of eighteen (18) is considered to be abused or neglected when a parent, caregiver, another child or another adult does one of more of the following:

1. Inflicts or allows to be inflicted physical injury by other than accidental means that creates substantial harm or risk of substantial harm, and/or
2. Fails to provide proper supervision or adequate food, clothing, shelter, education or medical care although financially able or assisted to do so, and/or
3. Commits or allows to be committed an act of sexual abuse against a child.

Child abuse can have long-term effects on victims. A lack of trust and difficulty with healthy relationships is common, as is a core feeling of worthlessness and low self-esteem. There may even be long-term trouble with regulating emotions that can lead to destructive behaviors.

There are typically four common types of abuse:

- The failure to meet a child's basic needs, physically or emotionally, which is called ***neglect***.
- The intentional use of physical force that results in injury, which is called ***physical abuse***.
- The practice of any behaviors that harm a child's feelings of self-worth or emotional well-being, which is ***emotional abuse***.
- Engaging in sexual acts with a child including pornography, which is ***sexual abuse***.

Unfortunately, statistics reflect that abuse is all too common in any form.

- In New Jersey, abuse reports involving 80,000 children are filed each year. 50,000 of those children receive prevention and post-response services.
- 75% of the cases involve neglect, 18% of the cases involve physical abuse, and psychological abuse accounts for 7% of the cases.
- 55% of the perpetrators are female, while males account for 45%.
- Sadly, child abuse is a vicious cycle, in that 30% of abused children will later abuse their own children.

The statistics and characteristics pertaining to **sexual abuse** are sobering and equally as disheartening:

- ✓ **"Peer-to-Peer"** abuse is by far the most common, where one or more children or adolescent(s) sexually abuses or inappropriately touches another. Legally, the abuser must be at least 4 years older to trigger the statute. The *American Psychological Association* reports this type of abuse is driven by power and dominance, the same factors that drive bullying within this age group. In fact, bullying can be a precursor to sexual abuse, especially when there is a lack of supervision.
- ✓ In contrast, **"adult-to-child"** abuse is typically thought out and planned in advance, demanding access and privacy and control. These three factors demand a specific type of relationship and setting, meaning that 90% of juvenile sexual abuse victims know their abuser. The scope of the problem is massive: by the age of 18, 1 in 4 girls and 1 in 6 boys have experienced sexual abuse. From those figures, 88% of those molestations are attributed to individuals with pedophilia. ***Pedophilia is a psychotic disorder in which an adult or adolescent demonstrates a primary sexual attraction to prepubescent children.*** It is important, however, not to confuse pedophilia with actual child molestation, as many pedophiles never act on their attractions.
- ✓ Child sexual abusers are not always easy to spot. Though 7 out of every 8 molesters are male, they match the general population in ethnicity, religion, education, and marital status. So there is no stereotype, especially since abusers go to great lengths to blend in. However, only 10% of them abuse children that they don't know, and 68% look no further than their own families for victims.
- ✓ 40% of abusers first begin molesting children before they themselves reach the age of 15, and the vast majority before the age of 20.
- ✓ Adolescent abusers generally begin their acts of abuse on younger siblings.
- ✓ Most sexual abuse occurs within the family. However, molesters can gain access to children outside of their own families through employment or volunteer work with an organization that works primarily with children. This allows them both time alone with potential victims and the ability to build trust and credibility. In fact, child abusers are often known and respected in their communities for dedication to children.

- ✓ In terms of a victim profile, it is important to remember that, although there are characteristics that make some children more vulnerable, every child is in danger. Passive, lonely or troubled children, especially those who live with step-parents or single parents may be targeted. Children between the ages of 7 and 13 years old are most at risk, and children from low socioeconomic backgrounds or rural areas are more likely to be victimized.
- ✓ Molesters have behavioral patterns that can be identified as **"grooming"** their victims. Sexual abuse is rarely violent. The molester's goal is to solicit compliance by beginning to win the victim's trust. There might be pet names, gifts to foster exclusivity and encouragement to "keep secrets." The molester might begin to spend time with the victim outside of the regular program or schedule, contacting parents to become involved in a child's life in some capacity, like babysitting. For this reason, many parents are shocked after abuse comes to light simply because the abuser seemed trustworthy. Inevitably, the favoritism is not enough to keep the victim silent any more, and the abuser resorts to threats—threats that play off of a child's guilt over the sexual contact.
- ✓ During the grooming process and abuse, victims often begin to show signs such as sexual behaviors or strong sexual language that is too adult for their age. Many children feel at fault after the abuse and begin to suffer guilt and depression, even resorting to self-harm. They may begin to display cuts and scratches or other self-inflicted injuries. However, some children are naïve and unaware of the gravity of the abusive nature of their experience. Research shows that children often delay reporting sexual abuse. They should not be disbelieved just because they waited a long time to seek help.

In the State of New Jersey every level of government has a role in protecting minors.

- At the State level:
 - State law is enforced through the NJ Family Division of the State court system. The court has broad powers including the ability to remove children from dangerous situations
 - The Department of Children and Families, specifically the Division of Child Protection and Permanency, combines all state operations intended to safeguard children into a single, coordinated program working closely with the Courts, legal advocates and law enforcement.

- The Department of Corrections operates adult prisons and youth correctional centers to deal with perpetrators, while individual counties operate youth detention centers and special purpose schools.
- At the local level:
 - Educational professionals have the most contact with children, meaning they are often the first to detect issues.
 - Housing Authority employees may also frequently come into contact with children.
 - Municipalities and counties operate or sponsor a variety of programs that involve children including but not limited to:
 - Recreation programs
 - Before and After Care programs
 - Youth sports leagues
 - Youth centers
 - Youth in Government programs
 - Junior law enforcement training programs
 - The role of **Police and law enforcement agencies** is especially important. Police officers assist in resolving reported situations, often acting as first identifiers. In New Jersey, police are given broad authority to protect children, including the authority to remove them from their parents or caregivers without a court order if necessary to prevent imminent danger to a child. Under the **Prevention of Domestic Violence Act**, a law enforcement officer must make an arrest when the officer finds "probable cause" that domestic violence has occurred. This holds even if the victim refuses to make a complaint. The Act is invoked in situations where the victim exhibits signs of injury caused by domestic violence, when a warrant is in effect, or when there is probable cause to believe that a weapon has been involved in an act of domestic violence. Abusers often use psychological tactics or coercive control over their partners, such as making threats to prevent a victim from leaving or contacting friends, family or police. But even if these conditions are not met, an officer may still make an arrest or sign a criminal complaint if there is probable cause to believe acts of domestic violence have been committed. Now if there is no visible sign of injury but the victim states that an injury did, in fact, occur, the officer must take other factors into consideration in determining probable cause.

The (local unit type) is committed to the safety of all individuals in its community, however, the (local unit type) has particular concern for those who are potentially vulnerable, including minor children. The (local unit type) regards the abuse of children as abhorrent in all its forms and pledges to hold its officials, employees and volunteers to the highest standards of conduct in interacting with children. Statistics show that 93% of victims under the age of 18 know the abuser. Further, a perpetrator does not have to be an adult to harm a child but are typically in a caregiver role. They can have any relationship to the child including a playmate, family member, a teacher, a coach, or instructor.

The (local unit type) is fully committed to protecting the health, safety and welfare of minors who interact with officials, employees, and volunteers of the (local unit type) to the maximum extent possible. These Policy and Procedures establish the guidelines for officials, employees, and volunteers who set policy for the (local unit type) or may work with or interact with individuals under 18 years of age, and those who supervise employees, and volunteers who may work with or interact with individuals under 18 years of age, with the goal of promoting the safety and wellbeing of minors.

This Model Policy provides guidelines that apply broadly to interactions between minors and officials, employees, and volunteers in programs operated by the (local unit type) or affiliated programs or activities. All officials, employees, and volunteers are responsible for understanding and complying with this policy.

II. Definitions:

- **Authorized Adult**- Individuals, age 18 and older, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee and/or interact with minors in program activities, recreational, and/or residential facilities. The Authorized Adults' roles may include positions as counselors, chaperones, coaches, instructors, etc.
- **Child or Minor** - A person under the age of eighteen (18).
- **Department Heads**- Appointed department heads of the (local unit type), including the chief administrative officer, and any assistants.
- **Direct Contact** - Positions with the possibility of care, supervision, guidance or control of children or routine interaction with children.

- **Dual Reporting** – Reporting possible abuse to both the NJ Department of Children and Families and law enforcement at the same time by the individual designated by the (local unit type) to report all possible cases of abuse.
- **Employees, Staff, or Counselors** – persons working for the (local unit type) on a full-time or part-time basis, and compensated by the (local unit type).
- **Facilities** – Facilities owned by, under the control of, or rented or leased to the (local unit type).
- **Grooming** – is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them. Refer to Appendix B for more detailed information on grooming.
- **NJMEL JIF**–New Jersey Municipal Excess Liability Fund Joint Insurance fund
- **Officials** – Elected officials of the (local unit type), appointed Board members, and Authority Commissioners
- **One-On-One Contact** - Personal, unsupervised interaction between any Authorized Adult and a participant without at least one other Authorized Adult, parent or legal guardian being present.
- **Programs** - Programs and activities offered or sponsored by the (local unit type).
- **Volunteers**–Individuals volunteering their time to provide services to the (local unit type) who are not on the payroll and receive no compensation.

III. Policy:

The (local unit type) is charged with protecting the health, safety, and welfare of all its citizens, including children under the age of 18. To that end, the (local unit type) is firmly committed to protecting children under the care and supervision of the (local unit type) from all forms of physical, mental, sexual and emotional abuse. The (local unit type) is committed to establishing and implementing safeguards to eliminate opportunities for abuse of children entrusted to the care of the (local unit type). The procedures outlined below shall apply to all officials, employees, and volunteers of the (local unit type).

IV. Recruitment and Hiring of Employees and Vetting of Individuals Volunteering Their Time:

- i. All prospective employees and volunteers shall undergo a thorough and complete background check, including but not limited to a fingerprint identification check, credit check, motor vehicle record check, reference check (personal and professional), and a check of the Megan's Law directory for New Jersey and any other State where the applicant previously resided. ***Written documentation of the background check shall be maintained by the (local unit type) in perpetuity.***
- ii. Background checks that disclose any negative or questionable results must be reviewed and approved by the (local unit type) ***prior to*** the individual being hired and/or working with minors. ***Provisional hiring is not permitted.***
- iii. All prospective employees and volunteers must complete the training adopted by the (local unit type) ***PRIOR TO*** starting employment or volunteer service. ***In addition to completing the training course adopted by the (local unit type),*** all volunteer coaches shall complete the Rutgers SAFETY Clinic course (*Sports Awareness for Educating Today's Youth*™) which is a three-hour program that meets the "Minimum Standards for Volunteer Coaches Safety Orientation and Training Skills Programs" under (N.J.A.C. 5:52) and provides partial civil immunity protection to volunteer coaches under the "Little League Law" (2A:62A-6 et. seq.)
- iv. The (local unit type) shall ***annually*** re-check and document the Megan's Law directory for New Jersey to make certain that current employees are not listed.
- v. Once employed, authorized Adults who are employed are required to notify the appropriate Human Resources representative of an arrest (charged with a misdemeanor or felony) or conviction for an offense within 72 hours of knowledge of the arrest or conviction.

V. Procedures and Responsibilities of Officials:

Under New Jersey Law, an official may be held liable for the abuse or neglect of a child if he or she fails to implement appropriate safeguards to protect the child while the minor has been entrusted to the care of the (local unit type).

Most importantly, recent changes in the law in New Jersey extended the statute of limitations for child abuse and neglect cases substantially, thus placing local officials and employees at a far greater risk.

A valid cause of action can be filed by an alleged victim well after the official has left office. It is, therefore, critically important for officials to establish and monitor policies and procedures designed to safeguard minors entrusted to the care of the (local unit type).

➤ Officials of the (local unit type) are required to :

- i. Complete the initial training course adopted by the (local unit type), and any updated/refreshers course, in order to better understand their legal duties and responsibilities under Federal and NJ State Law. The training program will include the following concepts:
 - Recognizing the signs of abuse and neglect of minors.
 - Establishing guidelines for protecting minors from emotional and physical abuse and neglect.
 - Understanding and being prepared to implement the procedures necessary to eliminate opportunities for abuse.
 - Becoming familiar with the legal requirements to report suspected cases of abuse.
 - Fully understanding the legal consequences for not being diligent in making certain that employees of the (local unit type) adhere to all policies and procedures as adopted.
- ii. Meet **annually** with all Department Heads to review the "Policy Addressing Sexual Abuse of Minors", and to verify that the administration is adhering to this policy which includes all of the following provisions. *If the policy is not being adhered to, it is the legal obligation of the officials of the (local unit type) to implement whatever changes are necessary as soon as possible to make certain the policy is followed.*
- iii. Conduct **random and unannounced** visits to program sites to observe the setup of the programs and conduct of the employees and volunteers of the (local unit type).

VI. Program Procedures:

All (local unit type) programs operated by, sponsored by, or affiliated with the (local unit type) shall comply with the following procedures. All officials, employees, and volunteers who interact with or could possibly interact with minors, and those employees who supervise employees who interact with or could possibly interact with minors, shall adhere to the following policy.

