

**THE BOROUGH OF MANTOLOKING**  
**MAYOR AND COUNCIL**

**MINUTES OF THE ORGANIZATION BUSINESS MEETING**  
**January 2, 2009**

The Organization Meeting of the Mayor and Council was held this day in the meeting room of Borough Hall with the following actions:

**1. CALL TO ORDER:** Mayor Nebel called the meeting to order at 4:30 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. OPEN PUBLIC MEETING STATEMENT: Mayor George C. Nebel**

*In compliance with the provisions of the New Jersey Open Public Meetings Act, adequate notice of this meeting of the Mantoloking Borough Council has been advertised in the manner provided by law.*

**3. OATH OF OFFICE**

Borough Clerk, Irene Ryan administered the oath of office for council members Councilman Peter R. Strohm and Councilman James J. Brown for a three-year term to expire on December 31, 2011.

**5. ROLL CALL**

Mayor George C. Nebel, Councilmen Steve Gillingham, Peter R. Strohm, Stanley F. Witkowski, Donald S. Ness, James J. Brown and Councilwoman Beth Nelson

**ABSENT:** None

**ALSO PRESENT:** Municipal Clerk Irene H. Ryan and Borough Attorney Edwin J. O'Malley, Jr.

**6. PRIVILEGE OF THE FLOOR:** The Mayor opened the meeting for public comment and questions about the agenda. No comments were made.

**7. NEW BUSINESS**

**RESOLUTION NO. 01/02/2009 – 01: NOMINATION AND APPOINTMENT OF COUNCIL PRESIDENT**

Councilman Ness motioned to nominate Councilman Witkowski as Council President for 2009. Councilwoman Nelson seconded the motion and it was approved by unanimous voice vote.

Council President Witkowski moved the following resolution:

**RESOLUTION NO. 01/02/2009 – 02: CONFIRMING THE APPOINTMENT OF OFFICIALS, COMMITTEES, AND BOARDS FOR 2009**

**WHEREAS**, it is the responsibility of the Mayor to appoint individuals as Class II and Class IV members of the Planning Board as vacancies may exist; and

**WHEREAS**, it is the responsibility of the Council to appoint an individual as Class III member to the Planning Board as vacancies may exist; and

**WHEREAS**, it is the responsibility of the Mayor with the consent of Council to appoint various individuals such as Chief Financial Officer, Tax Collector, Borough Clerk, Deputy Borough Clerk, Assessment Search Officer, Public Agency Compliance Officer, Purchasing Agent, Tax Search Officer, Superintendent, Recycling Coordinator, Construction Official, Deputy Construction Official, Building Subcode Official, Deputy Building Subcode Official, Building Inspector, Deputy Building Inspector, Zoning And Land Use Official, Deputy Zoning and Land Use Official, Dune Inspector, Deputy Dune Inspector, Dune Program Director, Emergency Management Coordinator, Borough Historian, Licensed Sewer Operator, Animal Control Officer, Auditor, Attorney, Dune Consultant, Prosecutor, Alternate Prosecutors, Conflicts Prosecutor, Public Defender, Alternate Public Defenders, Engineer, Assistant Engineer, Insurance Commissioner, Tax Appeal Agents, Tax Assessor, Magistrate, Court Administrator, Deputy Court Administrator, Board Of Health, Registrar of Vital Statistics, Deputy Registrar, Special Counsel, National Flood Insurance Program Coordinator, Handicap Coordinator, Community Development Block Grant Representative, Archives, Records Project Manager, Technical Assistant to the Construction Official, Fire Official, Deputy Fire Official, Flood Plain Manager, Beach Lobbying Consultants, Police Department Physician and Environmental Commission, and

**WHEREAS, AFTER DUE DELIBERATION**, the Mayor and Council have determined that the schedule attached hereto and made a part hereof entitled “Officials, Committees and Boards for 2009” constitute their appointments for the position set forth therein.

