

# **LAKWOOD INDUSTRIAL COMMISSION**

Annual Reorganization Meeting

Dated: January 9, 2019

Time and Place: 11:30 AM or as soon as possible thereafter;

*Adequate notice of this meeting was provided in accordance with the Byron M Baer OPEN PUBLIC MEETINGS ACT*

## **Flag Salute | Moment of Silence honoring Military and Law Enforcement**

1. **ROLL CALL:**
  - For Attendance
2. **ELECTION OF 2019 OFFICERS:**
  - S. Reinman, Executive Director - Presiding
3. **COMMENTS FROM THE LIAISON / TOWNSHIP COMMITTEE:**
  -
4. **MINUTES:**
  - November 28, 2018
5. **FINANCE:**
  - **STATEMENT OF ACCOUNTS:** January 9, 2019
  - **PROPOSED LIC 2019 BUDGET:** Included in packet
  - **BILL LIST:** Will be scheduled for approval after Resolutions are approved
6. **EXECUTIVE DIRECTOR'S REPORT:**
  - Steven Reinman, Executive Director
7. **ATTORNEY'S REPORT:**
  - Sean T. Kean, Esq.
8. **CORRESPONDENCE:**
  -
9. **COMMITTEE REPORTS:**
  - Site Review - Justin Flancbaum, Chairman
  - Finance Committee - Shlomo Katz, Chairman
  - Client Review Committee - Greg Stafford-Smith, Chairman
  - Park Control and Signs - Neil Brooks, Chairman
  - Airport Management / Development - Greg Stafford-Smith
  - Contract Review - Justin Flancbaum, Chairman
  - Strand Theater - Tom Calabro, Chairman
10. **MARKETING AND PUBLIC RELATIONS:**
  - Report by Frances A. Kirschner / Frantasy Enterprises
11. **OLD BUSINESS:**
  -
12. **NEW BUSINESS:**
  -
13. **CLOSED SESSION:**
  - Client Negotiations, Litigation
14. **CONSENT AGENDA RESOLUTIONS:**
  - Resolution #
  - 190101** Resolution Designating Depositories of the Lakewood Industrial Commission for the year 2019
  - 190102** Official Newspapers of the Lakewood Industrial Commission- 2019
  - 190103** Resolution qualifying Professional Services / EUS Vendors for Public Relations Services and Appraisal Services for 2019.
  - 190104** Resolution releasing 2018 Closed Session Minutes deemed to have become suitable for release as being resolved.
  - 190105** Resolution Appointing Steven Reinman as Secretary's Designee for the calendar year 2019.

**DRAFT**

15. **NON-CONSENT RESOLUTIONS:**

(Individual - Roll Call Vote)

Resolution #

- 190106** Resolution adopting the Lakewood Industrial Commission's 2019 Permanent Budget
- 190107** Resolution 2019 accepting appointment of LIC Attorney, Sean T. Kean, Esq.
- 190108** Resolution accepting appointment of 2019 Auditing Services to Holman Frenia Allison PC
- 190109** Resolution accepting appointment of 2019 LIC Engineer as Remington & Vernick Engineers
- 190110** Resolution authorizing the maintenance of Petty Cash in 2019
- 190111** Resolution authorizing funding of Executive Director's Expenses and Travel Allowance for the calendar year 2019.
- 190112** Resolution authorizing retaining Anita B. Doyle, Sole Proprietor, for Administrative Management Services.
- 190113** Award Pending - Marketing and Public Relations Services 2019
- 190114** Resolution accepting Award of contract for 2019 Airport Engineering and Consulting Services to DY Consultants.

16. **BILL LIST:**

- Dated: January 9, 2019.

17. **COMMENTS FROM THE PUBLIC:**

18. **COMMENTS FROM THE COMMISSIONERS:**

19. **ADJOURNMENT:**

**NEXT MEETING OF THE LAKEWOOD INDUSTRIAL COMMISSION: February 20, 2019**

# RESOLUTION

## #190101

*Resolution of the Industrial Commission of the Township of Lakewood  
Designating Depositories of the Lakewood Industrial Commission for the year 2019.*

**WHEREAS**, The Township of Lakewood in the County of Ocean and State of New Jersey, pursuant to N. J. S. A. 40A5-14, adopted Resolution No. R2019-14 designating depositories for the Township of Lakewood and the Lakewood Development Corporation for the year 2019; and

**WHEREAS**, the Lakewood Industrial Commission wishes to adopt and memorialize said list of designated depositories to be used for corporate investment purposes, daily operations and financial assistance program facilitation.

**BE IT RESOLVED**, by the Lakewood Industrial Commission that designation of the banks listed on the referenced Lakewood Township Resolution No. R2019-14 shall be memorialized as official depositories by passage of this resolution.

I hereby certify the above to be a true copy of a resolution duly adopted by the Lakewood Industrial Commission of the Township of Lakewood, County of Ocean and State of New Jersey at its meeting held on the 9th day of January, 2019.