VII. Specific Program Procedures:

The following policies shall apply to **all programs** offered by, sponsored by or affiliated with the (local unit type). As an essential element of compliance with the overall objective of protecting and addressing the safe treatment of minors, the (local unit type) shall:

- a. Establish a written procedure for the notification of the minor's parent/legal guardian in case of an emergency, including medical or behavioral problem, natural disasters, or other significant program disruptions. Authorized Adults with the program, as well as participants and their parents/legal guardians, must be advised of this procedure in writing prior to the participation of the minors in the program. In addition, (the local unit type) shall provide information to parents or legal guardians detailing the manner in which the participant can be contacted during the program.
- b. Make certain that all program participants provide a **Medical Treatment Authorization form** to the (local unit type).
- c. Implement and adopt a **"Code of Conduct"** for volunteer and paid staff members which, **at a minimum**, will include the following:

Code of Conduct

- Staff members will, at all times, respect the rights of program participants and use positive techniques of guidance including positive reinforcement and encouragement.
- Staff members will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
- Staff members shall not transport children in their own vehicles, unless written authorization from the child's parent or guardian has been received.
- Members of the staff shall not be alone with children they meet in the programs outside of the camp. This includes babysitting, sleepovers, and inviting children to their home.
- Staff members shall, at all times, be visible to other staff members while supervising minors. Any exceptions require a written explanation before the fact and approval of the Program Director.
- Staff members will appear neat, clean, and appropriately attired.

- Staff members will refrain from intimate displays of affection towards others in the presence of children, parents and staff.
- Staff members are required to refrain from texting, and posting or checking any of the social media outlets while they are working or volunteering. The only exception is for texting for the purposes of communicating with another staff member or parent regarding a programmatic issue pertaining to a child.
- Staff members are prohibited from buying gifts for program participants.

In addition to the Code of Conduct, the following shall be a part of the specific program provisions:

- The possession or use of alcohol and other drugs, fireworks, guns and other weapons is prohibited.
- The (local unit type) shall set forth rules and procedures governing when and under what circumstances participants may leave the (local unit type) property during the program.
- No violence, including sexual abuse or harassment, will be tolerated.
- Hazing of any kind is prohibited. Bullying including verbal, physical, and cyber bullying are prohibited and will be addressed immediately.
- No theft of property will be tolerated.
- No use of tobacco products will be tolerated.
- Misuse or damage of (local unit type) property is prohibited. Charges will be assessed against those participants who are responsible for damage or misuse of property.
- The inappropriate use of cameras, imaging, and digital devices is prohibited including use of such devices in showers, restrooms, or other areas where privacy is expected by participants.
- Under no circumstances are any images of any child taken during any of the activities conducted or sponsored by the (local unit type) to be shared on any social media platform without the expressed written consent of a parent or legal guardian.

- The (local unit type) shall assign a staff member who is at least 21 years of age to be accessible to participants. Additional Authorized Adults will be assigned to ensure one-on-one contact with minors does not occur and that appropriate levels of supervision are implemented.
- Take appropriate steps to make certain that children are not released to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written authorization on file in advance.)
- Develop and made available to participants and their parents or guardians, the rules and discipline measures applicable to the program. Program participants and staff must abide by all regulations and may be removed from the program for non-compliance with rules.
- The recommended ratio of counselors to program participants should reflect the gender distribution of the participants, and should meet the following:
 1. One staff member for every six participants ages 4 and 5
 2. One staff member for every eight participants ages 6 to 8
 3. One staff member for every ten participants ages 9 to 14
 4. One staff member for every twelve participants ages 15 to 17
- Responsibilities of the counselors must include, at a minimum, informing program participants about safety and security procedures, rules established by the program, and behavioral expectations. Counselors are responsible for following and enforcing all rules and must be able to provide information included herein to program participants and be able to respond to emergencies.

Specific Policy and Procedures for Use of Restrooms by Children/Minors:

- All restrooms shall be checked in advance by staff persons before minor children enter to make certain that no other individuals are present.
- Staff members (of the same sex) are to stand guard at the doorway to make certain that no one else enters the restroom while a child is there. Children should not be permitted enter restrooms in pairs or in groups, unless it is absolutely necessary.

VIII. Procedures for Law Enforcement Officers:

Law enforcement officers of the (local unit type) frequently interact with minors in a variety of ways. It is important to establish guidelines to assist law enforcement officers in being aware of how to act and react in these circumstances. To that end, the Chief of Police or his or her designee of the (local unit type) shall formulate a written policy addressing the safe treatment of minors for consideration and approval by the governing body for law enforcement officers who interact with minors.

The policy shall, at a minimum, incorporate and address the following:

- a. **Transporting minors in a police vehicle.** Whenever possible, victims or alleged victims of sexual assault or other crimes, or minors removed from a situation for protective purposes, shall be transported by two officers (at least one of whom shall be of the same sex as the victim) in unmarked vehicles that does not have a prisoner compartment/partition. Officers transporting a minor for whatever reason shall document starting and stopping mileage through radio contact.
- b. Directives issued by the NJ State Attorney General pertaining to interaction with minors shall be incorporated into the policy.
- c. The following provisions from the **"Code of Conduct"** for counselors shall be included in the policy for officers assigned to work in school settings (i.e. Class 3 officers):
 - i. Officers will, at all times, respect the rights of students and use positive techniques of guidance including positive reinforcement and encouragement.
 - ii. Officers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
 - iii. Officers shall not transport children in their own vehicles. Officers shall not arrange to see students outside of school and this includes babysitting, sleepovers, and inviting children to their home. Any exceptions require a written explanation before the fact and approval of the Chief.
 - iv. Officers shall make certain that they are neat, clean, and appropriately attired.

- v. Officers will refrain from intimate displays of affection towards others in the presence of children, parents and staff. Officers shall not buy gifts for students at any time.
- vi. All officers are required to complete the initial training course offered by the NJMEL JIF, and any refresher courses as well.

IX. Training Requirements:

Individual training courses have been designed for each of the following categories and **all** officials, employees, and volunteers of the (local unit type) are required to complete training (and refresher course training) adopted by the (local unit type). ALL employees of the (local unit type) shall complete the training course whether they interact with children/minors or not. Although training records will be maintained, it is recommended that each (local unit type) and individual trainees also keep copies of their own training records.

a. Officials

Complete the initial training course adopted by the (local unit type), and any updated/refresher course, in order to better understand their legal duties and responsibilities under Federal and NJ State Law. The training program will include the following concepts.

- o Recognizing the signs of abuse and neglect of minors.
- o Establishing guidelines for protecting minors from emotional and physical abuse and neglect.
- o Understanding and being prepared to implement the procedures necessary to eliminate opportunities for abuse.
- o Becoming familiar with the legal requirements to report suspected cases of abuse.
- o Fully understanding the legal consequences for not being diligent in making certain that employees of the (local unit type) adhere to all policies and procedures as adopted.

b. Department Heads

i. Content of course shall include:

1. Current State NJ State Law pertaining to Sexual Abuse of Minors
2. Recognizing the signs of abuse and neglect
3. Different types of abuse (i.e. Peer to Peer, Adult to Child, etc...)
4. Your legal responsibility for implementing and monitoring procedures and employees
5. Reporting cases of abuse

c. **Volunteers and Employees of the (local unit type)**

i. Content of course shall include:

1. Current State NJ State Law pertaining to Sexual Abuse of Minors
2. Recognizing the signs of abuse and neglect
3. Different types of abuse (i.e. Peer to Peer, Adult to Child, etc...)
4. Your legal responsibility for implementing and monitoring procedures and employees
5. Reporting cases of abuse

d. **Law Enforcement Officers**

i. Content of course shall include:

1. Current Status of NJ Law and Directives from the Attorney General for Law Enforcement personnel
2. Your responsibilities
3. Officers in Schools
4. Reporting Abuse

X. Reporting Suspected Child Abuse/Neglect:

In light of the importance and priority placed on safeguarding the health and safety of minors, it is critically important that suspected cases of child abuse and neglect are reported as soon as possible. **As a government official, employee or volunteer, you are legally required to report suspected child abuse. This requirement includes all governmental officials, employees and volunteers.**

The following procedures shall be utilized in reporting suspected cases of abuse. The (local unit type) shall also train officials, department heads, employees and volunteers in the concept of **"dual reporting"** as listed and defined below and shall encourage all staff and volunteers to utilize this process as much as possible in reporting suspected cases of abuse.

Child Abuse is hard thing to talk about, especially with victims. The most important thing to remember is to **show calm reassurance and unconditional support.** Avoid interrogation and leading questions. Understand that denial and embarrassment are common reactions. Don't display disbelief, shock, or disgust. Instead, be reassuring. Make sure the child knows that they did nothing wrong. Reassure them that this is not their fault and make sure they know that you take it seriously.

Interviewing children to investigate sexual abuse requires highly technical expertise. ***Do not "investigate" an abuse situation. Do not interrogate the child.*** Rather report it immediately as shown below. And finally, keep safety as the priority. If there is the possibility of violence against yourself or the child, get the appropriate professionals or agencies involved as soon as possible.

It is recommended that, whenever possible, officials, employees and volunteers report the suspected abuse to both the NJ Department of Children and Families and law enforcement at the same time, which is known as "dual reporting."

For employees or volunteers of programs conducted by the (local unit type):

- Immediately report suspected cases to the Program Director in charge.
- The Program Director shall immediately investigate the alleged incident. The Director shall document the alleged abuse in writing including the following information, as recommended by the New Jersey Department of Children and Families:
 - a. **Who:** The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
 - b. **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
 - c. **When:** When the alleged abuse/neglect occurred and when you learned of it.
 - d. **Where:** Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
 - e. **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.
- After documenting all of the facts surrounding the alleged abuse, the Program Director shall call the Hotline established by the NJ Department of Children and Families @ 1-877-652-2873. It is not the supervisor's role to make a decision on whether a case should be reported. All cases shall be reported.

For Volunteer coaches or other volunteers in charge of programs sponsored by or affiliated with the (local unit type).

1. The Volunteer shall immediately document the alleged abuse in writing including the following information, as recommended by the New Jersey Department of Children and Families:
 - a. **Who:** The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
 - b. **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
 - c. **When:** When the alleged abuse/neglect occurred and when you learned of it.
 - d. **Where:** Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
 - e. **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.
2. After documenting all of the facts surrounding the alleged abuse, the Volunteer shall call the Hotline established by the NJ Department of Children and Families @ 1-877-652-2873.

For Officials and Department Heads who witness or become aware of alleged cases of abuse or neglect:

1. The Officials and Department Heads shall immediately document the alleged abuse in writing including the following information, as recommended by the New Jersey Department of Children and Families:
 - a. **Who:** The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
 - b. **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
 - c. **When:** When the alleged abuse/neglect occurred and when you learned of it.
 - d. **Where:** Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
 - e. **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.
- After documenting all of the facts surrounding the alleged abuse, the Officials or Department Heads shall call the Hotline established by the NJ Department of Children and Families @ 1-877-652-2873.

➤ For **Law Enforcement Officers**:

- Immediately report any suspected or alleged cases of abuse or neglect to the County Prosecutor.

XI. Important Information Regarding Reporting Suspected Abuse Under NJ Law:

The following guidelines have been established under New Jersey law, for those reporting suspected or alleged cases of abuse or neglect. The (local unit type) encourages all officials, employees, and volunteers in programs operated by the (local unit type) or affiliated programs or activities to report suspected cases of abuse with the following in mind.

- i. Any person who, in good faith, makes a report of child abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. Calls can be placed to the hotline anonymously.*
- ii. However, any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions of the law is a disorderly person.*
- iii. When a report indicates that a child may be at risk, an investigator from the Division of Child Protection and Permanency (formerly Youth and Family Services) will promptly investigate the allegations of child abuse and neglect within 24 hours of receipt of the report.*

XII. Acknowledgement of Receipt and Review of Policy:

All officials, employees/counselors, and volunteers shall sign and date an acknowledgement form that confirms they have received and reviewed the Policy Addressing the Protection and Safe Treatment of Minors, issued to them by the (local unit type). The same process shall be used for any revised policy issued in the future.

Appendix A: Indicators of Child Abuse/Neglect

The New Jersey Department of Children and Families issued the following guidelines to assist in recognizing the indicators of child abuse/neglect.

Indicators of Child Abuse / Neglect

Different types of abuse and neglect have different physical and behavioral indicators.

Physical Abuse

Physical Indicators	Behavioral Indicators
<p>Unexplained bruises and welts:</p> <ul style="list-style-type: none">• On face, lips, mouth• On torso, back, buttocks, thighs• In various stages of healing• Cluster, forming regular patterns• Reflecting shape of article used to inflict (electric cord, belt buckle)• On several different surface areas• Regularly appear after absence, weekend or vacation <p>Unexplained burns:</p> <ul style="list-style-type: none">• Cigar, cigarette burns, especially on soles, palms, back or buttocks• Immersion burns (sock-like, glove-like doughnut shaped on buttocks or genitalia)• Patterned like electric burner, iron, etc.• Rope burns on arms, legs, neck or torso <p>Unexplained fractures:</p> <ul style="list-style-type: none">• To skull, nose, facial structure• In various stages of healing• Multiple or spiral fractures <p>Unexplained laceration or abrasions:</p> <ul style="list-style-type: none">• To mouth, lips, gums, eyes• To external genitalia	<p>Wary of adult contacts Apprehensive when other children cry Behavioral extremes:</p> <ul style="list-style-type: none">• Aggressiveness• Withdrawal <p>Frightened of parents Afraid to go home Reports injury by parents</p>

Physical Neglect

Physical Indicators	Behavioral Indicators
Consistent hunger, poor hygiene, inappropriate dress Consistent lack of supervision, especially in dangerous activities or long periods Constant fatigue or listlessness Unattended physical problems or medical needs Abandonment	Begging, stealing food Extended stays at school (early arrival and late departure) Constantly falling asleep in class Alcohol or drug abuse Delinquency (e.g. thefts) States there is no caregiver

Sexual Abuse

Physical Indicators	Behavioral Indicators
Difficulty in walking or sitting Torn, stained or bloody underclothing Pain or itching in genital area Bruises or bleeding in external genitalia, vaginal or anal areas Venereal disease, especially in pre-teens Pregnancy	Unwilling to change for gym or participate in PE Withdrawn, fantasy or infantile behavior Bizarre, sophisticated or unusual sexual behavior or knowledge Poor peer relationships Delinquent or run away Reports sexual assault by caregiver

Emotional Maltreatment

Physical Indicators	Behavioral Indicators
Habit disorders (sucking, biting, rocking, etc.) Conduct disorders (antisocial, destructive, etc.) Neurotic traits (sleep disorders, speech disorders, inhibition of play)	Behavior extremes: <ul style="list-style-type: none">• Compliant, passive• Aggressive, demanding Overly adoptive behavior: <ul style="list-style-type: none">• Inappropriately adult• Inappropriately infant

Appendix B – Grooming Behavior

Grooming is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them.