**IT IS NOW, THEREFORE**, this 2<sup>nd</sup> day of January, 2009, **Resolved** by the Mayor and Council of the Borough of Mantoloking, as follows:

1. That the schedule entitled “Officials, Committees, and Boards for 2009” does accurately designate persons or entities nominated or appointed to the various positions as set forth therein.
2. That the Council does, by this Resolution, hereby confirm, ratify, and approve the nominations and appointments and terms of office identified in said schedule both as to those officers and positions wherein the Mayor has the right to nominate and appoint with the advice and consent of Council or otherwise, and as to those offices and positions wherein the Council has the right to select said individuals or entities.

The motion was seconded by Councilman Gillingham and approved by unanimous voice vote.

**OFFICIALS, COMMITTEES, AND BOARDS FOR 2009**

<b><u>POSITION</u></b>	<b><u>NAME</u></b>	<b><u>TERM EXPIRES</u></b>
Mayor	George C. Nebel	2010
<b><u>COUNCIL</u></b> (3 year term)		
Council President, Councilman	Stanley F. Witkowski	2009
Councilman	Steve Gillingham	2009
Councilman	Donald S. Ness	2010
Councilwoman	Ann Elizabeth Nelson	2010
Councilman	Peter R. Strohm	2011
Councilman	James J. Brown	2011
<b><u>OFFICIALS</u></b>		
Borough Clerk	Irene H. Ryan	
Assessment Search Officer	Irene H. Ryan	

Public Agency Compliance Officer	Irene H. Ryan	
Purchasing Agent	Irene H. Ryan	
Insurance Commissioner	Irene H. Ryan	
Deputy Borough Clerk	Nancy Klumb	
Tech. Asst. to the Construction Official	Nancy Klumb	
Chief Financial Officer	Michelle Swisher	2009
Tax Collector	Michelle Swisher	2010
Tax Search Officer	Michelle Swisher	
Borough Superintendent	William Heckman	
Construction Official	V. John Wardell	
Deputy Construction Official	Douglas Applegate	
Building Subcode Official	V. John Wardell	
Deputy Building Subcode Official	Douglas Applegate	
Building Inspector	V. John Wardell	
Deputy Building Inspector	Douglas Applegate	
Fire Official	Charles E. Wills	
Deputy Fire Official	Michael Clayton	
Fire Code Official	Stephen G. Patterson	
Electrical Code Official	John J. Helmstetter	
Plumbing Code Official	Hans D. Warnebold	
Zoning & Land Use Official	Thomas S. Guldin	
Deputy Zoning & Land Use Official	William Heckman	
Deputy Dune Inspector	Peter R. Strohm	
National Flood Insurance Program Coordinator	James J. Brown	
Recycling Coordinator	James J. Brown	
Emergency Management Coordinator	Robert S. McIntyre	
Environmental Commission Chairman	Joseph DeAmicis	
Tax Assessor	James L. Anderson	
Tax Appeal Agents	O'Malley, Surman & Michelini, Esq.	
	James L. Anderson	

**POSITION**

Licensed Sewer Operator  
 Animal Control Officer  
 Handicap Coordinator

**NAME**

Ron Laird  
 Jersey Shore Animal Center  
 Peter R. Strohm

**TERM EXPIRES**

**PROFESSIONAL SERVICES**

Borough Auditor  
 Borough Attorney  
 Dune Consultant  
 Municipal Prosecutor  
 Alternate Prosecutor #1  
 Alternate Prosecutor #2  
 Municipal Public Defender  
 Alternate Public Defender #1  
 Alternate Public Defender #2  
 Municipal Conflicts Prosecutor  
 Alternate Municipal Conflicts Prosecutor

William E. Antonides, CPA,RMA,PSA  
 Edwin J. O'Malley, Jr., Esq.  
 Dr. Stewart Farrell  
 Steven A. Zabarsky, Esq.  
 Thomas V. Campo, Esq.  
 Colleen M. Dolcy, Esq.  
 James J. Gluck, Esq.  
 Robert W. Allen, Esq.  
 Kerry A. McGrath, Esq.  
 Joseph D. Coronato, Esq.  
 Bonnie R. Peterson, Esq.

Borough Engineer/Flood Plain Manager  
 Asst. Borough Engineer/Dune Inspector  
 Borough Special Counsel  
 Police Department Physician

Thomas S. Guldin, P.E.  
 Robert Mainberger, P.E.  
 Vito A. Gagliardi, Jr., Esq.  
 George Jarahian, Jr., M.D.

