

THE BOROUGH OF MANTOLOKING
MAYOR AND COUNCIL

MINUTES OF THE ORGANIZATION BUSINESS MEETING
January 7, 2013
G. Harold Antrim Elementary School
401 Niblick Street
Point Pleasant Beach, N.J.

The Organization Meeting of the Mayor and Council was held this day in the auditorium of G. Harold Antrim Elementary School, 401 Niblick St., Pt. Pleasant Beach, New Jersey with the following actions:

1. **CALL TO ORDER:** Mayor Nebel called the meeting to order at 4:30 p.m.
2. **PLEDGE OF ALLEGIANCE** The Mayor led the assembly in the Pledge of Allegiance.

PRESENTATION OF CERTIFICATES OF RECOGNITION

James S. Gluck, Esq. – Municipal Public Defender
Joseph D. Coronato, Esq. – Municipal Prosecutor
Stanley F. Witkowski – Councilman

3. **OPEN PUBLIC MEETING STATEMENT:** Mayor George C. Nebel read the following statement *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.*

4. OATH OF OFFICE

Borough Clerk, Irene Ryan administered the oath of office for council members Councilman Steve Gillingham and Councilman Robert S. McIntyre, Jr. for a three-year term to expire on December 31, 2015.

5. ROLL CALL

PRESENT: Mayor George C. Nebel, Councilmen Steve Gillingham, Donald S. Ness, Peter R. Strohm, Robert S. McIntyre, Jr., James J. Brown and Councilwoman Ann Elizabeth Nelson

ABSENT: None

ALSO PRESENT: Municipal Clerk Irene H. Ryan, Borough Attorney Edwin J. O'Malley, Jr., Christopher Nelson and Police Chief Mark Wright

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

7. NEW BUSINESS

NOMINATION OF 2013 COUNCIL PRESIDENT Mayor Nebel requested nominations from the governing body members for the 2013 Council President.

RESOLUTION NO. 01/07/2013 – 01: NOMINATION AND ELECTION OF 2013 COUNCIL PRESIDENT

Councilwoman Nelson motioned to nominate Councilman Gillingham as Council President for 2013. The motion was seconded by Councilman Brown and approved by unanimous voice vote.

Councilman Gillingham moved the following ten (10) resolutions. The motion was seconded by Councilman Ness and approved by unanimous voice vote.

RESOLUTION NO. 01/07/2013 – 02: CONFIRMING THE APPOINTMENT OF OFFICIALS, COMMITTEES, AND BOARDS FOR 2013

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, Qualified Purchasing Agent, Tax Search Officer, Public Works Superintendent, Public Works Manager, 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, Municipal Court Violations Clerk, Board Of Health, Registrar of Vital Statistics, Deputy Registrar, Special Counsel, National Flood Insurance Program (NFIP) Coordinator, NFIP Community Rating System Coordinator, Assistant NFIP Community Rating System Coordinator, Flood Plain Manager, NFIP Flood Hazard Mitigation Planning Committee, Handicap Coordinator, Community Development Block Grant Representative, Archives Records Project Manager, Technical Assistant to the Construction Official, Fire Official, Deputy Fire Official, Fire Code Official, electrical Code Official, Plumbing Code Official, 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 2013" constitute their appointments for the position set forth therein.

IT IS NOW, THEREFORE, this 7th day of January, 2013, Resolved by the Mayor and Council of the Borough of Mantoloking, as follows:

1. That the schedule entitled "Officials, Committees, and Boards for 2013" 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 2013

<u>POSITION</u>	<u>NAME</u>	<u>TERM EXPIRES</u>
Mayor	George C. Nebel	2014
<u>COUNCIL</u> (3 year term)		
Councilman	Robert S. McIntyre, Jr.	2015

Councilman	Steve Gillingham	2015
Councilman	Donald S. Ness	2013
Councilwoman	Ann Elizabeth Nelson	2013
Councilman	Peter R. Strohm	2014
Councilman	James J. Brown	2014

OFFICIALS

Borough Clerk	Irene H. Ryan
Assessment Search Officer	Irene H. Ryan
Public Agency Compliance Officer	Irene H. Ryan
Qualified Purchasing Agent	Irene H. Ryan
Insurance Commissioner	Irene H. Ryan
Deputy Borough Clerk	Lynne A. Hazelet
Tech. Asst. to the Construction Official	Lynne A. Hazelet
Chief Financial Officer	Michelle Swisher
Tax Collector	Michelle Swisher
Tax Search Officer	Michelle Swisher
Public Works Superintendent	William Heckman
Public Works Manager	Laurence Gilman
Construction Official	V. John Wardell
Deputy Construction Official	Douglas Applegate
Building Subcode Official	V. John Wardell