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, Secretary

Or Steven Reinman as Secretary's Designee in the absence of the Secretary

# **RESOLUTION**

**# 190102**

*Resolution of the Lakewood Industrial Commission adopting the official newspaper(s) of the Commission for the year 2019.*

**BE IT RESOLVED**, by the Industrial Commission of the Township of Lakewood, Ocean County and State of New Jersey that the following are designated as its official Newspapers for the year 2019:

**NEWSPAPER MEDIA GROUP / TRI-TOWN NEWS - weekly**

**GANNETT (Asbury Park Press) – daily**

**ADVANCE PUBLICATIONS, INC. / The Star Ledger**

I hereby certify the above to be a true copy of a resolution duly adopted by the Industrial Commission of the Township of Lakewood, County of Ocean and State of New Jersey at its meeting held on the 9th day of January, 2019.

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, SECRETARY

Or Steven Reinman as Secretary's Designee

Ref: Lakewood Township Resolution #R2019-5

# RESOLUTION

**DRAFT**

# 190103

*Resolution Qualifying Professional Services Vendors to provide services to the Lakewood Industrial Commission for the year 2019 in conformity with the Fair and Open Act, N.J.S.A. 19:44A-20.5 et seq.*

**WHEREAS**, the Mayor and Committee of the Township of Lakewood have directed the entering into Professional Services contracts and for performance of certain unusual and extraordinary services for the Township and Lakewood Industrial Commission over the upcoming year; and

**WHEREAS**, the Lakewood Industrial Commission, incorporated on May 12, 1960, and by virtue of the passage of N.J.S.A. 40:55-B-1 et seq., is statutorily charged with, among other duties, fostering industrial and economic development and employment opportunities within the Township of Lakewood as well as promoting the economic well-being of the businesses of the Township; and

**WHEREAS**, based upon availability of funds, the Industrial Commission of the Township of Lakewood has the authority and may, by appropriate resolution, provide appropriations in the amounts prescribed by specific contracts issued to perform certain services as deemed necessary; and

**WHEREAS**, in accordance with N.J.S.A. 19:44A-20.5 et seq., which provides for the procedure for soliciting proposals through a “fair and open process”, which process the Lakewood Industrial Commission formally adopted on December 7, 2005, the Lakewood Industrial Commission solicited proposals by posting a Request for Qualifications (RFQ) for such proposals for the provision of Professional and Unspecifiable/Unusual Services as follows:

1. Commission Public Relations/Marketing Consultant;
2. Professional Real Estate Appraisal Services;
3. Professional Planning Services
4. Airport Consulting Services

**WHEREAS**, Proposals and Qualifications were publicly opened by the Executive Director of the Lakewood Industrial Commission in the Office of the Lakewood Industrial Commission on January 7, 2019 and reviewed for completeness;

**WHEREAS**, following review of the qualifications and proposals received, it was determined that the following, received from~

**Marketing and Public Relations**

**Real Estate Appraisal Services**

**Professional Planning Services**

**Airport Consultant**

...for their respective identified services which were deemed to be in order; and

**WHEREAS**, adequate funds will be confirmed as available in the Lakewood Industrial Commission's 2019 budget in the event of each awarded contract prior to issuance of any contract for professional and / or extraordinary and unusual services for anticipated, but -as -yet -unknown projects of the Lakewood Industrial Commission.

**NOW THEREFORE, BE IT RESOLVED**, that the Commissioners of the Lakewood Industrial Commission hereby authorize and qualify the above vendors of Professional and Unusual/Unspecifiable Services to become official vendors for the year 2019 for the Lakewood Industrial Commission.

**BE IT FURTHER RESOLVED** that

1. The purposes of any of the above mentioned contracts will enhance and promote economic development in the Township and is within the statutory meaning of N.J.S.A.40:55B-1 et seq., and
2. The Lakewood Industrial Commission hereby authorizes and directs an appropriation for the purposes of direct payment of the contractual obligation when encumbered; and
3. The Lakewood Township Department of Industrial Development Director is directed to execute such documents as may be necessary to formalize provisions of said contract on behalf of the Industrial Commission and for the benefit of the Township of Lakewood.
4. An authenticated copy of this Resolution, signed by the Chairman and Secretary be forwarded to the Mayor, Township Committee, and Township Manager for their information and records.

I hereby certify the above to be a true copy of a resolution duly adopted by the Industrial Commission of the Township of Lakewood, in the County of Ocean, and State of New Jersey at its meeting held on the 9th of January, 2019.

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, Secretary  
or Steven Reinman as Secretary's Designee

# RESOLUTION

## # 190104

*Resolution of the Lakewood Industrial Commission authorizing the release of certain 2019 Closed/Executive Session minutes.*

**WHEREAS**, pursuant to N.J.S.A. 10:4-6, "Senator Byron M. Baer Open Public Meetings Act" states that "Each public body shall keep reasonably comprehensible minutes of all its meetings showing the time and place, the members present, the subjects considered, the actions taken, the vote of each member, and any other information required to be shown in the minutes by law, which shall be promptly available to the public to the extent that making such matters public shall not be inconsistent with Section 7 of this act"...; and

**WHEREAS**, the Lakewood Industrial Commission, being such a public body and being required to comply fully with the Open Public Meetings Act shall, as a policy, complete transcription of and be prepared to make public, open session minutes of meetings of the Lakewood Industrial Commission as required; and

**WHEREAS**, closed session matters, those subject matters that fall into the nine exclusions identified within N.J.S.A 10:4-12, are considered confidential until the matters are concluded by action of the Lakewood Industrial Commission, and consequently, the minutes of these matters are kept confidential until such time as the matter is resolved or acted on; and

**WHEREAS**, those subject matters, concluded, are at that time deemed matters of public record.

**NOW THEREFORE, BE IT RESOLVED**, that the Lakewood Industrial Commission shall hereby state that closed session minutes that have been reviewed and deemed public by virtue of having been formally acted upon and concluded by the Commission for the calendar year 2018, be made available for public review and dissemination. Any matters still active under their qualifications for public exception will remain an exception from those noted above and released at a later date.