**COMMISSIONS**

**Environmental**

<b><u>NAME</u></b>	<b><u>TERM EXPIRES</u></b>
Joseph DeAmicis, Chairman	12/31/2009
Constance E. Pilling	12/31/2009
Richard Bradley	12/31/2010
Marilyn Potter	12/31/2010
Courtney Bixby	12/31/2010
Peter Chance	12/31/2011
Jennifer Buck	12/31/2011

Subcommittee:

Barnegat Bay Estuary

Constance E. Pilling, Chairwoman

**COMMITTEES**

**Finance Committee**

<b><u>NAME</u></b>	<b><u>TERM EXPIRES</u></b>
Stanley Witkowski, Chairman	
Donald S. Ness	
Steve Gillingham	
Mary Brown	

**Public Safety Committee**

Steve Gillingham, Chairman  
 Stanley Witkowski  
 Peter R. Strohm  
 Harold Lyons

Subcommittees:

Municipal Court Security

Steve Gillingham, Chairman  
 Donald S. Ness  
 Judge Samuel M. Morris  
 Chief Mark Wright  
 Jennifer Krieg, Court Administrator

**COMMITTEES**

Subcommittees:

Beach Ordinance & Staffing Review

<b><u>NAME</u></b>	<b><u>TERM EXPIRES</u></b>
Steve Gillingham, Chairman	
Donald S. Ness	
Ann Elizabeth Nelson	

**Public Works Committee**

Ann Elizabeth Nelson, Chairman  
 James J. Brown  
 Steve Gillingham  
 Douglas J. Popaca

Subcommittees:

Utility Services

Ann Elizabeth Nelson, Chairman  
 Peter R. Strohm  
 Donald S. Ness

Regionalization & Shared Services  
 Ann Elizabeth Nelson, Chairman  
 Steve Gillingham  
 Peter R. Strohm

Ocean County Block Grant Program  
 Thomas S. Guldin P.E., Local Representative  
 Peter R. Strohm, Alternate  
 Barbara DeAmicis, Alternate  
 Mary Brown

**Dune & Beach Committee**

Peter R. Strohm, Dune Program Director  
 Steve Gillingham  
 Elbert E. Husted, III  
 John H. Jones

Subcommittees:

Dune Walk

Peter R. Strohm, Chairman  
 Craig Symons  
 Jennifer Buck  
 Marilyn Potter  
 John H. Jones

Mantoloking Beach Protection

Peter R. Strohm, Chairman  
 Steve Gillingham  
 Craig Goldman  
 Anthony Grella  
 Kara Symons  
 John H. Jones

Flood Strategy

Peter R. Strohm, Chairman  
 Thomas S. Guldin, P.E.  
 Craig Symons  
 John H. Jones

**COMMITTEES**

Subcommittees:

Legislative Action

**NAME**

**TERM EXPIRES**

Peter R. Strohm, Chairman  
 Steve Gillingham  
 Donald S. Ness  
 Joyce Popaca  
 Patricia Peterson  
 George Ring  
 Harry McEnroe  
 Edwin J. O’Malley, Jr., Esq.

:

Long Range Planning

Peter R. Strohm, Chairman  
 James J. Brown  
 Steve Gillingham

Drug & Alcohol Alliance

Peter R. Strohm, Chairman  
 Kathleen May

Police Chief Mark Wright

**Mantoloking Committee**

Subcommittees:

Beautification

Donald S. Ness, Chairman

Mary Anne Finch, Chairwoman

Elizabeth Wagner

Jacqueline Lewis

Historical

Anne L. Benedict, Borough Historian

Jane Post

Runyon Colie

Robert S. McIntyre

Jennifer Buck

2011 Centennial Celebration

Sarah Dewing, Co-Chairwoman

Constance Kapp, Co-Chairwoman

William B. Tubbs, Co-Chairman

Steve Gillingham, Finance Chairman

Anne L. Benedict, Historian

Lynn Foristall, Publicity

Anna Slack

Doreen Duggan

Brenda Koechling

R. Lockwood Jones

Robert S. McIntyre

Edwin C. O'Malley

Lynn O'Mealia

Virginia Sigety

Barbara Earle

James Earle

Jane Post

Robert Post

Betsy Colie

Runyon Colie

Linda Hedjuk

Nancy Ness

Priscilla Hiby

Midge Foristall

Peter Flihan

Jennifer Buck

Betsy Nelson

**COMMITTEES**

**NAME**

**TERM EXPIRES**

**Municipal Services Committee**

James J. Brown, Chairman

Subcommittees:

NFIP Flood Hazard Mitigation Planning

James J. Brown Chairman

Stanley F. Witkowski

Thomas S. Guldin, P.E.

William Heckman

Robert Mainberger, P.E.

Craig Symons

V. John Wardell

Peter Flihan

George Peterson

John H. Jones

Archives and Records

James J. Brown, Chairman

	Donald S. Ness Irene H. Ryan, Project Manager
Borough Hall Library	Marianne Buck, Chairwoman Constance E. Pilling Sally Van Duyne Susan Laymon Terry Hughes
Solid Waste & Recycling	James J. Brown, Chairman Donald S. Ness Ann Elizabeth Nelson Peter Flihan
New Jersey League of Municipalities Liaison	James J. Brown, Chairman Steve Gillingham Ann Elizabeth Nelson
Mantoloking Website	James J. Brown, Chairman Edwin C. O'Malley

**DEPARTMENT/POSITION**

**NAME**

**TERM EXPIRES**

**PLANNING BOARD**

Class I (4 year term)	George C. Nebel	2010
Mayor's Designee in Absence of Mayor	Stanley F. Witkowski	N/A
Class II (1 year term)	Robert S. McIntyre	2009
Class III (1 year term)	Steve Gillingham	2009
Class IV (4 year term)	Richard Bradley	2009
	D. Mark Hawkings	2009
	Jane White	2012
	G. Russell Henshaw, Jr.	2010
	Marilyn Potter	2010
	Thomas McIntyre	2012
Alternate #1	Betsy Nelson	2010
Alternate #2	Denise Boughton	2009
Board Attorney/Special Counsel	John J. DeVincens	
Municipal Planner	Robert Mainberger, P.E.	

**MUNICIPAL COURT**

Magistrate (3 year term)	Samuel M. Morris	2010
Court Administrator (3 year term)	Jennifer B. Krieg	
Deputy Court Administrator	Irene H. Ryan	
Dep. Ct. Admin/Violations Clerk	Elizabeth L. Boettger	

**BOARD OF HEALTH**

Health Official (3 year term)	Dr. Michael J. Doyle	2010
	Dr. Patricia McCormack	2012
	John Mathey	2009
	Sandra McIntyre	2010

**REGISTRAR OF VITAL STATISTICS**

	Irene H. Ryan (Concurrent w/term as Municipal Clerk)	
Deputy Registrar	Nancy Klumb	

**BOARD OF EDUCATION**

President	Joyce Popaca	2010
Member	Sandra McIntyre	2009
Vice President	Barbara DeAmicis	2011
Business Administrator	Linda M. Considine	
Treasurer of School Funds	Patricia Peterson	

**MANTOLOKING FIRE COMPANY NO. 1**

Fire Chief	Laurence Gilman
Fire Company President	George Downes

Councilman Witkowski moved the following resolution:

**RESOLUTION NO. 01/02/2009 – 03: LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)**

**BE IT RESOLVED** that the following named persons are hereby appointed as members of the Borough of Mantoloking Local Emergency Planning Committee (LEPC) for the year 2009. The Coordinator is appointed for a term of three (3) years:

Robert S. McIntyre, Emergency Management Coordinator (Term Expires 12/31/2011)

