

**TOWNSHIP OF BYRAM  
COUNCIL AGENDA, MONDAY, NOVEMBER 9, 2020  
EXECUTIVE SESSION – 6:30 P.M**

**PLEASE TAKE NOTICE** that the regular meeting starting with an Executive Session at 6:30 p.m. will be held via a conference call, followed by public session that will be held, by remote audio connection only, using Zoom. The public may connect using a computer or smart device by clicking on the following link <https://us02web.zoom.us/j/85090861094>, or by calling any of the following numbers US: +1 267 831 0333 or +1 646 518 9805 to participate. When prompted, enter the Meeting ID Number: 850 9086 1094 followed by the # sign. Public will have the opportunity to comment at appropriate times during the meeting. Formal action may be taken. The following is the agenda to the extent known:

**1. CALL MEETING TO ORDER**

**2. OPEN PUBLIC MEETING STATEMENT**

This meeting is called pursuant to the provisions of the Open Public Meetings Law. Adequate notice of this meeting has been provided to the New Jersey Herald and the Sunday Herald in our annual notice, specifying the time, place. In addition, a copy of this notice is available to the public and is on file in the office of the Municipal Clerk, posted on the main door, bulletin board of the Municipal Building, and on the Township website at: [https://www.byramtwp.org/index.php/town\\_hall/township\\_council](https://www.byramtwp.org/index.php/town_hall/township_council), and has been forwarded to those persons requesting notice.

**3. ROLL CALL**

**4. RESOLUTION FOR EXECUTIVE SESSION**

- A. Interview – Park Design Specialist
  - PPD Design
  - Paul Gleitz

**5. RETURN TO OPEN SESSION**

- A. Resolution No. 181-2020 – Amending Applicant Resolution Local Government Emergency Fund (CRF) Grant

**6. OPEN TO THE PUBLIC**

**7. ADJOURNMENT**

**TOWNSHIP OF BYRAM  
RESOLUTION NO. 181-2020**

**AMENDING APPLICANT'S RESOLUTION  
LOCAL GOVERNMENT EMERGENCY FUND (CRF) GRANT**

WHEREAS, as the public health emergency associated with the COVID-19 pandemic continues, the most significant negative financial impacts faced by county and municipal governments throughout New Jersey result from extreme economic contraction, deficits in tax and fee revenues, and extraordinary increases in public safety and health and human services expenditures; and

WHEREAS, severe fiscal stress limits the ability of counties and municipalities to maintain essential services and take the steps necessary to fight COVID-19; and

WHEREAS, without substantial federal assistance, residential taxpayers would absorb the primary impact of meeting these extraordinary needs and closing any associated operating deficits; and

WHEREAS, the Department of Community Affairs ("DCA"), through the Division of Local Government Services ("DLGS" or "Division"), has been deemed the lead agency for the distribution of the Local Government Emergency Fund (the "LGEF" or "Program"), provided through an allocation of the State of New Jersey's CARES Act Coronavirus Relief Fund (CRF Funds); and

WHEREAS, counties and municipalities excluded from the federal government's direct CRF allocation plan, as well as those counties and municipalities that are currently the most impacted by COVID-19 in comparison to their available resources, are eligible for LGEF funds pursuant to a maximum distribution determined by formula; and

WHEREAS, a total of \$60 million is currently being made available under the Program, with a potential \$60 million more to be allocated; and

WHEREAS, LGEF Grants exist to support costs incurred as part of a local unit's response to COVID-19.

NOW, THEREFORE, BE IT RESOLVED by the Byram Township Mayor and Council, that the Township of Byram will apply for a LGEF Grant in the amount of \$ 42,544.00.

**BYRAM TOWNSHIP COUNCIL**

	Councilman Bonker	Councilwoman Franco	Councilman Gallagher	Councilman Roseff	Mayor Rubenstein
Motion					
2nd					
Yes					
No					
Abstain					
Absent					

ATTEST: I certify that the foregoing resolution was adopted by the Byram Township Council at a meeting held on November 2, 2020.

