

THE BOROUGH OF MANTOLOKING
MAYOR AND COUNCIL

AGENDA – ORGANIZATION BUSINESS MEETING
January 2, 2009
4:30 P.M.
BOROUGH HALL

The Organization Meeting of the Mayor and Council will be held this day in the meeting room of Borough Hall.

1. CALL TO ORDER: TIME:

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 administers 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:
ALSO PRESENT

6. PRIVILEGE OF THE FLOOR: The Mayor will open the meeting for public comment and questions about the agenda.

7. NEW BUSINESS

RESOLUTION: NOMINATION AND APPOINTMENT OF COUNCIL PRESIDENT

Council _____ motioned to nominate Council _____ as Council President for 2009. Council _____ seconded the motion and

Council President moves the following two (2) resolution.

RESOLUTION: 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 2nd 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.

OFFICIALS, COMMITTEES, AND BOARDS FOR 2009

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

<u>NAME</u>	<u>TERM EXPIRES</u>
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

<u>NAME</u>	<u>TERM EXPIRES</u>
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

<u>NAME</u>	<u>TERM EXPIRES</u>
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	

DEPARTMENT/POSITION

NAME

TERM EXPIRES

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

RESOLUTION: 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.

Councilman Witkowski moves the following eight (8) resolutions:

RESOLUTION: 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: 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: 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: 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

	<u>SALARY & WAGES</u>	<u>OTHER EXPENSES</u>
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

	<u>SALARY & WAGES</u>	<u>OTHER EXPENSES</u>
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
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
	<u>SALARY & WAGES</u>	<u>OTHER EXPENSES</u>
Capital Improvement		
TOTAL	\$397,100.00	\$449,500.00
GRAND TOTAL	<u>\$846,600.00</u>	

RESOLUTION: 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: 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: 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 2nd 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: 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.

Council President moves the following resolution.

RESOLUTION: APPROVAL OF THE 2009 ROSTER OF COUNCIL MEETINGS

PLEASE BE ADVISED that the following is the schedule of the Regular Council Meetings for 2009 for the Borough of Mantoloking. All meetings are held at the Borough Hall, 202 Downer Avenue, in the Borough of Mantoloking, at 4:30 p.m., unless otherwise noted.

REGULAR MEETINGS:	Tuesday, January 20, 2009
	Monday, February 23, 2009
	Monday, March 23, 2009
	Monday, April 20, 2009
	Monday, May 18, 2009
	Monday, June 15, 2009
	Monday, July 20, 2009
	Monday, August 17, 2009
	Monday, September 21, 2009
	Monday, October 19, 2009
	Monday, November 23, 2009
	Monday, December 21, 2009
2010 Organization Meeting:	Monday, January 4, 2010 (TENTATIVE)

7. MAYOR AND COUNCIL COMMENTS PERIOD

8. PUBLIC COMMENTS PERIOD

The Mayor will open the meeting for public comment and questions about the agenda and any other matter of public interest.

9. EXECUTIVE SESSION AS NECESSARY

RESOLUTION: ADJOURN TO CLOSED SESSION IN COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT

WHEREAS, the Open Public Meetings Act, N.J.S.A.10: 4-11, permits municipal governing bodies to meet in closed session to discuss certain matters, now, therefore be it

RESOLVED, the Mayor and Council adjourns to closed session to discuss: (select one or more)

- a matter rendered confidential by federal or state law*
- a matter in which release of information would impair the right to receive government funds*
- material the disclosure of which constitutes an unwarranted invasion of individual privacy*
- a collective bargaining agreement and/or negotiations related to it*
- a matter involving the purchase, lease, or acquisition of real property with public funds*
- protection of public safety and property and/or investigations of possible violations or violations of law*
- pending or anticipated litigation or contract negotiation and/or matters of attorney-client privilege*

- specific prospective or current employees unless all who could be adversely affected request an open session*
- deliberation after a public hearing that could result in a civil penalty or other loss, and be it*

FURTHER RESOLVED, *the minutes of this closed session be made public when the need for confidentiality no longer exists.*

10. OPEN SESSION AS NECESSARY

11. NEXT MEETING Regular Meeting of Tuesday, January 20, 2009 at 4:30 p.m.

12. ADJOURNMENT

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
Ferris, Stacy	Police Officer	64,253.72
Ferris, Stacy	After 04/16/09	69,989.16
Gilman, Laurence	PW Full Time Laborer	53,993.47
Guldin, Thomas	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	
Warnebold, 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.