Steve Gillingham, Deputy Emergency Management Coordinator

Courtney Bixby, Mantoloking Fire Company No. 1

Irene H. Ryan, Borough Clerk

Mark Wright, Chief of Police

William Heckman, Borough Superintendent

Dr. Michael Doyle, Director, Board of Health

Sandra McIntyre, Board of Health Member

Denise Boughton, H.E.L.P. Coordinator

Thomas S. Guldin, P.E., Damage Assessment Officer

Ocean County Department of Social Services

G. Sandy Diehl, Community Group-Mantoloking Yacht Club

Edwin J. O'Malley, Jr., Borough Attorney  
Michelle Swisher, Chief Financial Officer  
Editor-The Mantoloking Reporter  
Craig Goldman, Member-Ocean County Amateur Radio Emergency Services  
Edwin C. O'Malley-Ocean County Amateur Radio Emergency Services

**BE IT FURTHER RESOLVED** that the Borough Coordinator of Emergency Management is authorized, upon adoption of this Resolution, to call necessary meetings, arrange for appropriate training sessions, and to set deadlines for responses in writing of the various sections of the Emergency Operations Plan as well as any further related requirements.

The motion was seconded by Councilman Gillingham and approved by unanimous voice vote.

Councilman Witkowski moved the following eight (8) resolutions. The motion was seconded by Councilwoman Nelson and approved by unanimous voice vote.

**RESOLUTION NO. 01/02/2009 – 04: NAMING OFFICIAL DEPOSITORIES**

**WHEREAS**, NJS 40A:5-14 mandates that the governing body of a municipal corporation shall, by resolution passed by a majority vote of the full membership thereof, designate as a depository for its monies a bank or trust company having its place of business in the state and organized under the laws of the United States or this state;

**NOW, THEREFORE, BE IT RESOLVED** on the 2nd day of January, 2009, by the Council of the Borough of Mantoloking, County of Ocean, State of New Jersey, that:

- 1) TDCommerce Bank  
Sovereign Bank  
Bank of New York  
Ocean First  
PNC Bank  
Amboy National Bank  
First Washington State Bank  
Bank of America  
North Fork Bank  
Chase  
Valley National Bank  
Provident Bank  
Capital One Bank  
New Jersey Cash Management  
Municipal Investors Service Corp (MBIA)

Be and are hereby designated as official depositories for the Borough of Mantoloking for the year 2009.

- 2) Prior to the deposit of any municipal funds in the above-mentioned depositories, said bank shall file with the Chief Financial Officer a statement indicating that the bank is covered under the Government Units Deposit Protection Act (R.S. 17:9-41).

**RESOLUTION NO. 01/02/2009 – 05: OFFICIAL NEWSPAPERS**

**WHEREAS**, Section 3(d) of the Open Public Meeting Act, Chapter 231, P.L. 1975, requires that certain notice of meetings be submitted to any two (2) newspapers, one of which shall be the official newspaper; and

**WHEREAS**, the second newspaper designated by this body must be one which has the greatest likelihood of informing the public within the jurisdictional boundaries of this body of such meeting.

**WHEREAS**, to facilitate the timely publication of public notices as required by law, and in the interest of the public, the Borough Council desires to avail itself of the services of newspapers of general circulation in the community for the year 2009.

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Mantoloking, County of Ocean, State of New Jersey, as follows:

1. The Ocean Star, Point Pleasant Beach, and the Asbury Park Press, Neptune are designated to receive all notices of meetings as required under the Open Public Meetings Act.

**RESOLUTION NO. 01/02/2009 – 06: PAYMENT OF BILLS**

**RESOLVED**, that the payment of routine or recurring accounts allowing discounts or other payments in the year 2009 requiring urgency be paid by the Chief Financial Officer on order of the Mayor and attested by the Municipal Clerk. All such payments to be presented to the Council at the next succeeding meeting for confirmation.