\_\_\_\_\_  
Doris Flynn, Township Clerk



## **Local Government Emergency Fund (CRF)**

### **GRANT APPLICATION**

#### **Application Instructions**

Counties and municipalities excluded from the federal government's direct CRF allocation plan, as well as those counties and municipalities that are currently the most impacted in comparison to their available resources, are eligible for Local Government Emergency Funds. Each Local Unit's maximum distribution is determined by formula. Program details, including application requirements and the grant funding process, are set forth in the Program Description and Guidelines document. A total of \$60 million is currently being made available under the Program. All awards are subject to the availability of funds. Please consult the guidelines before preparing a grant application.

#### **Applicant Information**

New Jersey counties and municipalities excluded from the federal government's direct CRF allocation plan, as well as those counties and municipalities that are currently the most impacted in comparison to their available resources, are eligible to apply.

#### **Application Submission**

All Local Government Emergency Fund applications must be received no later than November 10, 2020, and all reimbursement requests must be submitted by no later than December 10, 2020. Strict adherence to this deadline is compelled by the December 30, 2020 expenditure deadline established within the CARES Act. A completed application package must be submitted electronically to DLGS at [LGEF@dca.nj.gov](mailto:LGEF@dca.nj.gov). The date of email submission shall constitute the date filed. Two hard copies of the completed application package must be received no later than seven (7) calendar days following email submission and mailed to:

Attn: Local Government Emergency Fund  
New Jersey Department of Community Affairs  
Division of Local Government Services  
P.O. Box 803  
Trenton, NJ 08625-0803

**Please review the Application Checklist to ensure that your application is complete.** Incomplete applications will not be considered for funding. Rejected applications may be refiled prior to the November 10, 2020 deadline.

**Authorizing Resolution (See Sample)**

Every applicant must submit a certified governing body resolution authorizing participation in the program and submission of the application and affirming its intention to conform to the applicable Program and CARES Act expense eligibility requirements.

**Applicant Identification and Planned Expenditures (LGEF-1)**

Complete the data page (s): Identify the applicant entity, the contact information for the chief financial officer, proposed grant program administrator, and any key personnel assigned to supervise or participate in the implementation grant program; the applicant's total allocation and the amount of grant requested. Additionally, include each line item (along with the corresponding FCOA code) for which the applicant expects the grant to be allocated, and the projected amount needed for each line item.

**Project Narrative (LGEF-2)** For each line item referenced in LGEF-1, detail what amount is being sought for reimbursement and explain the expense's eligibility under the Program Guidelines. Insert supplemental sheets as necessary (numbered 2a, 2b et al.).

**Duplication of Benefits Analysis (LGEF-3)**

The applicant must describe each grant, loan, or other source of COVID-19 related assistance applied for and/or awarded to the applicant, including identifying each funding source of the assistance, and list all line items (including FCOA code) to which said COVID-19 related assistance is to be applied. For each line item, applicant must also explain what the assistance is to be used for and why the other funds would not duplicate assistance provided through a Local Government Emergency Fund grant.

**CFO Certification of Anticipated Need (LGEF-4)**

The chief financial officer of the municipality or county must certify that the items being sought for reimbursement are eligible for reimbursement under the Local Government Emergency Fund (LGEF) Program Guidelines.

**ASSISTANCE**

For questions about the Local Government Emergency Fund, the application, or the grant process, contact us at [LGEF@dca.nj.gov](mailto:LGEF@dca.nj.gov). You can also obtain additional information and copies of the application form at the following link: <https://www.nj.gov/dca/divisions/dlgs/programs/lgef.html>.



## **Local Government Emergency Fund (CRF) APPLICATION CHECKLIST**

**PLEASE ENSURE THAT EACH OF THE FOLLOWING ITEMS IS IN YOUR APPLICATION PACKAGE.**

**PLEASE NOTE THAT, IN ADDITION TO E-MAIL SUBMISSION, TWO HARD COPIES OF THE APPLICATION PACKAGE MUST BE SUBMITTED BY REGULAR MAIL:**

- Application Checklist
- Certified Governing Body Resolution
- Applicant Identification & Planned Expenditures Form (LGEF-1)
- Project Narrative (LGEF-2)
- Duplication of Benefits Analysis (LGEF-3)
- CFO Certification of Anticipated Need (LGEF-4)