I hereby certify this to be a true copy of a resolution duly adopted by the Industrial Commission of the Township of Lakewood, County of Ocean and State of New Jersey at its meeting of the 9th day of January, 2019.

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, SECRETARY

Or Steven Reinman as Secretary-Designee to the Commission in the absence of the Secretary.

# RESOLUTION

# 190105

*Resolution of the Lakewood Industrial Commission appointing Secretary's Designee for the calendar year 2019.*

**WHEREAS**, the Lakewood Industrial Commission, created by passage of N.J.S.A. Chapter 55B entitled "Industrial Commission", established criteria for creation and operation of an industrial commission for the purposes of fostering economic stability within the community; and

**WHEREAS**, subsequent to the creation of an Industrial Commission by the State, the Township of Lakewood adopted ordinances further creating and governing the Lakewood Industrial Commission; and

**WHEREAS**, this Industrial Commission of the Township of Lakewood, upon its formation, adopted bylaws for governance of the Commission and its activities performed as an agency of the Township of Lakewood; and

**WHEREAS**, Article III, of the bylaws duly adopted by the Lakewood Industrial Commission on June 27, 2001 and amended on January 26, 2005, reference the appointment of Secretary's Designee to perform certain duties on behalf of the Secretary to the Lakewood Industrial Commission as designated.

**NOW THEREFORE BE IT RESOLVED** that the Lakewood Industrial Commission shall appoint **Steven Reinman** to act in the capacity of *Secretary's Designee* for the year 2019, to perform duties on behalf of the Secretary as deemed necessary, at no additional compensation.

I hereby certify this to be a true copy of a resolution duly adopted by the Industrial Commission of the Township of Lakewood, County of Ocean and State of New Jersey at its meeting held on the 9<sup>th</sup> of January, 2019.

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, SECRETARY



# RESOLUTION

## # 190106

*Resolution of the Lakewood Industrial Commission Adopting the Commission's Permanent Budget for the year 2019 in the amount of \_\_\_\_\_.*

**WHEREAS**, the fiscal year-end of Lakewood Industrial Commission's accounting occurred on December 31, 2018; and

**WHEREAS**, pending and proposed projects and operational needs of the Lakewood Industrial Commission have been examined and evaluated for the upcoming year which list has been compiled as a budgetary component list as follows:

**DRAFT**

; and

**WHEREAS**, current funding balances available for use by the Lakewood Industrial Commission total \$ \_\_\_\_\_ ( \_\_\_\_\_ ).

**NOW THEREFORE, BE IT RESOLVED**, that the Lakewood Industrial Commission hereby adopts its **2019 Permanent Budget** in the amount of \_\_\_\_\_.

I hereby certify the above to be a true copy of a resolution duly adopted by the Industrial Commission of the Township of Lakewood, County of Ocean, State of New Jersey at its meeting held the 9th of January, 2019.

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, Secretary

Or Steven Reinman as Secretary's – Designee in the absence of the Secretary

# RESOLUTION

## # 190107

*Resolution of the Lakewood Industrial Commission Appointing Provision of Legal Services to the Commission for the year 2019.*

**WHEREAS**, the Lakewood Industrial Commission, created by passage of N.J.S.A. Chapter 55B entitled “Industrial Commission”, established criteria for creation and operation of an industrial commission for the purposes of fostering economic stability within the Community; and

**WHEREAS**, subsequent to the creation of an Industrial Commission by the State, the Township of Lakewood adopted ordinances further creating and governing Lakewood Industrial Commission; and

**WHEREAS**, the Township of Lakewood has, by adoption of Resolution # R2019-33, awarded a Professional Services contract to **SEAN T. KEAN** of the law firm of **Cleary Giacobbe Alfieri Jacobs, LLC, 955 State Route 34, Suite 200, Matawan, NJ 07747** to serve as Lakewood Industrial Commission counsel for the year 2019 on January 1, 2019 in conformity with the dictates of NJSA 19:44A-20.4 et seq., the “New Jersey Local Unit Pay to Play” Law (in the “fair and open process”); and

**NOW THEREFORE, BE IT RESOLVED** that the Lakewood Industrial Commission hereby authorizes the acceptance of the appointment of **SEAN T. KEAN, ESQ.**, as legal counsel to the Lakewood Industrial Commission for the calendar year 2019; compensation for such services to be made available in the 2019 Industrial Commission Permanent Budget.

**I HEREBY CERTIFY** that the above is a true copy of a Resolution duly adopted by the Lakewood Industrial Commission in the Township of Lakewood, County of Ocean, and State of New Jersey at its meeting held on the 9th day of January, 2019.