**RESOLUTION NO. 01/02/2009 – 07: SETTING THE TEMPORARY BUDGET FOR THE 2009 BUDGET YEAR**

**WHEREAS**, N.J.S.A. 40A:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2009 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

**WHEREAS**, the date of this resolution is within the first thirty days of January, 2009; and

**WHEREAS**, the total appropriations in the 2008 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$3,374,950.84 ; and

**WHEREAS**, 26.25% of the total appropriations in 2008 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2008 budget is the sum of \$885,924.60 ;

**NOW, THEREFORE, BE IT RESOLVED** that the following appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for the records:

**TEMPORARY APPROPRIATIONS – 2009**

	<b><u>SALARY &amp; WAGES</u></b>	<b><u>OTHER EXPENSES</u></b>
Municipal Clerk	\$36,000.00	\$15,000.00
Finance	19,000.00	12,000.00
Audit		10,000.00
Tax Collector	4,000.00	500.00
Tax Assessor	4,000.00	1,000.00
Legal		25,000.00
Engineering		45,000.00
Planning	12,000.00	2,000.00
Construction	14,000.00	4,000.00
Sub-code Plumbing	2,000.00	
Sub-code Fire	2,000.00	
Electrical Sub-code	2,000.00	
Liability Insurance		45,000.00
Workmens Comp Ins		20,000.00

	<u>SALARY &amp; WAGES</u>	<u>OTHER EXPENSES</u>
Group Health Ins		55,000.00
Police	250,000.00	30,000.00
Emergency Management		500.00
First Aid		
Fire		5,000.00
Uniform Fire Safety	1,000.00	
Municipal Prosecutor		3,000.00
Road Repairs	34,000.00	7,000.00
Garbage		45,000.00
Buildings & Grounds		15,000.00
Sewer System		10,000.00
Board of Health	100.00	
Dog		500.00
Aid to Hospital		
Beach Guards		2,000.00
Beach Maintenance		10,000.00
Beach Maint-outside caps		5,000.00
Electricity		6,000.00
Telephone		4,000.00
Water		2,000.00
Fire Hydrant		8,000.00
Natural Gas		7,000.00
Gasoline		7,000.00
Ocean Cty Utility Authority		30,000.00
PERS		
Social Security		15,000.00
PFRS		
Court	17,000.00	2,000.00
Public Defender		1,000.00
Capital Improvement		
<b>TOTAL</b>	<b>\$397,100.00</b>	<b>\$449,500.00</b>
<b>GRAND TOTAL</b>		<b><u>\$846,600.00</u></b>

**RESOLUTION NO. 01/02/2009 – 08: DELINQUENT TAX COLLECTION**

**RESOLVED**, that the Tax Collector of the Borough of Mantoloking is hereby directed to charge and collect interest at eight percent (8%) per annum on the first \$1,500 of any delinquency, and eighteen percent (18%) per annum on any amount in excess of \$1,500, to be calculated from the date the tax was payable to the date of actual payment.

**RESOLVED**, that the Tax Collector of the Borough of Mantoloking is hereby directed to charge and collect an additional penalty at the rate of six percent (6%) of the amount of delinquency from each taxpayer with a delinquency in excess of \$10,000 who shall fail to pay that delinquency prior to the end of the calendar year.

**FURTHER RESOLVED**, that the interest on any delinquency shall be computed from the date the monies are due or become delinquent, except that no interest shall be charged on any installment payment if payment of said installment is made within ten (10) days after the date upon which same becomes payable

**RESOLUTION NO. 01/02/2009 – 09: TAX APPEAL AGENTS**

**WHEREAS**, from time to time, the Tax Assessor discovers an error in calculation, transposing, measurement, or typographical errors in the tax assessments on the tax list after the time the County Board of Taxation has certified the tax rates for the tax year, or a property becomes subject to a rollback assessment; and

**WHEREAS**, the governing body of the Taxing District of the Borough of Mantoloking is desirous that every taxpayer pays his fair share of taxes; and

**WHEREAS**, if the above discovered errors are not corrected or a rollback assessment not applied, the taxpayers affected would not be paying their fair share of taxes; and

**WHEREAS**, the method of correcting such errors is to file a Petition of Appeal or Complaint with the Ocean County Board of Taxation.

**IT IS NOW, THEREFORE**, Resolved by the Mayor and Council of the Borough of Mantoloking as follows:

1. That the Tax Assessor or Municipal Attorney is hereby authorized to act as the agent for the Taxing District during the year of 2009 and file a Petition of Appeal or Complaint with the Ocean County Board of Taxation to correct such assessments to the property value and that a copy of any Petition of Appeal or Complaint filed with the Ocean County Board of Taxation under this Resolution be filed with the Municipal Clerk.