Here are some common characteristics of someone attempting to “groom” a child.

- Molesters often refer to their intended victims by pet names and use gifts to foster exclusivity and build a relationship while starting the practice of keeping secrets.
- The molester might begin to spend time with the victim outside of the regular program or schedule, contacting parents to become involved in a child’s life in some capacity, like babysitting. For this reason, many parents are shocked after abuse comes to light simply because the abuser seemed so good – too good to be true, in fact.
- Inevitably, the favoritism is not enough to keep the victim, and the abuser resorts to threats—threats that play off of a child’s guilt over the sexual contact.
- During the grooming process and abuse itself, victims often begin to show tell-tale signs including:
 - Sexual behaviors or strong sexual language that is too adult for their age.
 - Many children feel at fault after the abuse and begin to suffer guilt and depression, even resorting to self-harm.
 - Also look for cuts and scratches or other self-inflicted injuries.

OFFERED BY:				SECONDED BY:			
AYE	NAY	ABSENT	ABSTAIN	AYE	NAY	ABSENT	ABSTAIN
DI BENEDETTO				ROGERS			
JORDAN				SCHNURR			
REICH				SHUTZER			

I, TRACI L. DI BENEDETTO, CLERK OF THE BOROUGH OF FREEHOLD, DO HEREBY CERTIFY THE FOLLOWING RESOLUTION WAS ADOPTED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF FREEHOLD AT A MEETING HELD ON: OCTOBER 2, 2023.

TRACI L. DI BENEDETTO, RMC, BOROUGH CLERK

**Resolution No.
Agenda #16/2023**

**RESOLUTION AMENDING PROFESSIONAL SERVICES AGREEMENT FOR
SPECIAL COUNSEL – JOSEPH BAUMANN, ESQ. OF MCMANIMON, SCOTLAND &
BAUMANN, LLC**

WHEREAS the Freehold Borough Governing Body awarded a contract to Joseph Baumann, Esq. under a “fair and open process” that has included public solicitation of qualifications as Special Redevelopment Counsel for a sum not to exceed \$75,000; and

WHEREAS, in connection with the redevelopment projects, the Borough requires special legal services related to risk management services, water and sewer, and environmental issues; and

WHEREAS, Joseph Baumann, Esq. has submitted a proposal to provide these necessary services for no additional monies as was previously allocated to Mr. Baumann as Special Redevelopment Counsel, and the CFO has certified availability of funds and will certify the availability of funds beyond that on as as-needed basis in the event the Borough requires additional services exceeding this amount; and

WHEREAS this contract is awarded without competitive bidding as a “Professional Service” in accordance with N.J.S.A. 40A:11-5(1)(a)(i) of the Local Public Contracts Law because the service to be provided are legal services requiring considerable training and specialized study.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Freehold hereby authorizes an amendment to the agreement with Joseph Baumann, Esq. of McManimon, Scotland & Baumann, LLC to service as counsel in connection with risk management services, water and sewer, and environmental issues for a sum not to exceed the previously allocated \$75,000.00; and

BE IT FURTHER RESOLVED that the Borough Clerk forward a certified copy of this resolution to the Borough Finance Officer, the Borough Administrator and Joseph Baumann, Esq. and shall publish same within ten days of passage according to law.

OFFERED BY:				SECONDED BY:			
AYE	NAY	ABSENT	ABSTAIN	AYE	NAY	ABSENT	ABSTAIN
DI BENEDETTO				ROGERS			
JORDAN				SCHNURR			
REICH				SHUTZER			

I, TRACI L. DI BENEDETTO, CLERK OF THE BOROUGH OF FREEHOLD, DO HEREBY CERTIFY THE FOLLOWING RESOLUTION WAS ADOPTED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF FREEHOLD AT A MEETING HELD ON: OCTOBER 2, 2023.

TRACI L. DI BENEDETTO, RMC, BOROUGH CLERK

**Resolution No.
Agenda #16/2023**

RESOLUTION AUTHORIZING PURCHASE OF POLICE VEHICLES

WHEREAS, the Borough of Freehold, County of Monmouth (the "Borough") is a public body corporate and politic of the State of New Jersey; and

WHEREAS, the Police Department requires the purchase of two vehicles; and

WHEREAS, N.J.S.A. 40A:11-12(a) permits the Borough to purchase items without the necessity of competitive bidding under the State of New Jersey Purchasing Program (NJSTART); and

WHEREAS, Winner Ford has been awarded New Jersey Contract No#20-FLEET-01189 for 2024 Ford Utility Interceptor Vehicles; and

WHEREAS, the Police Chief and the Chief Financial Officer recommend the utilization of this contract on the grounds that it represents the best price available; and

WHEREAS, Winner Ford has submitted a proposal dated September 19, 2023 to provide the necessary vehicles in an amount not to exceed \$86,944 for the two vehicles; and

WHEREAS, the Borough Chief Financial Officer has certified that the funds for this contract are available in line items: G-02-23-900-002, in an amount not to exceed \$86,944.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Council of the Borough of Freehold as follows:

1. The aforementioned recitals are incorporated herein as though fully set forth at length.
2. The Borough hereby awards the contract to provide the two 2024 Ford Utility Interceptor Vehicles to Winner Ford in an amount not to exceed \$86,944.

3. The appropriate Borough officials, including the Mayor and Borough Administrator are hereby authorized to execute all documents to effectuate this authorization.

4. The Borough Clerk shall forward a certified copy of this resolution to the Borough Finance Officer, the Borough Administrator, and Winner Ford.



Billie Jo Kromer
N.J. Contract # 20-FLEET-01189
(609) 969-9054 Cell Phone
bkromer@winnerford.com

Order Bank Is Scheduled To Open Up Early 4th Quarter
Factory Options/Packages Are Subject To Change

September 19, 2023

Attention: Captain Ronnie Steppat
Freehold Boro PD
36 Jackson Street
Freehold, NJ 07728

(BLACK)

2024 Ford Utility Interceptor Base Vehicle

41893.00

- Heavy Duty Rubber Floor
- Cloth Front Bucket/Vinyl Rear Seat
- Power Windows/Locks/Mirrors
- Air Conditioning
- AM/FM Stereo
- Tilt Steering
- Rear Window Defroster
- Headlamps Prep Pkg.
- SYNC
- Ford Telematics, includes Modem & 2 Year Trial Subscription
- **99B 3.3L V6 Engine**
- **44U 10 Speed Auto Transmission**
- **43D Courtesy Lamps Disable** 25.00
- **60R Radio Noise Suppression** 100.00
- **59B Keyed Alike** 50.00
- **87R Back up Camera Rearview Mirror Display** N/C
- **17T Cargo Area Red/Clear Dome 5"** 50.00
- **86T Tail Light Prep Pkg.** 60.00
- **51T Drivers Side LED Spotlight** 420.00
- **68G Rear Door Locks & Windows Inoperative** 75.00
- **549 Power Heated Mirrors** 60.00
- **18D Global lock/unlock feature** N/C

• 47A Police Engine Idle Feature	260.00
• EAI Amp Powersource	329.00
• 61B OBD - II Split Connector	55.00
• 60A Pre-Wiring for grille LED lights, siren and speaker	50.00
• 153 License Plate Bracket - Front	<u>N/C</u>
	Total: \$43,427.00
	Temp Tag: <u>\$45.00</u>
	Vehicle Total: \$43,472.00

OFFERED BY:				SECONDED BY:					
	AYE	NAY	ABSENT	ABSTAIN		AYE	NAY	ABSENT	ABSTAIN
DI BENEDETTO					ROGERS				
JORDAN					SCHNURR				
REICH					SHUTZER				

I, TRACI L. DI BENEDETTO, CLERK OF THE BOROUGH OF FREEHOLD, DO HEREBY CERTIFY THE FOLLOWING RESOLUTION WAS ADOPTED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF FREEHOLD AT A MEETING HELD ON: OCTOBER 2, 2023.

TRACI L. DI BENEDETTO, RMC, BOROUGH CLERK

**Resolution No.
Agenda #16/2023**

**RESOLUTION AUTHORIZING AGREEMENT WITH NEIGHBORHOOD
CONNECTIONS TO HEALTH, INC.**

WHEREAS, the Borough of Freehold, County of Monmouth (the "Borough") is a public body corporate and politic of the State of New Jersey; and

WHEREAS, the Borough of Freehold in connection with the Neighborhood Connections to Health, Inc. (NCTH), a non-profit organization, applied for and was awarded a grant from the NJ Division of Disability Services for communities and organizations in the Garden State to help build more equitable communities that support individuals with disabilities; and

WHEREAS, the proposal set forth certain benchmarks to meet and data to collect in connection with the funding; and

WHEREAS, the Borough and NCTH wish to set forth the responsibilities of each.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Freehold that the Mayor, Clerk, and Business Administrator are authorized to sign the agreement with NCTH, and that they or their successors in said titles are authorized to sign any other documents necessary in connection therewith.

BE IT FUTHER RESOLVED that the agreement is subject to and dependent on the grant funding provided by the State and that should same be discontinued, the Borough may discontinue the work at its discretion.

Project Proposal:
Freehold Improving Patient Access Implementation Project

Contractor: Neighborhood Connections to Health, Inc.

Contract Period: July 1, 2023 – June 30, 2025

Municipality: Borough of Freehold

1.) Project Summary:

Through the proposed Freehold Improving Patient Access Implementation project, Neighborhood Connections to Health (NCTH), a local non-profit organization focused on addressing local health issues, will focus on implementing an action plan to address the lack of access to healthcare within the community among those with disabilities. According to New Jersey State Health Assessment Data, in 2022, the leading causes of death throughout the state were attributed to health issues such as heart disease, cancer, stroke, chronic lower respiratory diseases, and diabetes. With education and access to healthcare, these issues can be addressed, and in some cases, prevented, when addressed through a lens of accessibility. Through a collaborative approach between the Borough of Freehold, FFHC, and NCTH, this project will go a long way in making patient access to health care throughout the community more equitable, particularly for those with disabilities.

2.) Approach:

The proposed initiative will build on a variety of existing services/resources and capacities of the Borough of Freehold, its partners, and other organizations serving the Freehold area. Primarily, it builds on the existing health services of providers like FFHC, CentraState Medical Center, Freehold Area Health Department (FAHD), and Visiting Nurse Association of Central Jersey (VNACJ), which currently provide affordable care to individuals with disabilities and other underserved populations in the Freehold area. Through the joint work of NCTH, Freehold Borough, and FFHC during the previous capacity grant period, the community experienced increased advocacy for healthcare as well as increased awareness of the underserved populations that these facilities serve. The proposed project will help continue the goal of overcoming hesitancy and resistance in establishing a primary medical home while also encouraging trust and acceptance of local health services offered to Freehold's underserved populations. Additionally, this implementation project will build upon the previously executed capacity building project through the implementation of inclusive public health programming that closes the gap of healthcare accessibility to underserved populations.

3.) Objectives:

The proposed project will enhance the ability of NCTH and partners to identify priorities, build partnerships, and plan strategies that will result in lasting practice, systems, and environmental change within the Borough of Freehold. Through the examination of community input at Advisory Council meetings, NCTH will be better prepared to adequately address priorities related to improving patient access to healthcare and facilitating vital policy changes that will feed change both at FFHC and within the community at large. One example of possible changes, depending on funds given, could include ramp and sidewalk modifications at the facility's entrance to help those with physical limitations when entering the building. Together with the collection of additional relevant data, FFHC and its partners plan to uncover and address more existing barriers between individuals with disabilities and healthcare accessibility at FFHC. Those particular barriers will then be identified as priorities in the strategic plan for the implementation grant period, and the project staff will formulate efficient methods to eliminate such barriers.

Additionally, the project will build upon existing partnerships, such as the partnership between FFHC and NCTH, and build new partnerships, particularly between FFHC and local underserved populations. The project will also expand existing planning strategies to improve patient access to healthcare, as developed through the previous capacity building project. The proposed implementation project will involve the work of a dedicated FFHC staff member, who will serve as a permanent community liaison. An existing bilingual staff member will act as the Community Health Worker (CHW) and will be in charge of carrying on much of the work started in the capacity building project, with an emphasis on community outreach. This person will also maintain a relationship with the Borough of Freehold and represent the FFHC in collaborative projects related to health and inclusion.