**APPLICANT IDENTIFICATION & PLANNED EXPENDITURES FORM - LGEF 1**

Entity Name: Byram Township		County: Sussex
Address: 10 Mansfield Dr. Stanhope, NJ 07874		
<b>Program Contact Information</b>		
<i>Chief Financial Officer</i>		<i>Grant Administrator (if different from CFO)</i>
Voice phone: (973) 347-2500 ext. 134		Voice phone: (973) 347-2500 ext. 160
Fax: (973) 347-6446		Fax: (973) 347-0502
E-mail: afrueholz@byramtwp.org		E-mail: pcrosson@byramtwp.org
Other personnel: Township Manager: Joseph Sabatini (973) 347-2500 ext. 129		
jsabatini@byramtwp.org		

<b>Total Allocation:</b>	\$42,544.00
<b>Total Grant Amount Requested:</b>	\$42,544.00

**PROJECTED APPROPRIATION LINE ITEMS & REIMBURSEMENT AMOUNTS**  
(Please refer to the Program Guidelines for eligible activities)

PROJECTED LINE ITEMS (including FCOA code)	Projected Total
Gold antimicrobial soap 7.5 oz. pump bottle - 0120120100200	\$23.94
Advanced instant hand sanitizer refill - 01201200200	\$33.98
Lysol disinf. wipes - 0120120100200	\$45.20
Gloves, Lysol disinf. Spray, Clorox wipes - 0121418776004	\$418.60
Disinfectant Lysol wipes/spray - 0120120100200	\$140.48
Advanced instant hand sanitizer gel pump - 0120120100200	\$153.80
Advanced instant hand sanitizer refill - 0120120100200	\$203.88
(2) boxes exam gloves/(12) disinf. wipes - 0120120100200	\$98.66
Dial Gold antimicrobial liquid hand soap - 0120126310244	\$58.00
Electrostatic sprayer/disinfectant - 0120120100272	\$1,086.78
(20) canisters for Millennium/Ultra respirators - 0120125240452	\$1,260.00
PPE Sanitizer (Gear Wash) -0120125265283	\$599.40
(300) N95 masks/3-layer masks/vinyl gloves - 1928656000013	\$1,139.00
Clorox disinf. Wipes (12) tubs/case - 0120120100200	\$177.00
(200) N95 masks – (1) thermometer - 1928566000013	\$758.00
Reimbursement – (3) pair safety goggles - 1928656000013	\$42.06
(2) cases respirators – (2) cases filters - 0120126290255	\$1,443.00

(10) N95 Val Part Resp. - 0120126290220	\$7.06
(25) 2XL Coverall -0120126290220	\$139.83
Electrical supplies to move cameras - 0120126310220	\$79.94
Supplies to cordon off public from the employees @ Municipal Building - 0120126310220	\$665.65
Additional supplies to cordon off public from the employees @ Municipal Building -0120126310220	\$321.50
Additional supplies to cordon off public from the employees @ Municipal Building - 0120126310220	\$197.00
Additional supplies to cordon off public from the employees @ Municipal Building - 0120126310220	\$408.43
Slide window for Construction Department to public hallway - 0120126310220	\$26.33
Paint and supplies - 01201236310220	\$52.95
Electronic lock for door - 0120126310220	\$113.05
Plexiglass and supplies -0120126310220	\$133.62
Signage due to moving offices/recycling area (Sussex Co. Dept. of Engineering) - 0120126290255	\$115.68
Supplies for employee partitions - 0120126310220	\$11.78
Supplies for employee partitions - 0120126310220	\$5.16
Clorox disinf. Wipes (6) canister case - 0120126310244	\$78.00
Hand sanitizer for DPW trucks - 0120126290491	\$95.88
Social distancing stickers for Municipal Building (Tomar Industries) - 0120126310220	\$78.00
Mun. Bldg. Covid precaution signs (Sussex Co. Div. of Engineering) - 0120126290255	\$55.26
Twp. Parks/Mun. Bldg. Covid precaution signs (Sussex Co. Div. of Engineering) - 0120126290255	\$147.36
Hand sanitizer for Parks Department - 02012690225	\$94.90
Social distancing floor mats (24x36) - 0120126310220	\$350.00
Alcohol wipes (5.5x7.9) – 160 wipes - 0120120100200	\$185.88
Sanitizer dispenser w/ stand & 1 Gal Sani 62 sanitizer gel - 0120126310220	\$552.59
Legal fees related to Covid-19 pandemic (Laddey, Clark & Ryan, LLP) - 0120120155808	\$18.00
Legal fees related to Covid-19 pandemic (Laddey, Clark & Ryan, LLP) - 0120120155808	\$247.00
Legal fees related to Covid-19 pandemic (Laddey, Clark & Ryan, LLP) - 0120120155808	\$247.00
Legal fees related to Covid-19 pandemic (Laddey, Clark & Ryan, LLP) - 0120120155808	\$360.00