2. That the Tax Assessor or Municipal Attorney is hereby authorized to execute stipulations of settlement on any tax appeal or complaint filed by the taxing district or by a taxpayer in the tax year 2009.

3. That a certified copy of this Resolution be forwarded to the Ocean County Board of Taxation with any such Petition of Appeal.

**RESOLUTION NO. 01/02/2009 – 10: ADOPTION OF A CASH MANAGEMENT PLAN**

**WHEREAS**, P.L. 1983, Chapter 8, approved January 18, 1983, amending N.J.S.A. 40A:5-2 and N.J.S.A. 40A:5-14, mandate that each local governmental unit shall adopt a Cash Management Plan; and

**WHEREAS**, the Borough Council (Finance Committee) with the assistance of the Borough's Chief Financial Officer, has, pursuant to the law, generated a proposed Cash Management Plan.

**IT IS, NOW THEREFORE**, this 2<sup>nd</sup> day of January, 2009, **RESOLVED** by the Mayor and Council of the Borough of Mantoloking, Ocean County, New Jersey, as follows:

1. The attached document entitled "Cash Management Plan of the Borough of Mantoloking, Ocean County, New Jersey" dated March 18, 1996, (Amended: January 3, 2005) is hereby adopted and approved as the Cash Management Plan of the Borough.

2. The Chief Financial Officer, with the advice of the Chairman of the Council's Finance Committee, shall have the authority and responsibility to make deposits and investments of municipal funds.

**CASH MANAGEMENT PLAN OF THE BOROUGH OF MANTOLOKING  
OCEAN COUNTY, NEW JERSEY  
MARCH 18, 1996  
(AMENDED: JANUARY 3, 2005)**

**Definitions**

1. Fiscal year shall mean the twelve months ending December thirty-one.
2. Cash Management Plan shall mean the plan as approved by this Resolution.

**Designation of Depositories**

At the Borough's reorganization meeting, the governing body shall by resolution designate the depositories and the methods of transferring funds for investment purposes for the Borough of Mantoloking in accordance with N.J.S.A. 40A:5-14.

**Audit Requirement**

The Cash Management Plan shall be subject to the annual audit conducted pursuant to

N.J.S.A. 40A:5-4.

**Authority to Invest**

The governing body shall pass a resolution at its annual reorganization meeting designating the Borough Official(s) who shall make and be responsible for municipal deposits and investments,

**Investment Instruments**

The designated Borough Official(s) shall invest at his discretion in any investment instrument as approved by the State of New Jersey in accordance with N.J.S.A. 40A:5-15.1. Rate of return shall not be the only consideration, safety and liquidity shall be considered along with rate of return.

**Records and Reports**

The Chief Financial Officer shall report all investments in accordance with N.J.S.A 40A:5-15.2.

At a minimum the Chief Financial Officer shall:

1. Keep a record of all investments.
2. Confirm investments with the governing body at the next regularly scheduled meeting.
3. Report monthly to the governing body as to the status of cash balances in all bank accounts, revenue collection, interest rates and interest earned.

**Cash Flow**

1. The Chief Financial Officer shall ensure that the accounting system provides regular information concerning the cash position and investment performance.
2. All monies, shall be turned over to the Chief Financial Officer and deposited in accordance with N.J.S.A. 40A:5-15.
3. The Chief Financial Officer is authorized and directed to invest surplus funds of the Borough of Mantoloking as the availability of the funds permit. In addition, it shall be the responsibility of the Chief Financial Officer to minimize the possibility of idle cash by depositing the monies in interest bearing accounts whenever practical and in the best interest of the Borough of Mantoloking.
4. The Chief Financial Officer shall ensure that the funds are borrowed for Capital Projects in a timely fashion.