Working alongside the Borough of Freehold and FFHC, NCTH intends to retrieve the following data at the project's six-month and 12-month points:

- New Patient Records: These records will be used to gather various data points on new patients, including age, race, ethnicity, gender, diagnosis, and referral source;
- Outreach Touchpoints: Our volunteer Community Leaders and NCTH staff will be out in the community educating and collecting valuable feedback about FFHC. Monthly touchpoints on how many people were reached and how many events were attended will be captured;
- Social Media Access: Monthly insights will be gathered on how many informative messages were posted, how many people interacted with our pages, how many partners reacted, and what posts received the most interaction, including likes or shares;
- Project Volunteers: NCTH will keep track of the number of volunteers used to share information with the community. Since NCTH is a community-based organization, they have inherited great trust with the community residents and other service providers and recruited many volunteers to help with their work. NCTH will

capture monthly volunteer numbers to demonstrate how it is achieving a wider reach through this project;

4.) Workplan:

NCTH and various other community-based organizations in Freehold, will work collaboratively to ensure equity with access to healthcare and other social programs throughout the Freehold community. The following is a rough timeline of the activities to be included in the Freehold Improving Patient Access Implementation Project:

July – October 2023:

- Utilize existing events and advocacy groups, including the Tennant Association and Freehold Intergenerational Community Council (FICC), to educate the community about the IHC project and recruit people who want to contribute either as possible volunteers or to provide feedback on existing barriers to patient healthcare at FFHC and CentraState Medical Center. Knowing the full extent of these barriers can provide opportunities for positive systemic change.
- The Advisory Council will meet with community leaders mentioned above and other members of the public. These members will have a specific interest in increasing new patient numbers and existing patient use at the FFHC. They will contribute feedback in order to implement enhanced policies and practices related to providing equitable access at FFHC. These groups will be offered in English and Spanish to ensure full participation of underserved populations.
- FFHC and its partners will continue building relationships with service providers, caregivers, and people with disabilities in order to learn more about the healthcare needs and barriers of individuals with disabilities.
- NCTH will continue its social media outreach campaign, reaching well over 1,000 individuals through its monthly posts. By utilizing partner tags and shares, NCTH will increase awareness of FFHC's efforts and programs, thus virtually educating the community about developments and improvements to FFHC's location and operations, specifically those improving healthcare accessibility to individuals with disabilities and other social disadvantages.
- Order and perform survey of FFHC building to see what improvements need to be made to accommodate individuals with disabilities in the community.

November 2023 – February 2024:

- FFHC will work with consultant to make changes to the websites to update and be more ADA friendly, while also meeting the specific needs of the Freehold area's underserved populations.
- FFHC will use the focus group report from the capacity building stage to make recommendations and possible systems changes at FFHC.
- NCTH will utilize its social media outreach campaign to maintain community awareness throughout this portion of the grant period. (See above description.)

- Based on the improvements mapped out in the building survey (see description above), project staff will order an engineer to develop a concept plan and project schedule.

March – June 2024:

- NCTH will continue its social media outreach campaign, reaching well over 1,000 individuals through its monthly posts. By utilizing partner tags and shares, NCTH will increase awareness of FFHC's efforts and programs, thus virtually educating the community about developments and improvements to FFHC's location and operations, specifically those improving healthcare accessibility to individuals with disabilities and other social disadvantages.
- The Advisory Council will meet and provide recommendation to the partners for systems and program change in the community.
- NCTH will utilize its social media outreach campaign to maintain community awareness throughout this portion of the grant period. (See above description.)
- Based on the completed building survey and concept plan, the project staff will hire a contractor to complete building modifications that will enhance accessibility for patients with disabilities. Once a contractor is hire, work on the building will commence, as per the project schedule detailed above.

5.) Inclusion:

The project team will use its extensive network of relationships to identify and engage individuals with disabilities as it works to implement various healthcare features related to disadvantaged or underserved community members. As in the Borough's previous capacity building project, individuals with disabilities were engaged as targets of outreach efforts, focus group participants, and members of the Advisory Council. By engaging individuals with disabilities in those ways, the project team was able to gain valuable insight into the existing barriers between disabled individuals and receiving health care at FFHC. Such insight pointed towards the need for caregiver support, cost awareness and assistance for prescriptions and specialty appointments, and mental health support, with emphasis on transportation and language barriers. The proposed implementation project will focus on executing this input gathered during the capacity building project and developing various systems and opportunities to eliminate such barriers to local, accessible healthcare for those who are disabled and otherwise socially disadvantaged in the community.

6.) PSE Change:

This implementation project will involve the work of a dedicated NCTH staff member, who will serve as a permanent community advocate/liaison. This staff member will be in charge of continuing much of the implementation project's work with an emphasis on

community outreach. This person will also maintain a relationship with the Borough of Freehold and FFHC in collaborative projects related to health and inclusion. In these ways, the proposed project will lead to practice, systems, and environmental change that will advance lasting outcomes in personal health awareness and healthcare access for disadvantaged or underserved populations in the community.

7.) IHC Priorities:

NCTH and partners plan to incorporate a variety of individuals, including individuals with disabilities, into this project. The project will leverage NCTH volunteers, who represent many communities, including individuals with disabilities, as well as LGBTQ individuals, non-English speakers, Medicaid recipients, and senior citizens, as community advocates for this project. In addition to being included in a group of community advocate volunteers, individuals with disabilities will serve in the following capacities throughout this project:

- Advisory Council members;
- Planning committee members;
- Social media message sharing.

By incorporating individuals with disabilities, along with other underserved communities, into the project's staffing plan in these ways, we will model the inclusivity we are seeking to create through this project.

The proposed project will seek to build upon the FFHC's efforts to eliminate all barriers between underserved populations, including individuals with disabilities, and access to healthcare. One way this will be accomplished is through feedback of Advisory Council members that were recruited during the capacity building grant period. With the guidance of the Advisory Council and the program data report based on the previous grant period's focus groups, we hope to continue identifying existing barriers and implement methodical approaches to ensure that such barriers no longer impede the underserved community of Freehold.

Another way this will be accomplished is through the strategic planning process built into the previous capacity grant period that will continue into the proposed project period. During the past year, the project team has examined the policies and programs of FFHC to identify any potential groups of people who are being left out and ways to bridge those gaps. This process identified the need for several infrastructure changes. One example of possible changes, depending on how much funding is awarded, includes ramp and sidewalk modifications at the facility's entrance to help those with physical limitations when entering the building. Additionally, the process identified the following trends: insufficient caregiver support, with emphasis on mental health; high costs for prescriptions or specialty appointments, specifically with individuals lacking insurance to cover such costs; and mental health accessibility, with emphasis on language and transportation barriers, as

Freehold Borough is low-income and largely pedestrian-oriented. During the new project period, the team will continue to review FFHC policies and identify additional needs, such as becoming trained in de-escalation as well as Trauma Informed Care (TIC), which is an approach that involves learning how to support the mental health of internal staff in order to better support patients with disabilities.

8.) Communications:

Communication will be an important element of the proposed project. The project team will utilize traditional outreach methods and social media and networking strategies as part of this project. For example, the proposed project will continue the social media campaign executed in the capacity grant period in order to spread awareness about the services offered at FFHC and encourage residents to visit the facility. The project will also involve various enhancements to FFHC and NCTH websites with emphasis on ADA accommodation.

As for outreach methods utilizing personal interaction, FFHC, NCTH, and Freehold Borough will collaborate with a new Psychiatric NP, who will perform outreach at the schools in order to highlight inclusivity and encourage youth and their families to go to FFHC instead of the emergency room or hospital. Additionally, FFHC's health service provider partners will meet monthly throughout the grant period to discuss the implementation project and identify barriers and opportunities for improvement. These partners include the following: NCTH, FAHD, CSMC, and Freehold Borough.

9.) Staffing:

The proposed project will leverage the strength and experience of the Borough of Freehold, FFHC, and NCTH to provide a more relationship-based approach to health care that fosters trust and engagement. As trusted community partners, NCTH staff are experienced in making their clients feel comfortable as they listen to and encourage parents/caregivers to express their needs and concerns that often create barriers to proper family health. NCTH and FFHC staff are bilingual, matching the population served in the areas where programs exist. This allows for enhanced conversations using open-ended questions and motivational interviewing that can lead to healthier choices about parenting, healthcare, nutrition, behavioral health, access to specialized services, and family well-being. Staff are trained in utilizing facilitators and curriculum designed to educate about the importance of preventive family health, immunization schedules, well visits and chronic health condition maintenance practices. They help overwhelmed residents overcome barriers and social determinants that affect health by providing valuable connections to a medical home such as the FFHC and appropriate community resources.

FFHC clinical staff are experienced in providing quality primary and preventive care and are dedicated to the wellbeing of their patients, but the clinical setting and pace of office visits does not always allow time for extended conversations. Through the proposed funded project, NCTH staff will provide residents with the professional care of a skilled FFHC staffer who can take the same conversation to a different level, allaying fears and suggesting accommodations and solutions that help reduce physical and emotional barriers. NCTH's more personalized approach will help foster trust and understanding between local patients and their healthcare professionals by allowing patients to receive equitable care either in the comfort of their own home or the community location/mode of their choosing. Additionally, the Freehold Area Health Department will partner with the Borough of Freehold, FFHC, and NCTH on this project by providing general support as needed, including assistance with strategic planning and event planning throughout the implementation process.

10.) Budget:

Project costs:

- **Staffing Costs (2 years):**
 - CHW: \$46,860.00
 - FFHC Outreach: \$16,924.00
 - NCTH Manager Program Development: \$18,516.00
- **Personal Fringe Benefits Costs (2 years):** \$25,513.00
- **Materials & Supplies (2 years):**
 - Outreach Supplies
 - \$333.00/month x 2 years = \$4,000 total
 - General Office Supplies: \$12,247.00
- **Consultants & Professional Fees (2 years):**
 - NCTH website development/upkeep:
 - \$45.00/hour x 8 hours = \$720.00
- **Facility Costs (2 years):**
 - Survey of ADA accessibility for FFHC = \$17,500.00
 - Structural enhancements to building (curb/ramp/front awning) = \$80,000.00
- **Other Direct Costs (2 years):**
 - Laptop and carrying case for NCTH CHW = \$1,000.00
 - Cell phone @ \$58.00/month per person x 24 months = \$1,392.00
 - Advisory Council incentives: 10 people @ \$100/each x 2 years = \$2,000.00
 - Mileage @ .56 cents/mile NCTH CHW 25 miles per month = \$600.00
- **Total Indirect Costs (2 years):** \$22,727.00

TOTAL = \$249,999.00

Billing:

The Borough of Freehold is to pay Neighborhood Connections to Health (NCTH) a quarterly fee for the work outlined in this proposal. NCTH will invoice the Borough in the following amounts at the end of each quarter, outlined below:

Year 1 July 2023 - June 2024				
<u>July - Sept</u>	<u>Oct - Dec</u>	<u>Jan - Mar</u>	<u>Apr - June</u>	<u>Year 1 Total</u>
\$32,077	\$68,830	\$12,046	\$12,046	(\$125,000)
Year 2 July 2024 - June 2025				
<u>July - Sept</u>	<u>Oct - Dec</u>	<u>Jan - Mar</u>	<u>Apr - June</u>	<u>Year 2 Total</u>
\$53,800	\$22,630	\$24,285	\$24,285	(\$125,000)

11.) Project Management Clause:

NCTH will manage the entirety of the work involved in this project proposal, in alignment with the grant requirements of the Inclusive Healthy Communities (IHC) Implementation Grant Award through the NJ Division of Disability Services. This includes:

- Spending and tracking funds in accordance with the enclosed budget
- Attendance at all required IHC grantee meetings and conferences
- All IHC grantee quarterly and annual grant reporting requirements
- Correspondence with the granting authority
- IHC grant project closeout

OFFERED BY:				SECONDED BY:			
AYE	NAY	ABSENT	ABSTAIN	AYE	NAY	ABSENT	ABSTAIN
DI BENEDETTO				ROGERS			
JORDAN				SCHNURR			
REICH				SHUTZER			

I, TRACI L. DI BENEDETTO, CLERK OF THE BOROUGH OF FREEHOLD, DO HEREBY CERTIFY THE FOLLOWING RESOLUTION WAS ADOPTED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF FREEHOLD AT A MEETING HELD ON: OCTOBER 2, 2023.

TRACI L. DI BENEDETTO, RMC, BOROUGH CLERK

**Resolution No.
Agenda #16/2023**

RESOLUTION AUTHORIZING THE TERMINATION OF THE SHARED SERVICE AGREEMENT WITH MANALAPAN TOWNSHIP FOR REGIONAL ANIMAL CONTROL SERVICES AND RATIFICATION OF AGREEMENT WITH THE MONMOUTH COUNTY SPCA

WHEREAS, the Borough of Freehold, County of Monmouth (the "Borough") is a public body corporate and politic of the State of New Jersey; and

WHEREAS, the Borough previously executed a contract with Manalapan Township for Western Monmouth Animal Control Services; and

WHEREAS, certain issues have arisen with regard to those services such that the parties agree that the termination of the agreement would be in the best interest of each; and

WHEREAS, the Borough and Manalapan Township have agreed that the previous agreement shall terminate as of October 1, 2023; and

WHEREAS, the Borough has received a proposal from the Monmouth County SPCA to provide animal control services in an amount not to exceed \$37,500 for a contract starting October 2, 2023 and continuing through December 31, 2024; and

WHEREAS, the Borough Chief Financial Officer has certified that the funds for this contract are available in line item 3-01-7-760-561 for \$7,500.00 and the balance of \$30,000.00 to be made available in the 2024 Temporary and Adopted Budget.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Freehold as follows:

1. The aforementioned recitals are incorporated herein as though fully set forth at length.
2. That the Borough agrees that the previous agreement with Manalapan Township for Western Monmouth Animal Control Services is terminated as of October 1, 2023 and authorizes the Mayor and all necessary parties to execute the Agreement.

3. That the Borough authorizes the Mayor to execute the proposed agreement with the Monmouth County SPCA for it to provide animal control services starting October 1, 2023 and continuing through December 31, 2024 in an amount not to exceed \$37,500.
4. That all Borough officials including, but not limited to the Mayor, the Borough Administrator and the Municipal Clerk, are hereby authorized and directed to take such ministerial actions as are necessary to effectuate the provisions of this resolution.