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, SECRETARY

Or Steven Reinman as Secretary’s-Designee, in the absence of the Secretary

**RESOLUTION OF THE TOWNSHIP OF LAKEWOOD, COUNTY OF OCEAN, STATE OF NEW JERSEY, AWARDING A PROFESSIONAL SERVICES CONTRACT TO AND AUTHORIZING THE APPOINTMENT OF SEAN T. KEAN, ESQ., OF CLEARY, GIACOBBE, ALFIERI & JACOBS, LLC, AS ATTORNEY FOR THE LAKEWOOD INDUSTRIAL COMMISSION PURSUANT TO AND IN ACCORDANCE WITH N.J.S.A. 19:40A-11-5 ET SEQ.**

**WHEREAS**, the Township of Lakewood has solicited and received proposals for professional services in accordance with N.J.S.A. 19:40A-11-5 et. seq.; and

**WHEREAS**, the Act provides the procedure for soliciting proposals through a "fair and open process;" and

**WHEREAS**, the Township Committee of the Township of Lakewood has elected to select and appoint its professionals through the "fair and open process;" and

**WHEREAS**, the Township Committee desires to appoint Sean T. Kean, Esq., of Cleary, Giacobbe, Alfieri & Jacobs, LLC, as Attorney for the Lakewood Industrial Commission; and

**WHEREAS**, the maximum amount of the contract to be awarded under this resolution is as set forth in the year 2019 Municipal Budget for legal services; and

**WHEREAS**, the Act requires that the resolution authorizing the award of a contract for "Professional Services" and the contract itself must be made available for public inspection; and

**WHEREAS**, Sean T. Kean, Esq., of Cleary, Giacobbe, Alfieri & Jacobs, LLC, has been deemed qualified Attorneys capable of performing the requirements of the position

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Lakewood, County of Ocean, State of New Jersey, as follows:

1. That Sean T. Kean, Esq., of Cleary, Giacobbe, Alfieri & Jacobs, LLC, is hereby appointed as Attorney for the Lakewood Industrial Commission.
2. This Resolution shall take effect on January 1, 2019 and hereby authorizes the execution of a contract for Professional Services, in form and substance acceptable to the Township Committee that shall expire on December 31, 2019.
3. That the Mayor and/or Deputy Mayor are hereby authorized to execute and the Township Clerk to attest to a contract for Professional Services with Sean T. Kean, Esq., of Cleary, Giacobbe, Alfieri & Jacobs, LLC.

4. That the contract for Professional Services to be entered into is awarded through the "fair and open process" as a "Professional Service" in accordance with the Act.
5. This appointment of Sean T. Kean, Esq., of Cleary, Giacobbe, Alfieri & Jacobs, LLC, is a professional appointment and therefore exempt from the bidding requirements as set forth in the New Jersey Local Public Contracts Law, N.J.S.A. 40A:11- et seq.
6. That a notice of this action shall be printed once in the official newspaper of the Township of Lakewood.
7. That this Resolution shall take effect January 1, 2019.
8. That the Township Clerk shall forward a certified copy of this Resolution to the following:
  - A. Municipal Manager;
  - B. Township Treasurer;
  - C. Sean T. Kean, Esq.

#### **CERTIFICATION**

I, Kathryn Hutchinson, Township Clerk of the Township of Lakewood, do hereby certify that the above is a true copy of a Resolution duly adopted by the Township Committee of the Township of Lakewood in the County of Ocean, at its meeting held on **January 1, 2019.**

  
Kathryn Hutchinson, RMC, CMC, CMR  
Township Clerk

# RESOLUTION

## # 190108

*Resolution of the Lakewood Industrial Commission  
Adopting the 2019 Professional Services Appointment of the Township of Lakewood for the  
Auditing of Industrial Commission records.*

**WHEREAS**, the Lakewood Industrial Commission, created by passage of N.J.S.A. Chapter 55B entitled "Industrial Commission", established criteria for creation and operation of an industrial commission for the purposes of fostering economic stability within the Community; and

**WHEREAS**, subsequent to the creation of an Industrial Commission by the State, the Township of Lakewood adopted ordinances further creating and governing the Lakewood Industrial Commission ("LIC"); and

**WHEREAS**, records of the Lakewood Industrial Commission are audited in conformity with existing dictates as provided by law; and

**WHEREAS**, the Lakewood Industrial Commission perceives that there may be a need for a Professional Services firm for the auditing and accounting needs of the Industrial Commission for records for the year ending December 31, 2018; and

**WHEREAS**, the Lakewood Department of Economic Development is a department operating under the jurisdiction of the Township of Lakewood, under which the Lakewood Industrial Commission also operates; and

**WHEREAS**, the Township of Lakewood has, by adoption of Resolution #R2019-7 awarded a Professional Services contract to **Holman Frenia Allison, P.C., 680 Hooper Avenue, Building B, Suite 201, Toms River, NJ 08753** in conformity within the dictates of NJSA 19:44A-20.4 et seq., the "New Jersey Local Unit Pay to Play" Law.

**NOW, THEREFORE, BE IT RESOLVED** by the Lakewood Industrial Commission that it confirms that Auditing Services for the FYE December 31, 2018 shall be provided by the Auditor for the Township of Lakewood, **Holman Frenia Allison, P.C., 680 Hooper Avenue, Building B, Suite 201, Toms River, NJ 08753**.