**RESOLUTION NO. 01/02/2009 – 11: ESTABLISHMENT OF EMPLOYEE SALARIES FOR 2009**

*WHEREAS, the Mayor has recommended annual salaries for all borough employees for 2009, now, therefore, be it*

*RESOLVED, the Mayor and Council of the Borough of Mantoloking, Ocean County, New Jersey approves the following schedule of salaries for 2009.*

**SCHEDULE OF 2009 SALARIES  
REGULAR EMPLOYEES**

<u>NAME</u>	<u>TITLE</u>	<u>SALARY</u>
Anderson, James	Tax Assessor	\$ 14,430.00
Anderson, James	Tax Appeal Agent	520.00
Applegate, Douglas (Combined Salary)	Dep. Construction Officer	28.00/Hr
	Dep. Building Insp.	
	Dep Build Subcode Insp	
Barcus, John	Police Detective Sgt.	99,822.23
Clayton, Michael	Deputy Fire Official	28.00/Hr
Dreher, Michael	Police Lieutenant	109,804.28
Dryburgh, Scott	Police Officer	52,787.96
Dryburgh, Scott	After 07/31/09	58,521.40
Feris, Stacy	Police Officer	64,253.72
Feris, Stacy	After 04/16/09	69,989.16
Gilman, Laurence	PW Full Time Laborer	53,993.47
Guldin, Thom as	Zoning & Land Use Off	29,246.46
Hazelet, Lynne	Administrative Asst.	31,632.98
Hazelet, Lynne	Planning Bd Recd. Sec.	25.00/Hr.(3hr. Min.)
Heckman, William	Public Works Superint.	68,278.79
Helmstetter, John	Electric Sub -Code Officer	4,000.00
Klumb, Nancy	Deputy Borough Clerk	36,499.59
Klumb, Nancy	Build. Technical Asst.	0.00
Klumb, Nancy	Dep. Registrar/Vital St.	0.00
Krieg, Jennifer	Court Administrator	19,642.69
Krieg, Jennifer	Court Call -Out, 3hr Min	17.00/Hr
Leuck, Priscilla	Administrative Asst.	31,632.98
Meyer, Jon	Police Officer	64,253.72
Meyer, Jon	After 12/18/09	69,989.16
Montedoro, Toni	Police Dispatch/Secre.	30,160.00
Morris, Samuel	Magistrate	1,300/Ct. Session
Patterson, Steven	Fire Sub -Code Officer	4,000.00
Ryan, Irene	Municipal Clerk	83,201.50
Ryan, Irene	Assessment Search Off	0.00
Ryan, Irene	Public Agency Com. Off	0.00
Ryan, Irene	Insurance Commissioner	0.00
Ryan, Irene	Purchasing Agent	0.00
Ryan, Irene	Archives & Rec. Manager	0.00
Ryan, Irene	Registrar of Vital Statist.	200.00
Ryan, Irene	Deputy Court Admin.	0.00
Saccone, Eugene	Police Officer	92,419.96
Saccone, Eugene	After 05/31/09	93,292.10
Shewan, William	Police Officer	87,189.36
Shewan, William	After 10/31/09	90,676.80
Swisher, Michelle	Chief Financial Officer	70,191.51
Swisher, Michelle	Tax Collector	10,816.00
Wardell, V. John (Combined Salary)	Construction Official	12,653.19
	Building Subcode Off.	
	Building Inspector	
Wamebold, Hans	Plumbing Sub -Code Off	4,000.00
Wills, Charles	Fire Official	3,053.33
Wright, Mark	Police Chief	116,423.00

**PART TIME/SEASONAL EMPLOYEES**

<u>NAME</u>	<u>TITLE</u>	<u>SALARY</u>
Treadway, Michael	Special Police Class 2	\$ 11.00/Hr.
Zucchi, Steve	Special Police Class 2	11.00/Hr.
Airey, James	Special Police Class 1	9.00/Hr.
Atkinson, Gloria	Police Academy Recruit	7.15/Hr.
Blakely, Shawn	Police Academy Recruit	7.15/Hr.
Gamborella, Edward	Special Police Class 1	9.00/Hr.
Hulse, Paul Scott	Special Police Class 1	9.00/Hr.
Puccio, Dominick	Special Police Class 1	9.00/Hr.
Slack, Steve	Special Police Class 1	9.00/Hr.
Boettger, Elizabeth	P/T Dep. Court Adm. Call -Out Duties Violations Clerk	15.00/Hr. 3 Hrs. Min./Call \$130/Court Sess.



Municipal Clerk