Legal fees related to Covid-19 pandemic (Laddey, Clark & Ryan, LLP) - 0120120155808	\$152.00
Legal fees related to Covid-19 pandemic (Laddey, Clark & Ryan, LLP) - 0120120155808	\$126.00
Legal fees related to Covid-19 pandemic (Laddey, Clark & Ryan, LLP) - 0120120155808	\$252.00
Zoom Video Communications, Inc. - 0120120100211	\$154.99
Zoom Video Communications, Inc. - 0120120100211	\$154.99
Zoom Video Communications, Inc. - 0120120100211	\$154.99
Zoom Video Communications, Inc. - 0120120100211	\$154.99
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Zoom Video Communications, Inc. - 0120120100211	\$154.99
Zoom Video Communications, Inc. - 0120120100211	\$154.99
(3) Samsung Chromebook 4+ Chrome OS 15.6" laptop computer - 0120120110200	\$1,078.43
(3) Microsoft LifeChat LX-3000 headsets - 0120120110200	\$119.85
(3) Logitech M535 Bluetooth mouse - 0120120110200	\$82.84
(3) Logitech B525 HD Webcam - 0120120110200	\$194.85
(3) Microsoft LifeChat LX-3000 headset - 0120120110200	\$116.85
(4) cases Bioesque disinfectant solution - 0120126310244	\$411.04
(2) cases Dial gold Antimicrobial Liquid Soap - 0120126310244	\$116.00
(4) cases toilet tissue 500 sheets/roll 96 rolls cs. - 0120126310244	\$236.00
(4) Bounty roll towel 30 roll/cs. - 0120126310244	\$160.00
(4) Roll towel white 6 roll/cs. - 0120126310244	\$137.60
(2) Dry wipes chemwipe 180 sheets/roll 6 roll/case bucket with dispenser top - 0120126310244	\$123.60
(12) Disnft. Wipe bucket 150 ct. - 0120126310244	\$286.86
(8) 62 gel sanitizer 1 gal. - 0120126310244	\$223.83
Expenditures for needed technical assistance, improvement of telework capabilities for public employees to enable compliance with COVID-19 public health precautions, safety equipment and sanitizing supplies to maintain a sanitary work environment and disinfect public areas at municipal building, police department, fire department, DPW facility and common areas with limited public access as per CDC guidelines and Executive Orders (#192, et al.) - 1928656000013	\$14,016.70
Salaries for expenditures directly related to the response to the COVID-19 pandemic Police overtime: 0120125240012	\$6,500.00



Salaries for expenditures directly related to the response to the COVID-19 pandemic DPW salaries/wages: 0120126290015	\$4,500.00
<b>TOTAL PLANNED EXPENDITURES</b>	<b>\$42,544.00</b>

## PROJECT NARRATIVE– LGEF-2

PROJECT NARRATIVE: For each line item, detail what is being sought for reimbursement and explain their eligibility under the Program Guidelines. Insert supplemental sheets as necessary (numbered 2a, 2b et al.).

Gold antimicrobial soap 7.5 oz. pump bottle (WB Mason): \$23.94 – To maintain good hygiene and safety in the workplace through appropriate hand washing/sanitizing for staff, first responders and public in accordance with CDC guidelines and existing Executive Orders.

Advanced instant hand sanitizer refill (WB Mason): \$33.98 – To maintain good hygiene and safety in the workplace through appropriate hand washing/sanitizing for staff, first responders and public as per CDC guidelines and existing Executive Orders.