**BE IT FURTHER RESOLVED** that the Lakewood Industrial Commission shall include, in its 2019 budget, funding not to exceed \$3,000.00 to be applied toward Auditing expenses as deemed necessary.

I hereby certify that the above is a true copy of a Resolution duly adopted by the Lakewood Industrial Commission in the Township of Lakewood, County of Ocean, and State of New Jersey at its meeting held on the 9<sup>th</sup> of January, 2019.

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, SECRETARY

Or Steven Reinman as Secretary's Designee

**RESOLUTION OF THE TOWNSHIP OF LAKEWOOD, COUNTY OF OCEAN,  
STATE OF NEW JERSEY, AWARDING A PROFESSIONAL SERVICES  
CONTRACT TO AND AUTHORIZING THE APPOINTMENT OF HOLMAN  
FRENIA ALLISON, P.C. AS TOWNSHIP AUDITOR PURSUANT TO AND IN  
ACCORDANCE WITH N.J.S.A. 19:40A:11-5**

**WHEREAS**, the Township of Lakewood has solicited and received proposals for professional services in accordance with N.J.S.A. 19:40A:11-5

**WHEREAS**, the Act provides for the procedure for soliciting proposals through a "fair and open process"; and

**WHEREAS**, the Township Committee of the Township of Lakewood has elected to select and appoint its professionals through the "fair and open process"; and

**WHEREAS**, the Township Committee desires to appoint Holman Frenia Allison, P.C. to the position of Township Auditor; and

**WHEREAS**, the maximum amount of the contract to be awarded under this resolution is as set forth in the year 2019 Municipal Budget for auditing services; and

**WHEREAS**, the Act requires that the resolution authorizing the award of a contract for "Professional Services" and the contract itself must be made available for public inspection; and

**WHEREAS**, the Township Treasurer has certified that funds are available in the year 2019 temporary budget and will be available in the final budget when adopted under:

Line Item #9-01-20-135-135-226/Auditor – Finance Department; and

**WHEREAS**, Holman Frenia Allison, P.C. has submitted a proposal in accordance with the Act.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Lakewood, County of Ocean, State of New Jersey, as follows:

1. That Holman Frenia Allison, P.C., is hereby appointed Township Auditor to perform all necessary auditing work during the year 2019:
  - (a) Make an audit for fiscal 2019;
  - (b) Prepare the annual Financial Statements as of December 31, 2019;

- (c) Prepare any debt statements or supplemental debt statements required during 2019;
  - (d) Assist in the preparation of the 2019 budget;
  - (e) Assist in the sale of bonds, if issued, during 2019 as an extra service to be performed for an additional compensation at mutually agreed upon rates;
  - (f) Advise the Township Committee, Township Treasurer, Tax Collector and Municipal Manager on appropriate improvements in the Township fiscal procedures.
2. This Resolution shall take effect on January 1, 2019 and hereby authorizes the execution of a contract for Professional Services, in form and substance acceptable to the Township Committee that shall expire on December 31, 2019.
  3. That the Mayor and/or Deputy Mayor are hereby authorized to execute and the Township Clerk to attest to a contract for Professional Services with Holman Frenia Allison, P.C.
  4. That the contract for Professional Services to be entered into is awarded through the "fair and open process" as a "Professional Service" in accordance with the Act.
  5. This appointment of Holman Frenia Allison, P.C. is a professional appointment and therefore exempt from the bidding requirements as set forth in the New Jersey Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.
  6. That a notice of this action shall be printed once in the official newspaper of the Township of Lakewood.
  7. That this Resolution shall take effect on January 1, 2019.
  8. That the Township Clerk shall forward a certified copy of this Resolution to the following:
    - A. Municipal Manager;
    - B. Township Treasurer;
    - C. Township Auditor.

**CERTIFICATION**

I, Kathryn Hutchinson, Township Clerk of the Township of Lakewood, do hereby certify the above to be a true copy of a resolution duly adopted by the Township Committee of the Township of Lakewood in the County of Ocean at its meeting held on **January 1, 2019**.



Kathryn Hutchinson, RMC, CMC, CMR  
Township Clerk

I, William C. Rieker, Chief Financial Officer of the Township of Lakewood, hereby certify that there are sufficient legally appropriated funds for the above purpose in the year 2019 Official Temporary Budget of the Township of Lakewood. Line item to be charged is #9-01-20-135-135-226/Auditor – Finance Department. The above funds have not been certified as available for another pending contract.

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William C. Rieker  
Chief Financial Officer



# RESOLUTION

## # 190109

*Resolution of the Lakewood Industrial Commission  
Appointing Professional General Engineering Services for the calendar year 2019.*

**WHEREAS**, the Lakewood Industrial Commission, created by passage of N.J.S.A. Chapter 55B entitled “Industrial Commission”, established criteria for creation and operation of an industrial commission for the purposes of fostering economic stability within the Community; and

**WHEREAS**, subsequent to the creation of an Industrial Commission by the State, the Township of Lakewood adopted ordinances further creating and governing Lakewood Industrial Commission; and

**WHEREAS**, pursuant to the Township of Lakewood Revised General Ordinances, 2-38.8, wherein...*The Township Engineer shall be engineer of the Commission...*; and

**WHEREAS**, the Township of Lakewood has, by adoption of Resolution #2019-42 awarded a Professional Services contract to the firm of **Remington Vernick & Vena Engineers** as **Township Engineer** on January 1, 2019 in conformity with the dictates of NJSA 19:44A-20.4 et seq., the “New Jersey Local Unit Pay to Play” Law (in an “open and fair process”).