Monmouth County
SPCA

NOT-FOR PROFIT
ORGANIZATION
Founded in 1945

260 Wall Street
Eatontown, NJ 07724

732.542.0040
Fax 732.542.4552

BOARD OF TRUSTEES

Ross Licitra
Executive Director

Andrew Grossman
President

Gary Goldfarb
Vice President

Laura Saker
Paul Turner
Robert Honecker
Lisa Stavola
Fred Voccola
Brigit Magnotta

SERVICES

Animal Shelter
Bereavement Counseling
Cruelty Investigations
Dog Obedience Training
Flea & Tick Products
Humane Education
Humane Law Enforcement
Lost & Found
Low Cost Spay/Neuter
Pet Adoptions
Pet Pantry
Pet Therapy Program
Thrift Store
TNR Program
Veterinary Clinic
Volunteer Program
Wildlife Rescue

September 27, 2023

Stephen J. Gallo
Borough of Freehold
Borough Administrator
30 Mechanic Street,
Freehold, New Jersey 07728

Ref: Animal Control Bid for 2024

Dear Mr. Gallo,

The Monmouth County SPCA is pleased to submit a contract proposal for the 2024 calendar year for animal control services for the Borough of Shrewsbury. If accepted, the Monmouth County SPCA is looking forward to working with the Borough of Shrewsbury by providing exceptional service.

Some points in the contract that I would like to highlight are as follows:

- No cost for "in house" medical services
- Municipal Ordinance enforcement as well as NJ Title 4
- Private property response on a police officer's request
- TNR option to provide a cost savings to the Borough

Sincerely,

Ross Licitra
Executive Director
Monmouth County SPCA



facebook.com/MonmouthCountySPCA



theMUSPCA



youtube.com/MonmouthCountySPCA

MONMOUTH COUNTY MCSPCA

**SOCIETY FOR PREVENTION OF CRUELTY TO ANIMALS
LAW ENFORCEMENT DIVISION**

260 WALL STREET, EATONTOWN, NEW JERSEY 07724

732-542-0040

FAX: 732-542-4552

THIS AGREEMENT, made this day of by and between the
MONMOUTH COUNTY SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS, a non-profit 501(c)3 organization having principal offices at 260 Wall Street, Eatontown, New Jersey, hereinafter referred to as the "MCSPCA " and the Borough of Freehold , a municipal corporation of the State of New Jersey, having principal offices at 30 Mechanic Street, Freehold, New Jersey 07728, hereinafter, referred to as the "Municipality".

WHEREAS, the Municipality wishes to retain the services of the MCSPCA for animal control for a period beginning the 1st day of October, 2023 and ending on the 31st day of December 2024.

NOW THEREFORE, in consideration of the mutual agreements set forth below, it is agreed that:

1. The MCSPCA shall make their services as independent contractor, as an animal service provider, as hereinafter described, available to the Municipality on a daily basis, during standard business hours, as needed, five (5) days a week. Weekends, Holidays and Night emergency services (after standard day time business hours), will also be provided when necessary on the terms stated. Services are defined as the rescue, custody and care of

injured animals, trapped animals, sick animals, animals whose lives are endangered or animals present a danger to humans, including those who have bitten a person.

For the purpose of this Agreement, marine mammals, feral cat colonies and dead deer are specifically excluded, neither shall the MCSPCA trap, rescue, or relocate or care for geese unless same is in need of veterinary care.

Upon the Municipality's request, or in the case for the need of animal humane and/or Services as defines herein, feral cat colonies will remain the responsibility of the person "caretaker" caring for the cats. If there is a sick, rabid, or injured cat, the MCSPCA will provide services and assistance, and shall be entitled to be reimbursed for all the costs and expenses to said feral cat colony. If the colony is abandoned by the caretaker and the MCSPCA is called to remove any and/or care for the colony, the costs and expenses incurred by the MCSPCA will be in addition to the cost for Services and will be the responsibility of the Municipality. If the Municipality enters into a Memorandum of Understanding (MOU) with the MCSPCA for the purpose of TNR, then all terms of the MOU shall be set forth as agreed upon by the MCSPCA and the Municipality and shall supersede certain terms in the contract.

2. The Municipality will pay the MCSPCA the sum of **\$30,000.00** annually (Based of 12-month calendar) (\$37,500.00 15-months). The said sum to be prorated on a monthly basis of **\$2,500.00**. Payment for all services, including additional costs and expenses as stated herein, and unless express terms to the contrary are agreed, are due thirty (30) days after presentment of invoice and/or Municipality voucher executed by appropriate party, time is of the essence.
3. It is expressly understood, except as otherwise stated, the services include all the costs and expenses incurred by the MCSPCA or its animal control officer in the maintenance of custodial facilities and vehicle to be used by the animal control officer.

4. Upon a request from the Municipality, the MCSPCA shall respond to an emergency as defined herein. Emergency veterinary treatment will be provided to an ill or injured animal as required by the State Law regulation. The MCSPCA reserves the right in its sole discretion to determine that if the animal requires transportation to an emergency clinic on nights, weekends, or holidays, when our own veterinarians are not available.

If there is no known owner, the cost of in house services shall be covered by the MCSPCA any expense incurred by the MCSPCA for outside veterinary services will be the responsibility of the Municipality. If the owner is known, the cost and expenses will be bore by the owner.

5. The MCSPCA shall, at the request of an owner of an unwanted animal, render assistance in delivery of said animal to an appropriate humane shelter, including a shelter maintained by the SPCA. The MCSPCA will be paid for the cost and expenses of such assistance, which shall be the responsibility of the owner.
6. The MCSPCA shall use reasonable efforts to impound any stray, abandoned or unlicensed dog or cat, running at large on public property within the municipality. When such impoundment occurs, the dog or cat shall be put up for adoption or humanly disposed of, at the sole and exclusive discretion of the SPCA, after seven (7) day statutory hold period. It is expressly understood, once the MCSPCA accepts any animal and takes it into custody; it shall become the property of the MCSPCA for the disposition a stated above. The MCSPCA Animal Control Officer (ACO) or MCSPCA Humane Law Enforcement Officer shall issue summons for Municipal Ordinances and NJ Title 4 pertaining to all animal laws that apply under the scope of the ACO's employment. (ie: Dog/Cat licensing, animals running at large, dangerous dog)

7. Upon proof of ownership, any person may redeem his/her animal from the MCSPCA upon payment to the MCSPCA and shall be responsible to pay for any vaccinations and/or necessary medical treatment that the medical team deemed necessary. Once the ownership is established, and the animal is no longer a stray, regular boarding rates at \$20.00 per day shall be paid to the MCSPCA by the owner prior to the release of the animal. No release or redemption shall be honored unless the owner provides proof of ownership and produces a current municipal dog/cat license if applicable. If an animal is unclaimed after seven (7) days, the MCSPCA shall by law take ownership of the animal and offer the animal for adoption, humanly disposed or any other disposition that the MCSPCA deems humanely appropriate.
8. Any stray dog, cat or any other animal taken into the custody of the MCSPCA and charged with biting a human being, shall be quarantined for the required period of ten (10) days. The cost and expenses incurred during this period shall be the responsibility of the owner. If no known owner, the costs shall be absorbed by the SPCA.
9. Transportation of the head of the animal suspected of rabies to the State department shall be provided by the MCSPCA under the condition that the said animal expired on the premises before the ten (10) day quarantine period referred to above. The fee for removal of the head and deliver for rabies examination will be paid by the owner of the animal or absorbed by the MCSPCA if the owner is unknown.
10. The animal control officer shall be an employee of the SPCA. The MCSPCA shall indemnify and hold the Municipality harmless from and against any damage caused by the animal control officer, expressly excluded damage caused by the animal.
11. Removal of an animal, including wildlife, inside a home, apartment building, garage, roof, etc., "residence", is not covered under this agreement. The MCSPCA reserves the right to

answer/respond to those calls; however, the owner of the premises will be charged \$90.00 per hour during standard business hours and \$118.00 after standard hours. If the nature of the call is deemed by a police officer to pose a public safety risk, the MCSPCA shall respond and handle the call at no cost to the homeowner.

12. The MCSPCA shall not be responsible for handling deer or any wildlife carcasses; however the MCSPCA shall retrieve infirmed/ injured deer or wildlife at the SPCA's discretion.
13. The Municipality will be charged at an additional charge, a boarding fee of \$20.00 per day, payable monthly, for any animal which, upon request of the Municipality as part of a court process or upon order from a court shall impound an animal. The Municipality agrees to expressly seek reimbursement from the costs uncured by the MCSPCA as any judgement from the owner, in the absence as such; the costs shall be the responsibility of the Municipality.
14. The signatory of this document represents that it/he/she possess the requisite authority to bind the public entity further represents the execution of the Agreement is authorized by Municipality.
15. Except for non-payment, this Agreement contract may be determined during the Term by either party upon sixty (60) days written notice by Certified Mail, Return Receipt Requested, to the other party, in its sole discretion the terminating party may provide an opportunity to cure.
16. It is expressly agreed that the MCSPCA is not obligated to incur any cost, expense or legal fees as a consequence of the failure of the Municipality to timely and fully remit all payment due hereunder; such costs, expenses, legal fees shall be the sole responsibility of the Municipality.
17. The Parties hereto shall indemnify and hold the other harmless from and against any claim, award, cost, expense by any third party, not affiliated in any way employed by either party for any damage or injury caused by the act or omission of the indemnifying party or its agents.

THIS AGREEMENT is a sole expression of the understanding between the parties and may only
be modified by a written amendment signed by both parties.

MONMOUTH COUNTY SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

BY: 

Ross Licitra
Executive Director

***MUNICIPALITY*Borough of Freehold**

BY: _____

ATTEST

**RESOLUTION OF THE BOROUGH OF FREEHOLD, COUNTY OF MONMOUTH, STATE OF NEW
JERSEY, AUTHORIZING AN APPLICATION TO THE NEW JERSEY DEPARTMENT OF
ENVIRONMENTAL PROTECTION HAZARDOUS DISCHARGE SITE REMEDIATION FUND
(HDSRF) FOR THE REMEDIATION OF A DISCHARGE/SUSPECTED DISCHARGE**

The Borough of Freehold Mayor and Council hereby certifies that permission has been granted to apply to HDSRF for the remedial investigation at 15-17 Throckmorton Street, the former site of the Colaner Property.

The Borough is committed to the redevelopment of this property into a much needed public parking facility.

The filing of this application was authorized at the official meeting of the governing body held on:

October 2, 2023

Date

Signature

Certification Signature

Typed Name and Title

Typed Name and Title

Date

Date

OFFERED BY:				SECONDED BY:					
	AYE	NAY	ABSENT	ABSTAIN		AYE	NAY	ABSENT	ABSTAIN
DI BENEDETTO					ROGERS				
JORDAN					SCHNURR				
REICH					SHUTZER				

I, TRACI L. DI BENEDETTO, CLERK OF THE BOROUGH OF FREEHOLD, DO HEREBY CERTIFY THE FOLLOWING RESOLUTION WAS ADOPTED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF FREEHOLD AT A MEETING HELD ON: OCTOBER 2, 2023.

TRACI L. DI BENEDETTO, RMC, BOROUGH CLERK

**Resolution No.
Agenda #16/2023**

RESOLUTION EXTENDING THE AWARD OF CANNABIS LICENSES

WHEREAS, the Borough of Freehold, County of Monmouth (the "Borough") is a public body; and

WHEREAS, on July 19, 2021, the Borough enacted Ordinance #2021/11 amending and supplementing certain chapters of its Code related to Cannabis Businesses; and,

WHEREAS, the Borough determined that certain classes of Cannabis Businesses should be permitted in certain zones and in appropriate locations therein subject to obtaining a license from the Borough of Freehold; and

WHEREAS, the Borough advertised for Proposals to be submitted by interested parties for the Borough's limited number of licenses, and

WHEREAS, the Request for Proposals outlined a scoring mechanism by which to award a license; and

WHEREAS, the Borough received two responses for Class 2 Cannabis Manufacturer licenses, which were reviewed and scored by Borough officials; and

WHEREAS, the Borough, on or about May 16, 2022, awarded a Class 2 licenses to Prest Gunther Family Manufacturing d/b/a PGFM; and

WHEREAS, the Borough Code requires that subject to the authority of the CRC to approve and issue cannabis licenses authorized by law; and

WHEREAS, the awards of licenses sunset automatically on 12:00 a.m. on December 31, 2022, if the cannabis businesses did not receive approval from the CRC by that time; and

WHEREAS, an extension of the award was provided to PGFM such that it automatically lapsed on July 1, 2023; and

WHEREAS, the CRC has not granted its approval to PGFM due to no fault of its own and the Borough wishes to extend the provisional award.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Freehold the license awarded to Prest Gunther Family Manufacturing d/b/a PGFM will now lapse on January 1, 2024 at 12:00 a.m. in the event that it does not receive its state-issued license.

BE IT FURTHER RESOLVED that should this license lapse, the Borough may offer the license to the public.

<u>OFFERED BY:</u>				<u>SECONDED BY:</u>			
<u>AYE</u>	<u>NAY</u>	<u>ABSENT</u>	<u>ABSTAIN</u>	<u>AYE</u>	<u>NAY</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
<u>DI BENEDETTO</u>				<u>ROGERS</u>			
<u>JORDAN</u>				<u>SCHNURR</u>			
<u>REICH</u>				<u>SHUTZER</u>			

I, TRACI L. DI BENEDETTO, CLERK OF THE BOROUGH OF FREEHOLD, DO HEREBY CERTIFY THE FOLLOWING RESOLUTION WAS ADOPTED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF FREEHOLD AT A MEETING HELD ON: OCTOBER 2, 2023.

TRACI L. DI BENEDETTO, RMC, BOROUGH CLERK

**Resolution No.
Agenda #16/2023**

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF
FREEHOLD, COUNTY OF MONMOUTH, STATE OF NEW JERSEY CONFIRMING
APPOINTMENT TO THE LIBRARY BOARD OF TRUSTEES**

WHEREAS, the Borough of Freehold, County of Monmouth (the "Borough") is a public body corporate and politic of the State of New Jersey; and

WHEREAS, the Mayor of the Borough has the duty and responsibility to appoint members of the Library Board of Trustees; and

WHEREAS, the Mayor has named the following individual to the Board:

Michael Faccone (for a vacant term expiring 12/31/23)

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Borough of Freehold that it receives and recognizes the appointment of the aforementioned individual to the Library Board of Trustees.