Lysol disinf. wipes (Staples): \$45.20 – Sanitizing supplies to maintain a sanitary work environment at the municipal building, police department, fire department, DPW facility and common areas with limited public access in accordance with CDC guidelines and existing Executive Orders.

Gloves, Lysol disinf. Spray, Clorox wipes (Tomar Industries): \$418.60 – Protective and sanitizing supplies to maintain a sanitary work environment at municipal building, police department, fire department, DPW facility and common areas with limited public in accordance with CDC guidelines and existing Executive Orders.

Disinfectant Lysol wipes/spray (Ronetco Supermarkets, Inc.): \$140.48 - Protective and sanitizing supplies to maintain a sanitary work environment at municipal building, police department, fire department, DPW facility and common areas with limited public in accordance with CDC guidelines and existing Executive Orders.

Advanced instant hand sanitizer gel pump (WB Mason): \$153.80 – Sanitizing supplies to maintain good hygiene and safety in the workplace through appropriate hand washing/sanitizing for staff, first responders and public as per CDC guidelines and existing Executive Orders.

Advanced instant hand sanitizer refill (WB Mason): \$203.88 - Sanitizing supplies to maintain good hygiene and safety in the workplace through appropriate hand washing/sanitizing for staff, first responders and public as per CDC guidelines and existing Executive Orders

(2) boxes exam gloves/(12) disinf. wipes (WB Mason): \$98.66 – Protection and sanitizing supplies to maintain a sanitary work environment at the municipal building, police department, fire department, DPW facility and common areas with limited public access in accordance with CDC guidelines and existing Executive Orders.

Dial Gold antimicrobial liquid hand soap (Tomar Industries): \$58.00 – To maintain good hygiene and safety in the workplace through appropriate hand washing/sanitizing for staff, first responders and public in accordance with CDC guidelines and existing Executive Orders.

Electrostatic sprayer/disinfectant (Atra Janitorial Supply Co Inc): \$1,086.78 - Sanitizing equipment to maintain sanitary work environment at municipal building, police department, fire department, DPW facility, public safety vehicles and common areas with limited public access as per CDC guidelines in accordance with CDC guidelines and existing Executive Orders.

### PROJECT NARRATIVE- LGEF-2a

(20) canisters for Millennium/Ultra respirators (Industrial Safety): \$1,260.00 – Personal protection safety equipment for first responders working on the front lines of the pandemic actively responding to calls, to include calls of possibly COVID-19 infected persons.

PPE Sanitizer (Gear Wash): \$599.40 - Sanitizing supplies to maintain sanitary personal protective work equipment at the police department, fire department, DPW facility and Municipal Building as per CDC guidelines and existing Executive Orders.

(300) N95 masks/3-layer masks/vinyl gloves (Wilcor International, Inc.): \$1,139.00 – Personal protection safety equipment for first responders working on the front lines of the pandemic actively responding to calls, to include calls of possibly COVID-19 infected persons.

Clorox disinf. Wipes (12) tubs/case: \$177.00 - Sanitizing supplies to maintain a sanitary work environment at the municipal building, police department, fire department, DPW facility and common areas with limited public access in accordance with CDC guidelines and existing Executive Orders.

(200) N95 masks – (1) thermometer (Wilcor International, Inc.): \$758.00 - Safety equipment for first responders working on the front lines of the pandemic actively responding to calls, to include calls of possibly COVID19 infected persons.

Reimbursement – (3) pair safety goggles (Chief Burke): \$42.06 – Personal protection safety equipment for first responders actively working on the front lines of the pandemic responding to calls, to include calls of possibly COVID-19 infected persons.

(2) cases respirators – (2) cases filters (Firefighter One, LLC.): \$1,443.00 – Personal protective safety equipment for first responders working on the front lines of the pandemic actively responding to calls, to include calls of possibly COVID-19 infected persons.

(10) N95 Val Part Resp.: \$7.06 - Personal protective safety equipment for first responders actively working on the front lines of the pandemic responding to calls, to include calls of possibly COVID-19 infected persons.

(25) 2XL Coverall: \$139.83 – Personal protective safety equipment for first responders working on the front lines of the pandemic responding to calls, to include calls of possibly COVID-19 infected persons.