**NOW, THEREFORE, BE IT RESOLVED**, that the Lakewood Industrial Commission hereby authorizes the acceptance of the assignment of **Remington Vernick & Vena Engineers** for performance of general engineering services provided to the Lakewood Industrial Commission for a period to coordinate with the time frame identified in Lakewood Township Resolution #R2019-42.

**I HEREBY CERTIFY** that the above is a true copy of a Resolution duly adopted by the Lakewood Industrial Commission in the Township of Lakewood, County of Ocean, and State of New Jersey at its meeting held on the 9th day of January, 2019.

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, SECRETARY

Or Steven Reinman as Secretary’s Designee

**RESOLUTION OF THE TOWNSHIP OF LAKEWOOD,  
OF OCEAN, STATE OF NEW JERSEY, APPOINTING  
REMINGTON & VERNICK ENGINEERS TO THE  
POSITION OF TOWNSHIP ENGINEER**

**WHEREAS**, it is necessary to appoint a Township Engineer; and

**WHEREAS**, the Township Committee desires to have Remington & Vernick Engineers as Township Engineer

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Lakewood, County of Ocean, State of New Jersey, as follows:

1. That Remington & Vernick Engineers is hereby appointed Township Engineer
2. That this Resolution shall take effect January 1, 2019.
3. That the Township Clerk shall forward a certified copy of this Resolution to the following:
  - A. Municipal Manager.
  - B. Township Treasurer.
  - C. Township Attorney.
  - D. Township Engineer.

**CERTIFICATION**

I, Kathryn Hutchinson, Township Clerk of the Township of Lakewood, do hereby certify the above to be a true copy of a resolution duly adopted by the Township Committee of the Township of Lakewood in the County of Ocean at its meeting held on **January 1, 2019**.

  
Kathryn Hutchinson, RMC, CMC, CMR  
Township Clerk

I hereby certify there are sufficient legally appropriated funds for the above purpose in the year 2019 Official Temporary Budget of the Township of Lakewood. Line item to be charged is Township Engineer under Engineering Department. The above funds have not been certified as available for another pending contract.

\_\_\_\_\_  
William C. Rieker,  
Chief Financial Officer

# RESOLUTION

#190110

*Resolution of the Lakewood Industrial Commission  
Authorizing the maintenance of a petty cash fund for the year 2019.*

**WHEREAS**, the Lakewood Industrial Commission office operates daily; and

**WHEREAS**, the Lakewood Industrial Commission has adopted its 2019 Budget on January 9, 2019; and

**WHEREAS**, in accordance with NJ State Statues, a petty cash fund may be created and maintained as deemed necessary; and

**WHEREAS**, it is necessary to provide the office with a petty cash fund to be made available for reimbursement of unanticipated small expenditures with the stipulation of proper documentation for the reimbursement of cash layout.

**WHEREAS**, a petty cash fund was established in the year 2000, and petty cash on-hand is maintained at a maximum of \$200.00 (as established and supported with receipt backup) at any one time; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Commissioners of the Lakewood Industrial Commission, that it does hereby authorize and direct the continuation of \$200.00 on-hand petty cash, encumbering a sum of \$ 900.00 under 'Administration' as the Petty Cash funding source in 2019 for said purposes from the Industrial Commission's Permanent budget when adopted.

I hereby certify the above to be a true copy of a resolution duly adopted by the Lakewood Industrial Commission in the Township of Lakewood, County of Ocean and State of New Jersey, at its meeting held on the 9th day of January, 2019.

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, SECRETARY

Or Steven Reinman as Secretary's Designee in the absence of the Secretary

# RESOLUTION

## #190111

*Resolution of the Lakewood Industrial Commission Authorizing an Allowance for Executive Director's Expenses for Travel for the year 2019.*

**WHEREAS**, the Lakewood Industrial Commission has adopted its 2019 Permanent Budget on January 9, 2019 by the Commission's formal action; and

**WHEREAS**, the Lakewood Industrial Commission has determined that its Executive Director should be reimbursed for normal travel expenses incurred while serving in his capacity as Director of the Lakewood Department of Economic Development and, concurrently, as Executive Director of the Lakewood Industrial Commission; and

**WHEREAS**, it has been determined that funds shall be appropriated for such a purpose within the Lakewood Industrial Commission's Year-2019 budget.

**NOW, THEREFORE, BE IT RESOLVED**, that the Lakewood Industrial Commission does hereby authorize the award of an allowance for auto travel expenses for calendar year 2019 to **Steven Reinman, Executive Director**, to be paid from Industrial Commission budgeted funds from the appropriate operations expense category.

I hereby certify this to be a true copy of a resolution duly adopted by the Industrial Commission of the Township of Lakewood, County of Ocean and State of New Jersey at its meeting held on the 9th of January, 2019.