BE IT FURTHER RESOLVED that the Clerk forward a certified copy of this resolution to the individual listed above of the appointment to this Board.

OFFERED BY:				SECONDED BY:					
	AYE	NAY	ABSENT	ABSTAIN		AYE	NAY	ABSENT	ABSTAIN
DI BENEDETTO					ROGERS				
JORDAN					SCHNURR				
REICH					SHUTZER				

I, TRACI L. DI BENEDETTO, CLERK OF THE BOROUGH OF FREEHOLD, DO HEREBY CERTIFY THE FOLLOWING RESOLUTION WAS ADOPTED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF FREEHOLD AT A MEETING HELD ON: OCTOBER 2, 2023.

TRACI L. DI BENEDETTO, RMC, BOROUGH CLERK

**Resolution No.
Agenda #16/2023**

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF
FREEHOLD, COUNTY OF MONMOUTH, STATE OF NEW JERSEY CONFIRMING
APPOINTMENT TO THE MEMORIAL DAY PARADE COMMITTEE**

WHEREAS, the Borough of Freehold, County of Monmouth (the "Borough") is a public body corporate and politic of the State of New Jersey; and

WHEREAS, the Mayor and Council of the Borough created the Memorial Day Committee to the Board of Recreation Commissioners, which shall be responsible for planning for and conducting the Annual Memorial Day Parade in the borough and any events commemorating the veterans of our; and

WHEREAS, pursuant to Section 2.64.080, the committee is to consist of not less than seven (7) nor more than fifteen (15) members to be appointed by the Mayor of the Borough with the advice and consent of the Borough Council. All members are to serve without compensation.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Freehold that the following individual is hereby confirmed as a member of the Memorial Day Parade Committee:

Jody Rosato, term expiring 12/31/23

BE IT FURTHER RESOLVED that the Clerk forward a certified copy of this resolution to the individual listed above of the appointment to this committee.

OFFERED BY:				SECONDED BY:					
	AYE	NAY	ABSENT	ABSTAIN		AYE	NAY	ABSENT	ABSTAIN
DI BENEDETTO					ROGERS				
JORDAN					SCHNURR				
REICH					SHUTZER				

I, TRACI L. DI BENEDETTO, CLERK OF THE BOROUGH OF FREEHOLD, DO HEREBY CERTIFY THE FOLLOWING RESOLUTION WAS ADOPTED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF FREEHOLD AT A MEETING HELD ON: OCTOBER 2, 2023.

TRACI L. DI BENEDETTO, RMC, BOROUGH CLERK

**Resolution No.
Agenda #16/2023**

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF
FREEHOLD, COUNTY OF MONMOUTH, STATE OF NEW JERSEY CONFIRMING
APPOINTMENT TO THE BOARD OF RECREATION COMMISSIONERS**

WHEREAS, the Borough of Freehold, County of Monmouth (the “Borough”) is a public body corporate and politic of the State of New Jersey; and

WHEREAS, the governing body considers that the recreation serves an important public function and should be fully staffed with volunteers; and

WHEREAS, the Mayor and Council of the Borough created the Board of Recreation Commissioners in order to assist with the oversight of the Borough’s playgrounds and parks; and

WHEREAS, pursuant to Section 2.64.010, the commission is to consist of seven members and two alternates appointed by the mayor.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Freehold that the following individual is hereby confirmed as a member of the Board of Recreation Commissioners:

Victor Conover, Sr. (Alternate No. 2 for a term ending 12/31/2027)

BE IT FURTHER RESOLVED that the Clerk forward a certified copy of this resolution to the individual listed above of the appointment to this committee.

OFFERED BY:				SECONDED BY:			
AYE	NAY	ABSENT	ABSTAIN	AYE	NAY	ABSENT	ABSTAIN
DI BENEDETTO				ROGERS			
JORDAN				SCHNURR			
REICH				SHUTZER			

I, TRACI L. DI BENEDETTO, CLERK OF THE BOROUGH OF FREEHOLD, DO HEREBY CERTIFY THE FOLLOWING RESOLUTION WAS ADOPTED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF FREEHOLD AT A MEETING HELD ON: OCTOBER 2, 2023.

TRACI L. DI BENEDETTO, RMC, BOROUGH CLERK

Resolution No.
Agenda No: 14/2023

RESOLUTION APPROVING THE FOLLOWING APPLICATIONS:

- a. Born to Run Race, 11/24/23, 9:00 AM – 1:00 PM, Hall of Records Parking Lot to Lake Topanemus & Back. c/o Freehold Area Running Club
- b. Raffle License #32-23, Columbian Club of Freehold, Fair Share Raffle, 3/17/24, 70 East Main Street.
- c. Raffle License #33-23, Womens Club Freehold Jewish Center, Year Round Pull Tab, 11/1/23 to 10/29/24, 59 Broad Street.
- d. Bingo License #1-23, Congregation Agudath Achim/Freehold Jewish Center, Wednesday Nights, 11/1/23 to 10/29/24.
- e. Taxi Driver License, Alex Alberto Maguina Villanueva.

BOROUGH OF FREEHOLD - SCHEDULE OF BILLS FOR APPROVAL

October 2, 2023

CURRENT FUND

Freehold Borough Payroll	Pay #17 - pd 9/15/2023	\$ 280,337.25
FP Mailing	Postage-Borough Hall - pd 9/26/2023	5,000.00
EnergySolve, LLC	Utilities - pd 9/26/2023	16,743.93
NJ State Health Benefits	OCT/23 Health Benefits-due 10/2023	184,086.44
Freehold Regional High School	OCT/23 Regional Tax Levy due 10/2023	405,142.00
Freehold Borough Board of Education	OCT/23 Local School Tax Levy-due 10/2023	948,323.53
		<u>\$ 1,839,633.15</u>

WATER-SEWER OPERATING FUND

Freehold Borough Payroll	Pay #17 - pd 9/15/2023	\$ 48,533.99
FP Mailing	Postage-Borough Hall - pd 9/26/2023	2,000.00
EnergySolve, LLC	Utilities - pd 9/26/2023	2,708.25
NJ State Health Benefits	OCT/23 Health Benefits-due 10/2023	39,162.30
		<u>\$ 92,404.54</u>

PARKING UTILITY OPERATING ACCOUNT

Freehold Borough Payroll	Pay #17 - pd 9/15/2023	\$ 4,910.73
		<u>\$ 4,910.73</u>

PAYROLL ACCOUNT

Freehold Borough Payroll	Pay #17 - pd 9/15/2023	\$ 3,998.10
		<u>\$ 3,998.10</u>

September 29, 2023
01:12 PM

FREEHOLD BOROUGH
Bill List By Vendor Id

Page No: 2

Vendor # Name	PO # PO Date Description	Contract PO Type	Stat/Chk	First Rcvd	Chk/Void	1099
Item Description	Amount Charge Account	Acct Type Description	Enc Date Date	Date Invoice	Exc1	
<hr/>						
01146 ALLIED DIESEL SERVICE CO						
23-00945 07/28/23 Inspection/Smoke Test/CheckEng						
1 Inspection/Smoke Test/CheckEng	430.00 3-01-3 -315-421	B VEHICLE MAINTENANCE & REPAIR	R	07/28/23 09/29/23	41444,41457	N
Vendor Total:	430.00					
01225 AMERICAN WEAR INC						
23-00996 08/04/23 AUGUST UNIFORMS						
1 AUGUST UNIFORMS-STG/RDS	268.60 3-01-3 -300-208	B ROAD REPAIR & MAINT - UNIFORMS	R	08/04/23 09/29/23	10112913	N
2 AUGUST UNIFORMS-W/S	351.35 3-09-8 -800-208	B W/S ADMIN -- UNIFORMS	R	08/04/23 09/29/23	10112910	N
3 AUGUST UNIFORMS-FIRE	42.75 3-01-2 -200-209	B FIRE DEPT - UNIFORMS DISPATCH	R	08/04/23 09/29/23	10112914	N
	662.70					
Vendor Total:	662.70					
02618 BAILEYS PRINTING INC						
23-01117 09/06/23 envelopes						
1 envelopes	325.00 3-01-6 -655-158	B MUNICIPAL COURT - POSTAGE,ENVELOPES	R	09/06/23 09/29/23	2879	N
Vendor Total:	325.00					
04086 BORGATA CASINO HOTEL						
23-01276 09/29/23 ACCOMODATIONS LEAGUE CONFERENC						
1 ACCOMODATIONS LEAGUE CONFERENC	390.00 3-01-1 -115-504	B BUS.ADMIN.--TRAINING	R	09/29/23 09/29/23		N
2 ACCOMODATIONS LEAGUE CONFERENC	390.00 3-01-1 -102-506	B MAYOR/COUNCIL - OTHER EXPENSES	R	09/29/23 09/29/23		N
3 ACCOMODATIONS LEAGUE CONFERENC	195.00 3-01-1 -102-506	B MAYOR/COUNCIL - OTHER EXPENSES	R	09/29/23 09/29/23		N
	195.00 3-09-8 -800-501	B W/S ADMIN--M.I.S.				
4 ACCOMODATIONS LEAGUE CONFERENC	390.00 3-10-8 -800-298	B PARKING ADMIN - MISCELLANEOUS	R	09/29/23 09/29/23		N
5 ACCOMODATIONS LEAGUE CONFERENC	195.00 3-01-2 -260-508	B UNIFORM CONSTRUCTION - TRAINING	R	09/29/23 09/29/23		N
6 ACCOMODATIONS LEAGUE CONFERENC	195.00 3-01-1 -155-508	B CODE ENFORCEMENT - TRAINING	R	09/29/23 09/29/23		N
7 ACCOMODATIONS LEAGUE CONFERENC	390.00 3-01-1 -101-508	B ADM/EXEC. -- TRAINING	R	09/29/23 09/29/23		N
8 ACCOMODATIONS LEAGUE CONFERENC	390.00 3-01-1 -101-508	B ADM/EXEC. -- TRAINING	R	09/29/23 09/29/23		N
9 ACCOMODATIONS LEAGUE CONFERENC	195.00 3-01-1 -135-508	B FINANCE, TRAINING COURSES	R	09/29/23 09/29/23		N
	195.00 3-09-8 -800-501	B W/S ADMIN--M.I.S.				

September 29, 2023
01:12 PM

FREEHOLD BOROUGH
Bill List By Vendor Id

Page No: 3

Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First	Rcvd	Chk/Void	1099	
Item	Description	Amount	Charge	Account	Acct Type	Description	Enc	Date	Date	Date	Invoice	Exc1
04086	BORGATA CASINO HOTEL			Continued								
23-01276	09/29/23 ACCOMODATIONS LEAGUE CONFERENC			Continued								
10	ACCOMODATIONS LEAGUE CONFERENC	390.00	3-01-1	-125-508	B	TAX COLLECTOR - DUES, TRAINING	R	09/29/23	09/29/23			N
		3,510.00										
Vendor Total:		3,510.00										
04320	BRICES AUTO SUPPLY INC											
22-01612	12/05/22 DECEMBER AUTO SUPPLIES											
1	ANTIFREEZE	14.72	2-01-3	-300-198	B	ROAD REPAIR & MAINT - AUTO SUPPLIES,OIL	R	12/05/22	09/29/23		835822	N
3	PREMIX	312.64	2-01-2	-200-298	B	FIRE DEPT - SUPPLIES	R	12/05/22	09/29/23		836442	N
4	BATTERY, STA BIL, AIR FILTERS	975.97	2-09-8	-800-421	B	W/S ADMIN.- VEHICLE MTN/REPAIR	R	12/05/22	09/29/23		836126	N
5	LOCK DEICER, GAUGE	18.39	2-09-8	-800-421	B	W/S ADMIN.- VEHICLE MTN/REPAIR	R	12/05/22	09/29/23		836276	N
6	CALIPER, DISC BRAKE	21.32	2-01-3	-300-198	B	ROAD REPAIR & MAINT - AUTO SUPPLIES,OIL	R	12/05/22	09/29/23		836319	N
7	FUEL FILTER	11.44	2-01-3	-300-198	B	ROAD REPAIR & MAINT - AUTO SUPPLIES,OIL	R	12/05/22	09/29/23		836567	N
8	PREMIX	88.46	2-01-2	-200-298	B	FIRE DEPT - SUPPLIES	R	12/05/22	09/29/23		835967	N
9	BLISTER PACK, PEAK, WIPES,,TUB	48.36	2-01-2	-200-298	B	FIRE DEPT - SUPPLIES	R	12/05/22	09/29/23		836962	N
10	BATTERY	127.24	2-01-2	-200-298	B	FIRE DEPT - SUPPLIES	R	12/05/22	09/29/23		837148	N
11	4 CYCLE SEF, 2.5 DEF, OIL	332.26	2-01-3	-300-198	B	ROAD REPAIR & MAINT - AUTO SUPPLIES,OIL	R	12/05/22	09/29/23		837100	N
		1,950.80										
23-00022	01/18/23 JANUARY AUTO SUPPLIES											
1	BATTERY, WIRE BRUSH	213.17	3-01-3	-300-198	B	ROAD REPAIR & MAINT - AUTO SUPPLIES,OIL	R	01/18/23	09/29/23		838042	N
4	BRASS TOGGLE	6.04	3-01-3	-300-198	B	ROAD REPAIR & MAINT - AUTO SUPPLIES,OIL	R	01/18/23	09/29/23		838606	N
		219.21										
23-00136	02/08/23 FEBRUARY SUPPLIES											
1	BRG PROT	23.29	3-01-3	-300-198	B	ROAD REPAIR & MAINT - AUTO SUPPLIES,OIL	R	02/08/23	09/29/23		840250	N
23-00243	03/10/23 MARCH SUPPLIES											
1	OIL FILTER, THREADLOCK, OIL	190.89	3-01-3	-300-198	B	ROAD REPAIR & MAINT - AUTO SUPPLIES,OIL	R	03/10/23	09/29/23		840718	N
2	REGULATOR	56.80	3-01-2	-200-421	B	FIRE DEPT - UPKEEP APPARATUS	R	03/10/23	09/29/23		840200	N
4	WHEEL BEARING PROTECT	19.45	3-01-3	-300-198	B	ROAD REPAIR & MAINT - AUTO SUPPLIES,OIL	R	03/10/23	09/29/23		840874	N
5	CLEANERS & WAXES, VENT VISOR	1,525.10	3-01-2	-200-421	B	FIRE DEPT - UPKEEP APPARATUS	R	03/10/23	09/29/23		842182	N
		1,792.24										
23-00541	05/08/23 MAY AUTO SUPPLIES											
1	4 CYCLE SEF, BULBS	237.65	3-01-3	-300-198	B	ROAD REPAIR & MAINT - AUTO SUPPLIES,OIL	R	05/08/23	09/29/23		844262	N