Electrical supplies to move cameras (Lowe's): \$79.94 – We had to move various municipal collection dumpsters (trash, recycling, refuse, leaves/brush) to safely separate DPW employees from the public access during the COVID-19 pandemic. In turn, moving the dumpsters took them out of view from security camera surveillance. Accordingly, the security camera locations had to be physically moved for safety monitoring purposes.

Supplies to cordon off the public from municipal employees @ Municipal Building (Lowe's): \$665.65 – Purchase of supplies to construct physical barriers and safety measures in the municipal building to protect the employees and the community while ensuring continuity of government during the COVID-19 pandemic.

### **PROJECT NARRATIVE– LGEF-2b**

Additional supplies to cordon off public from the municipal employees @ Municipal Building (Lowes): \$321.50 - Purchase of supplies to construct physical barriers and provide enhanced safety measures in the municipal building to protect the employees and the community while ensuring continuity of government during the COVID-19 pandemic.

Additional supplies to cordon off public from the municipal employees @ Municipal Building (Lowes): \$197.00 – Purchase of supplies to construct physical barriers and provide enhanced safety measures in the municipal building to protect the employees and the community while ensuring continuity of government during the COVID-19 pandemic.

Additional supplies to cordon off public from the municipal employees @ Municipal Building (Lowes): \$408.43 - Purchase of supplies to construct physical barriers and provide enhanced safety measures in the municipal building to protect the employees and the community while ensuring continuity of government during the COVID-19 pandemic.

Slide window for the Construction Department to public hallway/common area (Lowes): \$26.33- Purchase of supplies to construct physical barriers and provide enhanced safety measures in the municipal building to protect the employees and the community while ensuring continuity of government during the COVID-19 pandemic.

Paint and supplies (Lowes): \$52.95 - Purchase of supplies to construct physical barriers and provide safety measures in the municipal building to protect the employees and the community while ensuring continuity of government during the COVID-19 pandemic.

Electronic lock for door (Lowes) : \$113.05 - Purchase of supplies to construct physical barriers and safety measures in the municipal building to protect the employees and the community while ensuring continuity of government during the COVID-19 pandemic.

Plexiglass and supplies (Netcong Hardware): \$133.62 - Purchase of supplies to construct physical barriers and safety measures in the municipal building to protect the employees and the community while ensuring continuity of government during the COVID-19 pandemic.

Signage due to moving offices/recycling area (Sussex Co. Dept. of Engineering): \$115.68 - Purchase of supplies to provide direction and improve safety measures at the municipal building, Police Dept, Fire Dept. and DPW facility to protect the employees and the community while ensuring continuity of government during the COVID-19 pandemic.

Supplies for employee partitions (Netcong Hardware): \$11.78 - Purchase of supplies to construct physical barriers and safety measures in the municipal building to protect the employees and the community while ensuring continuity of government during the COVID-19 pandemic.

Supplies for employee partitions (Lowes): \$5.16 - Purchase of supplies to provide physical barriers and safety measures in the municipal building to protect the employees and the community while ensuring continuity of government during the COVID19 pandemic.

### **PROJECT NARRATIVE– LGEF-2c**

Clorox disinfectant Wipes (6) canister case: \$78.00 - Sanitizing supplies to maintain a sanitary work environment at the municipal building, police department, fire department, DPW facility and common areas with limited public access in accordance with CDC guidelines and existing Executive Orders.

Hand sanitizer for DPW trucks (Montage tool and supply): \$95.88 - To maintain good hygiene and safety in the workplace through appropriate hand washing/sanitizing for department of public works first responders as per CDC guidelines and existing Executive Orders.

Social distancing stickers for Municipal Building (Tomar Industries): \$78.00 - Purchase of supplies to provide physical barriers and safety measures in the municipal building to protect the employees and the community while ensuring continuity of government during the COVID-19 pandemic.

Mun. Bldg. Covid-19 precaution signs (Sussex Co. Div. of Engineering): \$55.26 - Purchase of supplies to provide physical barriers and safety measures in the municipal building to protect the employees and the community while ensuring continuity of government during the COVID-19 pandemic.