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, SECRETARY

Or Steven Reinman as Secretary's Designee in the absence of the Secretary

# RESOLUTION

# 190112

*Resolution Authorizing and Awarding Industrial Commission Contract for Administrative Management Services provided to the Lakewood Industrial Commission beginning January 1, 2019.*

**WHEREAS**, the Lakewood Industrial Commission finds it important to maintain its regular office functions, provide continued service to the public through contact with its office, and maintain updates of company files and databases of businesses located in the Lakewood Industrial Parks (M-1, PS, LP and M-2 Zones); and

**WHEREAS**, it is found that the Lakewood Industrial Commission finds that continuity of its daily functions is dependent on the assignment of a contact person to receive and manage requests, maintain physical and electronic files and provide the Industrial Commissioners with services as needed; and

**WHEREAS**, Anita B. Doyle, a Sole Proprietorship, proposes to provide administrative management services to the Lakewood Industrial Commission, which services include continued maintenance of LIC records, accounts, databases, meeting preparation, attendance, recording and transcription of LIC meetings and post-meeting activity; and

**WHEREAS**, the Lakewood Industrial Commission deems it prudent to accept the proposal submitted by Anita B. Doyle for provision of administration management services not to exceed an average of 35 hours per month.

**NOW, THEREFORE BE IT RESOLVED**, by the Industrial Commission of the Township of Lakewood that **Anita B. Doyle, Sole Proprietor**, be retained to provide administration management services to the Lakewood Industrial Commission to maintain the Commission's general office business matters for a six-month period effective January 1, 2019 or until such time as personnel may be assigned and trained to provide such services. This assignment may be extended for an additional 6-month period as deemed necessary without initiation of formal action. Further, this assignment may also be terminated by provision of a 30-day written notification of such intent by either party at any time during the term of the agreement.

I hereby certify this to be a true copy of a resolution duly adopted by the Industrial Commission of the Township of Lakewood, County of Ocean and State of New Jersey at its meeting held on the 9th day of January, 2019.

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, SECRETARY

Or Steven Reinman as Secretary's Designee

# RESOLUTION

# 190113

*Resolution Authorizing and Awarding Industrial Commission Contract for Extraordinary and Unspecifiable Services for Lakewood Township Marketing and Public Relations Services for the period of February 1, 2019 through and including January 31, 2020.*

**WHEREAS**, the Mayor and Committee of the Township of Lakewood have directed the entering into a Professional Services contract for the performance of extraordinary services which include preparation and administration of public relations services provided to the Township of Lakewood; and

**WHEREAS**, it has been determined by the Mayor and Committee that the performance of these contracted services is necessary and would enhance Lakewood Township's economic development efforts by providing professional advertising and public relations services for the purposes of promoting the benefits of living and working in Lakewood, thereby enhancing the economic base of the town; and

**WHEREAS**, the Lakewood Industrial Commission, by virtue of N.J.S.A. 40:55-B-1 et seq., is statutorily charged with, among other duties, promoting the economic well-being, and industrial and economic development of the Township; and

**WHEREAS**, in an effort to integrate and coordinate the economic development policies of the Township of Lakewood, the Township Committee is desirous of noting the economic development benefit to the Township and having the aforementioned contract be fulfilled expeditiously; and

**WHEREAS**, based upon the availability of funds, the Industrial Commission of the Township of Lakewood has the authority and may, by appropriate resolution, provide appropriations in the amount prescribed by the aforementioned contract; and

**WHEREAS**, in accordance with N.J.S.A. 19:44A-20.5 et seq., which provides for the procedure for soliciting proposals through a "fair and open process", which process the Lakewood Industrial Commission adopted on December 7, 2005, the Lakewood Industrial Commission solicited proposals by posting a RFP on the Township of Lakewood's website for such services; and

**WHEREAS**, Proposals and Qualifications were publicly opened in the Office of the Lakewood Industrial Commission on January 7, 2019 which were reviewed for completeness; and

**WHEREAS**, following review of the Qualifications and Proposals, it was determined that the responsive submission received from \_\_\_\_\_ for provision of Marketing and Public Relations Management services to be provided was deemed to be in order; and

**WHEREAS**, adequate funds for Marketing and Public Relations Administration will be appropriated to the Lakewood Industrial Commission's 2019 budget.

**NOW THEREFORE, BE IT RESOLVED**, that the Lakewood Industrial Commission hereby awards a contract for Extraordinary and Unspecifiable Services for Management of Lakewood Township's Marketing and Public Relations Program for the period from **February 1, 2019 through and including January 31, 2020 to:**

**BE IT FURTHER RESOLVED** that

1. The purposes of the above mentioned contract does enhance and promote economic development in the Township and is within the statutory meaning of N.J.S.A.40:55B-1 et seq., and
2. The Lakewood Industrial Commission hereby authorizes and directs an appropriation for the purposes of direct payment of the contractual obligation, and
3. The Township Department of Industrial Development Executive Director is authorized and directed to execute such documents as may be necessary to formalize provisions of said contract on behalf of the Industrial Commission and for the benefit of the Township of Lakewood.
4. An authenticated copy of this Resolution, signed by the Chairman and Secretary be forwarded to the Mayor, Township Committee, and Township Manager for their information and records.