September 29, 2023
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FREEHOLD BOROUGH
Bill List By Vendor Id

Page No: 4

Vendor # Name	PO # PO Date Description	Contract PO Type	Stat/Chk	First Rcvd	Chk/Void	1099
Item Description	Amount Charge Account	Acct Type Description	Enc Date Date	Date Invoice	Excl	
04320 BRICES AUTO SUPPLY INC Continued						
23-00677 06/01/23 JUNE AUTO SUPPLIES						
2 BATTERY, OIL, SEF	485.70 3-01-3 -300-198	B ROAD REPAIR & MAINT - AUTO SUPPLIES,OIL	R	06/01/23 09/29/23	847066	N
4 WINDSHIELD WASH	32.88 3-01-3 -300-198	B ROAD REPAIR & MAINT - AUTO SUPPLIES,OIL	R	06/01/23 09/29/23	847076	N
	518.58					
23-00859 07/10/23 JULY SUPPLIES						
3 BATTERY	269.96 3-09-8 -800-421	B W/S ADMIN.- VEHICLE MTN/REPAIR	R	07/10/23 09/29/23	847699	N
4 BATTERY	124.70 3-09-8 -821-498	B SEWER SERVICE - BOWNE AVE. P.S.	R	07/10/23 09/29/23	848115	N
	394.66					
23-00999 08/04/23 AUGUST SUPPLIES						
1 HEADLIGHTS, 4 CYCLE SEF	124.81 3-01-3 -300-298	B ROAD REPAIR & MAINT - SUPPLIES	R	08/04/23 09/29/23	849194	N
3 BATTERY	134.98 3-09-8 -821-502	B SEWER SERVICE - BIRCH DRIVE P.S.	R	08/04/23 09/29/23	849960	N
	259.79					
Vendor Total:		5,396.22				
04360 BROOKDALE COMMUNITY COLLEGE						
23-01201 09/14/23 Tech Assist Course - R. Ponder						
1 Tech Assist Course - R. Ponder	549.00 3-01-2 -260-508	B UNIFORM CONSTRUCTION - TRAINING	R	09/14/23 09/29/23	0712277	N
Vendor Total:		549.00				
05249 CAMPBELL SUPPLY INC						
23-00654 06/01/23 3 manual gauges 1577						
1 3 manual gauges 1577	2,451.83 3-01-2 -200-421	B FIRE DEPT - UPKEEP APPARATUS	R	06/01/23 09/29/23	R112005723:01	N
23-00831 07/02/23 headlight replacement 1577						
1 headlight replacement 1577	1,775.40 3-01-2 -200-421	B FIRE DEPT - UPKEEP APPARATUS	R	07/02/23 09/29/23	C101020032:01	N
2 SHIPPING	70.00 3-01-2 -200-421	B FIRE DEPT - UPKEEP APPARATUS	R	07/02/23 09/29/23	C101020032:01	N
	1,845.40					
23-00835 07/02/23 Primer Fitting 1580						
1 Primer Fitting 1580	907.60 3-01-2 -200-421	B FIRE DEPT - UPKEEP APPARATUS	R	07/02/23 09/29/23	R112005726:01	N
23-00890 07/14/23 Replace Headlight Bezel 1590						
1 Replace Headlight Bezel 1590	195.93 3-01-2 -200-421	B FIRE DEPT - UPKEEP APPARATUS	R	07/14/23 09/29/23	C101020031:01	N

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September 29, 2023
01:12 PM

FREEHOLD BOROUGH
Bill List By Vendor Id

Page No: 7

Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First	Rcvd	Chk/Void	1099	
				Item Description	Amount	Charge Account	Acct Type Description	Enc Date	Date	Date	Invoice	Excl
08209	DELL MARKETING LP											
22-01677	12/19/22 Computers											
1	Computers	7,171.10	2-01-2	-240-226		B POLICE DEPT - EQUIPMENT M & R	R	12/19/22	09/29/23		10677902832	N
Vendor Total:					7,171.10							
10460	EAST COAST EMER.LIGHTING INC											
23-00651	06/01/23 OUTFIT 2 PARKING AUTH. CARS											
1	OUTFIT 2 PARKING AUTH. CARS	12,427.24	C-04-7	-766-102		B 2022/13-IMPR.AUTH-PARKING UTILITY IMPROV R		06/01/23	09/29/23		40012/39880	N
Vendor Total:					12,427.24							
11540	ELECTRO MAINTENANCE INC											
23-01010	08/08/23 Emergency Callout: Pat's Pt.											
1	Emergency Callout: Pat's Pt.	315.00	3-09-8	-821-496		B SEWER SERVICE - PATRIOTS POINT P.S.	R	08/08/23	09/29/23		13567	N
Vendor Total:					315.00							
12894	EZ DOCKS SOUTH INC.											
23-00795	06/27/23 ADA FISHING PIER W/ RAILS/GANG											
1	ADA FISHING PIER W/ ADA RAILS	49,707.30	G-02-23	-900-004		B GRANT FD-AMER RESCUE PLN-PARK IMPROVMNTS R		06/27/23	09/29/23		8882	N
Vendor Total:					49,707.30							
13011	FAIL SAFE TESTING INC.											
23-00609	05/21/23 Annual Ground Ladder Testing											
1	Annual Ground Ladder Testing	855.00	3-01-2	-200-421		B FIRE DEPT - UPKEEP APPARATUS	R	05/21/23	09/29/23		68480	N
23-00610	05/21/23 Annual Aerial Testing 1590											
1	Annual Aerial Testing 1590	950.00	3-01-2	-200-421		B FIRE DEPT - UPKEEP APPARATUS	R	05/21/23	09/29/23		68478	N
23-00611	05/21/23 Fire Pump Testing Apparatus											
1	Fire Pump Testing Apparatus	1,700.00	3-01-2	-200-421		B FIRE DEPT - UPKEEP APPARATUS	R	05/21/23	09/29/23		68477	N
23-00612	05/21/23 Testing of Fire Hose											
1	Testing of Fire Hose	3,820.60	3-01-2	-200-421		B FIRE DEPT - UPKEEP APPARATUS	R	05/21/23	09/29/23		68475	N
Vendor Total:					7,325.60							

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September 29, 2023
01:12 PM

FREEHOLD BOROUGH
Bill List By Vendor Id

Page No: 11

Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
Item	Description	Amount	Charge	Account	Acct Type	Description						
34738	NJ DEPT OF LABOR & WF DEV.											
23-01270	09/27/23 QTR 3/2021 UNEMPLOYMENT											
1	QTR 3/2021 UNEMPLOYMENT	303.15	T-13-9	-900-111	B	UNEMPLOYMENT TRUST--EXPENSES	R	09/27/23	09/29/23			N
	Vendor Total:	303.15										
34742	NJ STATE LEAGUE OF											
23-01277	09/29/23 CONFERENCE REGISTRATION											
1	CONFERENCE REGISTRATION	60.00	3-01-1	-115-504	B	BUS.ADMIN.--TRAINING	R	09/29/23	09/29/23			N
2	CONFERENCE REGISTRATION	120.00	3-01-1	-101-508	B	ADM/EXEC. -- TRAINING	R	09/29/23	09/29/23			N
3	CONFERENCE REGISTRATION	120.00	3-01-1	-102-506	B	MAYOR/COUNCIL - OTHER EXPENSES	R	09/29/23	09/29/23			N
4	CONFERENCE REGISTRATION	60.00	3-10-8	-800-298	B	PARKING ADMIN - MISCELLANEOUS	R	09/29/23	09/29/23			N
5	CONFERENCE REGISTRATION	60.00	3-01-1	-135-508	B	FINANCE, TRAINING COURSES	R	09/29/23	09/29/23			N
6	CONFERENCE REGISTRATION	60.00	3-01-1	-125-508	B	TAX COLLECTOR - DUES, TRAINING	R	09/29/23	09/29/23			N
7	CONFERENCE REGISTRATION	60.00	3-01-3	-320-508	B	SHADE TREE COMM. DUES MBRSHIP	R	09/29/23	09/29/23			N
8	CONFERENCE REGISTRATION	30.00	3-01-2	-260-508	B	UNIFORM CONSTRUCTION - TRAINING	R	09/29/23	09/29/23			N
		30.00	3-01-1	-155-508	B	CODE ENFORCEMENT - TRAINING						
		600.00										
	Vendor Total:	600.00										
35212	NORCAP FINANCIAL LLC											
23-01103	09/01/23 RENT POLICE/COURT 09/23-11/23											
1	RENT POLICE/COURT 09/23-11/23	13,450.00	3-01-1	-190-408	B	PUBLIC B&G - POLICE/COURT RENT	R	09/01/23	09/29/23			N
	Vendor Total:	13,450.00										
35307	O & M SOLUTIONS LLC											
23-01173	09/07/23 Pump Parts/Pat's Pt.											
1	Pump Parts/Pat's Pt.	560.35	3-09-8	-821-496	B	SEWER SERVICE - PATRIOTS POINT P.S.	R	09/07/23	09/29/23		4937	N
	Vendor Total:	560.35										
40742	NICALI LLC											
23-01082	08/28/23 PARKING INFO TRI-FOLDS											
1	PARKING INFO TRI-FOLDS	250.00	3-10-8	-800-151	B	PARKING ADMIN - SUPPLIES	R	08/28/23	09/29/23		10051400	N

September 29, 2023
01:12 PM

FREEHOLD BOROUGH
Bill List By Vendor Id

Page No: 12

Vendor #	Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
40742	NICALI LLC												
		23-01088	08/30/23	W/S DOOR HANGERS									
		1	W/S DOOR HANGERS-250		200.00	3-09-8 -800-151	B W/S ADMIN. - OFFICE SUPPLIES	R	08/30/23	09/29/23		10051521	N
		23-01114	09/01/23	OFD BANNERS									
		1	OFD BANNERS		570.00	T-15-9 -900-516	B COMMUNITY EVENTS - OLDE FREEHOLD DAY	R	09/01/23	09/29/23		11594-35	N
		23-01124	09/06/23	NPP Promo - Sept Newsltr									
		1	NPP Promo - Sept Newsltr		300.00	G-02-21-900-003	B NEIGHBORHOOD PRESERVATION GRANT-O/E	R	09/06/23	09/29/23		10051524	N
		23-01126	09/07/23	PAID PARKING SIGNS-COROPLAST									
		1	PAID PARKING SIGNS-COROPLAST		2,040.00	3-10-8 -800-421	B PARKING - EQUIPMENT/MAINT/REPAIR	R	09/07/23	09/29/23		10051577	N
				Vendor Total:	3,360.00								
40775	PROSHRED SECURITY												
		23-01014	08/08/23	AUGUST SHREDDING									
		1	AUGUST SHREDDING		200.00	3-01-1 -110-151	B CENTRAL FUNCTIONS	R	08/08/23	09/29/23		800046168	N
				Vendor Total:	200.00								
44258	RAPID RECOVERY SERVICES, LLC												
		23-01081	08/28/23	INS DED-WET SHEET ROCK REMOVAL									
		1	INS DED-WET SHEET ROCK REMOVAL		5,000.00	3-01-4 -491-298	B CONTINGENT	R	08/28/23	09/29/23		23035	N
				Vendor Total:	5,000.00								
45601	ROBERTS ELECTRONICS &												
		23-01099	09/01/23	FIRE ALARM INSPECTIONS									
		1	FIRE ALARM INSPECTION DPW		230.00	3-01-1 -190-413	B PUBLIC B&G - DPW	R	09/01/23	09/29/23		116003	N
		2	FIRE ALARM INSPECTION FIRE DEP		150.00	3-01-1 -190-406	B PUBLIC B&G - FIRE HOUSE	R	09/01/23	09/29/23		116002	N
		3	FIRE ALARM INSPECTION-51 W MAI		240.00	3-01-1 -190-406	B PUBLIC B&G - FIRE HOUSE	R	09/01/23	09/29/23		116004	N
					620.00								
				Vendor Total:	620.00								