Twp. Parks/Mun. Bldg. Covid-19 precaution signs (Sussex Co. Div. of Engineering): \$147.36 - Purchase of supplies to provide guidelines and safety measures on municipal fields and facilities to protect the employees and the community while ensuring physical distancing and safety protocols were practiced during public use of outdoor recreation facilities during the COVID-19 pandemic in accordance with CDC guidelines and Executive Orders.

Hand sanitizer for Parks Department (Fastenal): \$94.90 - Maintain appropriate hand sanitizing for staff, first responders and public in accordance with CDC guidelines and Executive Orders.

Social distancing floor mats (24x36) (Tomar Industries): \$350.00 - Purchase of supplies to provide physical barriers and safety measures in the municipal building to protect the employees and the community while ensuring continuity of government during the COVID-19 pandemic.

Alcohol wipes (5.5x7.9) – 160 wipes (WB Mason): \$185.88 - Maintain sanitary work environment for first responders as well as at the municipal building, police department, DPW facility and common areas with public access in accordance with CDC guidelines and Executive Orders.

Sanitizer/soap dispenser w/ floor stand and (1) gallon Sani 62 gel sanitizer (Fastenal Co.): \$552.59 - To maintain appropriate hand sanitizing for staff, first responders and in accordance with CDC guidelines and NJ Executive Order #192.

Legal fees related to Covid-19 pandemic (Laddey, Clark & Ryan, LLP): \$180.00 – Review and markup DLGS guidance re: open public meetings, review and mark up proposed OPRA amendment re: state of emergency.

Legal fees related to Covid-19 pandemic (Laddey, Clark & Ryan, LLP): \$247.00 – Telephone conference with Manager re: employee policies/procedures and arbitration; follow up on issues discussed to provide COVID-19 guidance.

### PROJECT NARRATIVE– LGEF-2d

Legal fees related to Covid-19 pandemic (Laddey, Clark & Ryan, LLP): \$247.00 – Exchange emails re: use of cameras; research issue; receipt/review of correspondence re: personnel matter, review/edit memo re: leave policy-COVID-19.

Legal fees related to Covid-19 pandemic (Laddey, Clark & Ryan, LLP): \$360.00 – Receipt of inquiry from Twp. re: paid time off policies and interplay with COVID-19 laws; conducted legal research in connection with same; review/analysis of legal research; preparation of detailed advisory memo addressing Townships inquiry.

Legal fees related to Covid-19 pandemic (Laddey, Clark & Ryan, LLP): \$152.00 – Telephone conference with Township Manager re: COVID-19 issues and policy considerations; research same.

Legal fees related to Covid-19 pandemic (Laddey, Clark & Ryan, LLP): \$126.00 – Conducted legal research regarding State Travel Advisory re: Self-Quarantine for Out-of-State Travel during COVID-19 pandemic.

Legal fees related to Covid-19 pandemic (Laddey, Clark & Ryan, LLP): \$252.00 – Receipt/review of COVID-19 personnel inquiry from the Township; conducted legal research in connection with inquiry and reviewed same; preparation of memorandum to Township regarding same.

Zoom Video Communications, Inc.: \$1,239.92 - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions and to facilitate public meeting to maintain continuity of government operations.

(3) Samsung Chromebook 4+ Chrome OS 15.6” laptop computer: \$1,078.45 - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions and to facilitate public meeting to maintain continuity of government operations.

(3) Microsoft LifeChat LX-3000 headsets: \$119.85 - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions and to facilitate public meeting to maintain continuity of government operations.

(3) Logitech M535 Bluetooth mouse: \$82.84 - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions and to facilitate public meeting to maintain continuity of government operations.

(3) Logitech B525 HD Webcam - \$194.85 - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions and to facilitate public meeting to maintain continuity of government operations.

(3) Microsoft LifeChat LX-3000 headset - \$116.85 - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions and to facilitate public meeting to maintain continuity of government operations.

### PROJECT NARRATIVE– LGEF-2e

(4) cases Bioesque disinfectant solution - \$411.04 - Sanitizing supplies to maintain a sanitary work environment at municipal building, police department, fire department, DPW facility and common areas with limited public in accordance with CDC guidelines and Executive Order #192.

(2) cases Dial gold Antimicrobial Liquid Soap - \$116.00 - Sanitizing supplies to maintain a sanitary work environment at municipal building, police department, fire department, DPW facility and common areas with limited public access in accordance with CDC guidelines and Executive Order #192.