I hereby certify the above to be a true copy of a resolution duly adopted by the Industrial Commission of the Township of Lakewood, in the County of Ocean, and State of New Jersey at its meeting held on the 9<sup>th</sup> of January, 2019.

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, Secretary

or

**Steven Reinman** as Secretary-Designee in the absence of the  
Secretary

# RESOLUTION

## # 190114

*Resolution of the Lakewood Industrial Commission Appointing Provision of Airport Consulting Services to the Commission for the year 2019.*

**WHEREAS**, the Lakewood Industrial Commission, created by passage of N.J.S.A. Chapter 55B entitled “Industrial Commission”, established criteria for creation and operation of an industrial commission for the purposes of fostering economic stability within the Community; and

**WHEREAS**, subsequent to the creation of an Industrial Commission by the State, the Township of Lakewood adopted ordinances further creating and governing Lakewood Industrial Commission; and

**WHEREAS**, the Township of Lakewood has, by adoption of Resolution # R2019-46, awarded a Professional Services contract to **DY CONSULTING**, 401 Franklin Avenue, Suite 318, Garden City, NY 11530 to serve as Airport Consultant for Lakewood Township via the Lakewood Industrial Commission for the year 2019 on January 1, 2019 in conformity with the dictates of NJSA 19:44A-20.4 et seq., the “New Jersey Local Unit Pay to Play” Law (in the “fair and open process”); and

**NOW THEREFORE, BE IT RESOLVED** that the Lakewood Industrial Commission hereby authorizes the acceptance of the appointment of **DY CONSULTING** as Airport Consultant for Lakewood Township via the Lakewood Industrial Commission for the calendar year 2019; compensation for such services to be made available in the 2019 Industrial Commission Permanent Budget.

**I HEREBY CERTIFY** that the above is a true copy of a Resolution duly adopted by the Lakewood Industrial Commission in the Township of Lakewood, County of Ocean, and State of New Jersey at its meeting held on the 9th day of January, 2019.

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, SECRETARY

Or Steven Reinman as Secretary’s-Designee, in the absence of the Secretary



**RESOLUTION OF THE TOWNSHIP OF LAKEWOOD,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AWARDING A PROFESSIONAL SERVICES CONTRACT  
FOR ENGINEERING AND CONSULTING SERVICES AT  
THE LAKEWOOD AIRPORT**

**WHEREAS**, DY Consultants of 401 Franklin Avenue, Suite 318, Garden City, New York, 11530, a firm that specializes in aviation engineering and maintenance of aviation-based grants have provided such specialized professional services to Lakewood Airport for its functions and improvements in the past and have proved to be a reputable and responsible consulting and engineering firm; and

**WHEREAS**, the Township of Lakewood seeks to retain DY Consultants to perform Engineering and Consulting Services at Lakewood Airport; and

**WHEREAS**, DY Consultants has completed and submitted a Business Entity Disclosure Certification which certifies that DY Consultants has not made any reportable contributions to a political or candidate committee in the Township of Lakewood in the previous one year, and that the contract will prohibit DY Consultants from making any reportable contributions through the term of the contract; and

**WHEREAS**, the Township of Lakewood is permitted to award this contract without public bidding pursuant to N.J.S.A. 19:44A-20.5 et seq., as a Professional Service; and

**WHEREAS**, it is required that the Resolution authorizing the award of a contract for "Professional Services:" and the contract itself must be made available for public inspection; and

**WHEREAS**, the Township Treasurer has certified that funds are available in the year 2019 temporary budget and will be available in the final budget when adopted under:

Line Item #9-01-30-417-417-211/Engineering/Consulting Services – Lakewood  
Airport

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Lakewood, County of Ocean and State of New Jersey as follows:

1. That the Township of Lakewood hereby awards a contract to DY Consultants, 401 Franklin Avenue, Suite 318, Garden City, New York, 11530 for performance of Professional Services for Engineering and Consulting Services at Lakewood Airport.
2. This Resolution shall take effect on January 1, 2019 and hereby authorizes the execution of a contract for Professional Services, in form and substance acceptable to the Township Committee that shall expire on December 31, 2019.

3. That a notice of this action shall be printed once in the official newspaper of the Township of Lakewood and a copy of this Resolution and the contract be maintained on file in the Township Clerk's office.
4. That the Mayor and/or Deputy Mayor, and/or Director of the Lakewood Township Department of Economic Development, be and hereby are authorized to execute any and all documents required to effectuate this contract.
5. That the Township Clerk shall forward a certified copy of this Resolution to all parties of interest.

**CERTIFICATION**

I, Kathryn Hutchinson, Township Clerk of the Township of Lakewood, do hereby certify that the above is a true copy of a Resolution duly adopted by the Township Committee of the Township of Lakewood in the County of Ocean, at its meeting held on **January 1, 2019.**



Kathryn Hutchinson, RMC, CMC, CMR  
Township Clerk

I, William C. Rieker, Chief Financial Officer of the Township of Lakewood, hereby certify that there are sufficient legally appropriated funds for the above purpose in the year 2019 Official Temporary Budget of the Township of Lakewood. Line item to be charged is #9-01-30-417-417-211/ Engineering/Consulting Services – Lakewood Airport. The above funds have not been certified as available for another pending contract.

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William C. Rieker  
Chief Financial Officer