September 29, 2023
01:12 PM

FREEHOLD BOROUGH
Bill List By Vendor Id

Page No: 13

Vendor #	Name	PO #	PO Date	Description	Amount	Contract Charge	PO Type Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Exc
46292	RUTGERS, THE STATE UNIVERSITY													
	23-01087	08/30/23	CURRENT FUND 1 - M.KENNY											
	1	CURRENT FUND ACCOUNTING 1		380.00	3-01-1	-135-508		B FINANCE, TRAINING COURSES	R	08/30/23	09/29/23		75241	N
	2	CURRENT FUND ACCOUNTING 1		380.00	3-09-8	-800-298		B W/S ADMIN. MISCELLANEOUS	R	08/30/23	09/29/23		75241	N
				760.00										
	Vendor Total:			760.00										
46322	RUBBERECYCLE LLC													
	23-01098	09/01/23	40-RR V8" RUBBER CURB											
	1	RR 8" RUBBER CURB		4,328.54	G-02-23	-900-007		B GRANT FD-NJDCA LRIG-LAKE TOPANEMUS	R	09/01/23	09/29/23		204809	N
	2	RR 8" RUBBER CURB		505.46	3-01-4	-450-298		B PARKS/REC. - MISC. EXPENSES	R	09/01/23	09/29/23		204809	N
				4,834.00										
	Vendor Total:			4,834.00										
46803	SAFE LIFE SECURITY CORP.													
	23-01175	09/07/23	W/S ALARMS 10/1-12/31											
	1	PATRIOTS ALARMS 10/1-12/31		117.00	3-09-8	-821-388		B SEWER SERVICE - ALARMS	R	09/07/23	09/29/23		154068	N
	2	DOGWOOD ALARMS 10/1-12/31		117.00	3-09-8	-821-388		B SEWER SERVICE - ALARMS	R	09/07/23	09/29/23		154069	N
	3	COURT ST ALARMS 10/1-12/31		117.00	3-09-8	-821-388		B SEWER SERVICE - ALARMS	R	09/07/23	09/29/23		154070	N
	4	SPRING ST ALARMS 10/1-12/31		117.00	3-09-8	-821-388		B SEWER SERVICE - ALARMS	R	09/07/23	09/29/23		154071	N
	5	KINGSLEY 1 ALARMS 10/1-12/31		117.00	3-09-8	-821-388		B SEWER SERVICE - ALARMS	R	09/07/23	09/29/23		154072	N
	6	BOWNE ALARMS 10/1-12/31		117.00	3-09-8	-821-388		B SEWER SERVICE - ALARMS	R	09/07/23	09/29/23		154073	N
	7	BIRCH ALARMS 10/1-12/31		117.00	3-09-8	-821-388		B SEWER SERVICE - ALARMS	R	09/07/23	09/29/23		154074	N
	8	ORCHARD ST ALARMS 10/1-12/31		117.00	3-09-8	-821-388		B SEWER SERVICE - ALARMS	R	09/07/23	09/29/23		154076	N
	9	E ST ALARMS 10/1-12/31		117.00	3-09-8	-821-388		B SEWER SERVICE - ALARMS	R	09/07/23	09/29/23		154077	N
	10	KINGSLEY 2 ALARMS 10/1-12/31		117.00	3-09-8	-821-388		B SEWER SERVICE - ALARMS	R	09/07/23	09/29/23		154078	N
				1,170.00										
	Vendor Total:			1,170.00										
47025	SBP INDUSTRIES INC													
	23-01095	09/01/23	Emergency Callout/Birch Dr.											
	1	Emergency Callout/Birch Dr.		230.00	3-09-8	-821-502		B SEWER SERVICE - BIRCH DRIVE P.S.	R	09/01/23	09/29/23		196548	N
	23-01125	09/06/23	GENERATOR MAINTENANCE CONTRACT											
	1	GENERATOR MAINTENANCE CONTRACT		10,065.00	3-09-8	-821-482		B SEWER SERVICE - GENERATOR MAINTENANCE	R	09/06/23	09/29/23		196300	N

Vendor #	Name	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099
PO #	PO Date	Description	Amount	Charge Account	Acct Type	Description			Exc1
Item	Description								
47025	SBP INDUSTRIES INC	Continued							
23-01125	09/06/23	GENERATOR MAINTENANCE CONTRACT	Continued						
2	GENERATOR MAINTENANCE CONTRACT	915.00	3-01-1 -190-406	B	PUBLIC B&G - FIRE HOUSE	R	09/06/23 09/29/23	196300	N
3	GENERATOR MAINTENANCE CONTRACT	915.00	3-01-1 -190-405	B	PUBLIC B&G - POLICE STATION	R	09/06/23 09/29/23	196300	N
4	GENERATOR MAINTENANCE CONTRACT	915.00	3-09-8 -831-238	B	WATER PLANT - EQUIPMENT M/R	R	09/06/23 09/29/23	196300	N
		12,810.00							
	Vendor Total:	13,040.00							
47522	SHENKER, MONA								
23-01110	09/01/23	HORSE WALK PHOTOGRAPHY							
1	HORSE WALK PHOTOGRAPHY	100.00	T-15-9 -900-551	B	COMM EVENTS-ART WALK (NPP)	R	09/01/23 09/29/23	FBNPP-23-01	N
	Vendor Total:	100.00							
47537	SHI INTERNATIONAL CORP								
23-01150	09/07/23	BH-BARRACUDA BKUP/STORAGE/VIRU							
1	BH-BARRACUDA BKUP/STORAGE/VIRU	557.28	3-01-1 -135-306	B	FINANCE, COMPUTER MAINTENANCE	R	09/07/23 09/29/23	817351646	N
2	BH-BARRACUDA BKUP/STORAGE/VIRU	557.28	3-09-8 -811-162	B	W/S ACCTNG.--COMPUTER M/R,SUPP	R	09/07/23 09/29/23	817351646	N
		1,114.56							
	Vendor Total:	1,114.56							
48754	STAVOLA ASPHALT COMPANY, INC								
23-01040	08/11/23	5 tons Hot Blacktop-August							
1	5 tons Hot Blacktop-August	443.90	3-01-3 -300-384	B	ROAD REPAIR&MAINT - RADIO MAINT & REPAIR	R	08/11/23 09/29/23	301424	N
	Vendor Total:	443.90							
49405	T-MOBILE USA INC.								
23-00196	02/26/23	LIBRARY HOTSPOT SERVICE JAN-MA	B						
10	LIBRARY HOTSPOT SERVICE SEPT	57.40	3-01-7 -750-306	B	PUBLIC LIBRARY - COMPUTER M&R/INTERNET	R	08/08/23 09/29/23	96711370	N
	Vendor Total:	57.40							

September 29, 2023
01:12 PM

FREEHOLD BOROUGH
Bill List By Vendor Id

Page No: 15

Vendor # Name	PO # PO Date Description	Contract PO Type	Stat/Chk	First Rcvd	Chk/Void	1099
Item Description	Amount Charge Account	Acct Type Description		Enc Date Date	Date Invoice	Exc1
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55056 VERIZON						
23-01280 09/29/23 SEPTEMBER TELEPHONE						
1 SEPTEMBER TELEPHONE	485.05 3-01-4 -440-440	B TELEPHONE SERVICE	R	09/29/23 09/29/23		N
Vendor Total:	485.05					
55057 VERIZON ONLINE						
23-01274 09/29/23 FIREHOUSE REAR INTERNET SEPT						
1 FIREHOUSE REAR INTERNET SEPT	133.19 3-01-4 -440-440	B TELEPHONE SERVICE	R	09/29/23 09/29/23	957122469000199	N
Vendor Total:	133.19					
55060 VERIZON WIRELESS						
23-01237 09/26/23 WTP CELL SERVICE 8/14-9/13						
1 WTP CELL SERVICE 8/14-9/13	184.86 3-09-8 -831-362	B WATER PLANT - TELEPHONE	R	09/26/23 09/29/23	9944384542	N
23-01263 09/27/23 CELL PHONES & IPADS 8/18-9/17						
1 CELL PHONES & IPADS 8/18-9/17	987.98 3-01-2 -240-385	B POLICE DEPT - VERIZON WIRELESS/DIRECT CN	R	09/27/23 09/29/23	9944679883	N
2 CELL PHONES & IPADS 8/18-9/17	206.30 3-01-2 -240-385	B POLICE DEPT - VERIZON WIRELESS/DIRECT CN	R	09/27/23 09/29/23	9944679882	N
3 CELL PHONES & IPADS 8/18-9/17	50.55 3-01-1 -155-503	B CODE ENFORCE - SOFTWARE	R	09/27/23 09/29/23	9944679882	N
4 CELL PHONES & IPADS 8/18-9/17	10.11 3-01-6 -655-362	B MUNICIPAL COURT - TELEPHONE	R	09/27/23 09/29/23	9944679882	N
5 CELL PHONES & IPADS 8/18-9/17	664.33 3-09-8 -815-246	B WATER SERVICE - MISC EQUIPMENT	R	09/27/23 09/29/23	9944679882	N
6 CELL PHONES & IPADS 8/18-9/17	64.61 3-09-8 -821-362	B SEWER SERVICE - TELEPHONE	R	09/27/23 09/29/23	9944679882	N
7 CELL PHONES & IPADS 8/18-9/17	41.26 3-09-8 -831-362	B WATER PLANT - TELEPHONE	R	09/27/23 09/29/23	9944679882	N
8 CELL PHONES & IPADS 8/18-9/17	606.98 3-01-4 -440-440	B TELEPHONE SERVICE	R	09/27/23 09/29/23	9944679882	N
	2,632.12					
Vendor Total:	2,816.98					
57220 BILL WAGNER & SON INC						
23-00995 08/04/23 AUGUST SUPPLIES						
1 AUGUST SUPPLIES	670.90 3-09-8 -815-298	B WATER SERVICE -MISC. SUPPLIES	R	08/04/23 09/29/23	201047	N
2 AUGUST SUPPLIES	126.39 3-09-8 -831-298	B WATER PLANT - MISC. SUPPLIES	R	08/04/23 09/29/23	201017	N
3 AUGUST SUPPLIES	273.12 3-09-8 -815-298	B WATER SERVICE -MISC. SUPPLIES	R	08/04/23 09/29/23	201263	N

September 29, 2023
01:12 PM

FREEHOLD BOROUGH
Bill List By Vendor Id

Page No: 16

Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	First	Rcvd	Chk/Void	1099	
Item	Description	Amount	Charge	Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Invoice	Excl
57220	BILL WAGNER & SON INC			Continued							
23-00995	08/04/23 AUGUST SUPPLIES			Continued							
4	AUGUST SUPPLIES	244.26	3-09-8	-815-298	B	WATER SERVICE -MISC. SUPPLIES	R	08/04/23	09/29/23	201032	N
		1,314.67									
	Vendor Total:	1,314.67									
57258	WATER RESOURCE MANAGEMENT										
23-00872	07/10/23 N1 LICENSED OPERATIONS			B							
3	N1 LICENSED OPERATIONS JUNE	625.00	3-09-8	-800-374	B	W/S ADMIN-CONTRACTED SVCES	R	07/10/23	09/29/23	WFH23M01-2	N
4	N1 LICENSED OPERATIONS JULY	625.00	3-09-8	-800-374	B	W/S ADMIN-CONTRACTED SVCES	R	07/10/23	09/29/23	WFH23M01-3	N
		1,250.00									
	Vendor Total:	1,250.00									
57296	WB MASON COMPANY INC.										
23-01004	08/04/23 AUGUST SUPPLIES										
1	SHEET PROTECTORS, POST ITS	19.79	3-01-1	-101-151	B	ADM/EXEC(CLERK)--SUPPLIES,EQUIPMENT	R	08/04/23	09/29/23	240143597	N
4	BINDER CLIPS	7.08	3-01-2	-240-151	B	POLICE DEPT - OFFICE SUPPLIES	R	08/04/23	09/29/23	240364068	N
		26.87									
	Vendor Total:	26.87									
58018	WITMER PUBLIC SAFETY GROUP,INC										
23-00839	07/02/23 MSA G1 SCBA SYSTEMS & CYLINDER										
1	4-MSA G1 SCBA SYSTEMS	31,980.00	G-02-23	-900-001	B	SNJ-AMER RESCUE PLAN-FIREFIGHTER GRANT	R	07/02/23	09/29/23	304208	N
2	MSA G1 SCBA SYSTEMS & CYLINDER	200.60	G-02-23	-900-001	B	SNJ-AMER RESCUE PLAN-FIREFIGHTER GRANT	R	07/02/23	09/29/23	304208	N
3	MSA G1 SCBA SYSTEMS & CYLINDER	60,000.00	G-02-23	-900-003	B	GRANT FD-AMER RESCUE PLN-FIRE EQUIPMENT	R	07/02/23	09/29/23	304206	N
4	MSA G1 SCBA SYSTEMS & CYLINDER	324.40	3-01-2	-200-803	B	FIRE DEPT - TURNOUT GEAR,BOTTLE	R	07/02/23	09/29/23	304206	N
		92,505.00									
	Vendor Total:	92,505.00									
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Total Purchase Orders:		96	Total P.O. Line Items:		169	Total List Amount:		324,957.84	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	2-01	8,127.54	0.00	8,127.54	0.00	0.00	8,127.54
W/S OPERATING	2-09	994.36	0.00	994.36	0.00	0.00	994.36
Year Total:		9,121.90	0.00	9,121.90	0.00	0.00	9,121.90
CURRENT FUND	3-01	96,113.11	0.00	96,113.11	0.00	0.00	96,113.11
W/S OPERATING	3-09	38,998.04	0.00	38,998.04	0.00	0.00	38,998.04
PARKING OPERATING	3-10	4,997.96	0.00	4,997.96	0.00	0.00	4,997.96
Year Total:		140,109.11	0.00	140,109.11	0.00	0.00	140,109.11
ANIMAL CONTROL TRUST	A-20	124.80	0.00	124.80	0.00	0.00	124.80
CAPITAL ACCOUNT	C-04	27,476.44	0.00	27,476.44	0.00	0.00	27,476.44
GRANT FUND	G-02	146,516.44	0.00	146,516.44	0.00	0.00	146,516.44
LAND USE TRUST	L-12	186.00	0.00	186.00	0.00	0.00	186.00
UNEMPLOYMENT TRUST	T-13	303.15	0.00	303.15	0.00	0.00	303.15
TRUST FUND	T-15	1,120.00	0.00	1,120.00	0.00	0.00	1,120.00
Year Total:		1,423.15	0.00	1,423.15	0.00	0.00	1,423.15
Total of All Funds:		324,957.84	0.00	324,957.84	0.00	0.00	324,957.84