(4) cases toilet tissue 500 sheets/roll 96 rolls cs. - \$236.00 - Supplies to maintain a sanitary work environment at municipal building, police department, fire department, DPW facility and common areas with limited public access in accordance with CDC guidelines and Executive Order #192.

(4) Bounty roll towel 30 roll/cs. - \$160.00 - Sanitizing supplies to maintain a sanitary work environment at municipal building, police department, fire department, DPW facility and common areas with limited public access in accordance with CDC guidelines and Executive Order #192.

(4) Roll towel white 6 roll/cs – 137.60 - Sanitizing supplies to maintain a sanitary work environment at municipal building, police department, fire department, DPW facility and common areas with limited public access as per CDC guidelines and Executive Order #192.

(2) Dry wipes chemwipe 180 sheets/roll 6 roll/case bucket with dispenser top - \$123.60 - Sanitizing supplies to maintain a sanitary work environment at municipal building, police department, fire department, DPW facility and common areas with limited public access as per CDC guidelines and Executive Order #192.

(12) Disinfct. Wipe bucket 150 ct - \$286.86 - Sanitizing supplies to maintain a sanitary work environment at municipal building, police department, fire department, DPW facility and common areas with limited public access as per CDC guidelines and Executive Order #192.

(8) 62 gel sanitizer 1 gal. - \$223.83 - Sanitizing supplies to maintain a sanitary work environment at municipal building, police department, fire department, DPW facility and common areas with limited public access as per CDC guidelines and Executive Order #192.

\$14,016.70 – Expenditures for needed technical assistance, improvement of telework capabilities for public employees to enable compliance with COVID-19 public health precautions, safety equipment and sanitizing supplies to maintain a sanitary work environment and disinfect public areas at municipal building, police department, fire department, DPW facility and common areas with limited public access as per CDC guidelines and Executive Orders (#192, et al.)

\$6,500.00 - Salaries for expenditures directly related to the response to the COVID-19 pandemic Police overtime.

\$4,500.00 Salaries for expenditures directly related to the response to the COVID-19 pandemic DPW salaries/wages

**DUPLICATION OF BENEFITS ANALYSIS- LGEF-3**

**OTHER COVID-19 RELATED ASSISTANCE APPLIED FOR BY APPLICANT**

Funding Source	Amount
Grant Funds	\$0
Loan Proceeds	N/A
Value of In-Kind Resources	N/A
Other funds	N/A
<b>TOTAL DOLLAR VALUE</b>	<b>\$0</b>

**OTHER COVID-19 RELATED ASSISTANCE AWARDED TO APPLICANT**

Funding Source	Amount
Grant Funds	\$0.00
Loan Proceeds	N/A
Value of In-Kind Resources	N/A
Other funds	N/A
<b>TOTAL DOLLAR VALUE</b>	<b>\$0.00</b>

**DUPLICATION OF BENEFITS NARRATIVE**

Please describe each grant, loan, or other source of COVID-19 related assistance applied for and/or awarded to the applicant, including identifying each funding source of the assistance, and list all line items (including FCOA code) to which said COVID-19 related assistance is to be applied. For each line item, explain what the assistance is to be used for and why the other funds would not duplicate assistance provided through a Local Government Emergency Fund grant. Insert supplemental sheets as necessary (numbered 3a, 3b et al.).

N/A



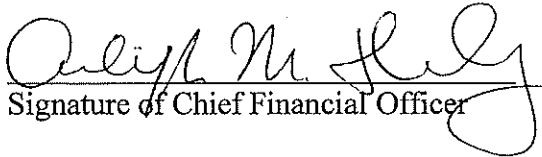
**DUPLICATION OF BENEFITS ANALYSIS- LGEF-3**

**DUPLICATION OF BENEFITS NARRATIVE**

**N/A**

**CFO CERTIFICATION OF ANTICIPATED NEED (LGEF-4)**

I Ashleigh Frueholz, chief financial officer of the Township of Byram, hereby certify that the items being sought for reimbursement are eligible for reimbursement under the Local Government Emergency Fund (LGEF) Program Guidelines.

  
Signature of Chief Financial Officer