POSITION

NAME

TERM EXPIRES

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	
Deputy Fire Official	Michael J. Giblin	
Fire Code Official	Michael J. Giblin	10/16/2016
Deputy Fire Code Official	Robert Furrange	
Deputy Fire Code Official	Michael Clayton	10/03/2015
Electrical Code Official	Eric Sudia	09/13/2014
Deputy Electrical Code Official	Stuart Safeer	
Plumbing Code Official	S. Charles West	09/17/2016
Deputy Plumbing Code Official	Robert Nelson	
Zoning & Land Use Official	Vito Marinaccio	
Deputy Zoning & Land Use Official	William Heckman	
Deputy Dune Inspector	Peter R. Strohm	
National Flood Insurance Program Coordinator	James J. Brown	
Recycling Coordinator	John Keynton	
Emergency Management Coordinator	Robert S. McIntyre	2014
Tax Assessor	James L. Anderson	
Tax Appeal Agents	O'Malley, Surman & Michelini, Esq./James L. Anderson	
Licensed Sewer Operator	Ron Laird	

Animal Control Officer
Handicap Coordinator

Jersey Shore Animal Center
Peter R. Strohm

PROFESSIONAL SERVICES

Borough Auditor
Borough Attorney
Dune Consultant
Municipal Prosecutor
Alternate/Conflicts Prosecutor
Alternate/Conflicts Prosecutor
Municipal Public Defender
Alternate Public Defender #1
Alternate Public Defender #2
Borough Engineer/Stormwater Program Coordinator
Asst. Engineer/Dune Inspector/Flood Plain Manager
Asst. Community Rating System Coordinator
Borough Special Counsel
Borough Special Counsel
Police Department Physician

Robert S. Oliwa, R.M.A.
Edwin J. O'Malley, Jr., Esq.
Dr. Stewart Farrell
Joseph D. Coronato, Esq.
Bonnie R. Peterson, Esq.
Kim Pascarella, Esq.
Margarie M. Herlihy, Esq.
Kevin E. Young, Esq.
Thaddeus D. Niemiec, Esq.
Lawrence Plevier, P.E.
Robert Mainberger, P.E.
Francis X. Bruton
Vito A. Gagliardi, Jr., Esq.
Christopher Nelson, Esq.
George Jarahian, Jr., M.D.

COMMISSIONS

Environmental
(3 Year Terms)

<u>NAME</u>	<u>TERM EXPIRES</u>
Courtney Bixby, Chairman	12/31/2013
Constance E. Pilling	12/31/2015
Eileen McIntyre	12/31/2013

<u>NAME</u>	<u>TERM EXPIRES</u>
Jennifer Buck	12/31/2015
Peter Chance	12/31/2014
Elizabeth Ann Nelson	12/31/2014

Subcommittee:

Barnegat Bay Estuary

Ann Elizabeth Nelson, Chairwoman

COMMITTEES

Finance Committee

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

Public Safety Committee

Robert S. McIntyre, Jr., Chairman
Steve Gillingham
Stanley Witkowski
Peter R. Strohm

Subcommittees:

Municipal Court Security

Robert S. McIntyre, Jr., Chairman
Steve Gillingham
Donald S. Ness
Judge Samuel M. Morris
Chief Mark Wright

Subcommittees:
 Beach Ordinance & Staffing Review

Jennifer Eaton, Court Administrator
 Steve Gillingham, Chairman
 Donald S. Ness
 Ann Elizabeth Nelson

Public Works Committee

Subcommittees:
 Utility Services

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

Regionalization & Shared Services

Ann Elizabeth Nelson, Chairwoman
 Steve Gillingham
 Peter R. Strohm

Ocean County Block Grant Program

Lawrence Plevier, P.E., Local Representative
 Peter R. Strohm, Alternate

COMMITTEES

NAME **TERM EXPIRES**

Barbara DeAmicis, Alternate
 Mary Brown

Beautification

Ann Elizabeth Nelson, Chairwoman
 Susan Laymon
 Joan Mattia
 Patricia Peterson

Dune & Beach Committee

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

Subcommittees:
 Dune Walk

Peter R. Strohm, Chairman
 Craig Symons
 John H. Jones

Mantoloking Beach Protection

Peter R. Strohm, Chairman
 Steve Gillingham
 Anthony Grella
 Kara Symons

John H. Jones

Flood Strategy

Peter R. Strohm, Chairman
 Robert C. Mainberger, P.E.
 Craig Symons
 John H. Jones

Legislative Action

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

Mantoloking Committee

Subcommittees:

COMMITTEES

Donald S. Ness, Chairman

NAME

TERM EXPIRES

Historical

Anne L. Benedict, Borough Historian
 Jane Post
 Robert S. McIntyre
 Jennifer Buck
 John G. Wesson

Solid Waste & Recycling

Donald S. Ness, Chairman
 Ann Elizabeth Nelson
 James J. Brown
 Irene H. Ryan, Contract Administrator
 Peter Flihan
 John Keynton, Recycling Coordinator

Welcome to Mantoloking

Gloria Grella, Chairwoman
 Dotty Grandey
 Dawn Arnone
 Betsy Nelson

Municipal Services Committee

James J. Brown, Chairman

Subcommittees:

NFIP Flood Hazard Mitigation Planning

James J. Brown Chairman, CRS Coordinator
 Stanley F. Witkowski
 Robert C. Mainberger, P.E.
 Lawrence Plevier, P.E.

Frank X. Bruton
 William Heckman
 Craig Symons
 V. John Wardell
 Peter Flihan
 George Peterson
 John H. Jones
 Robert S. McIntyre
 Courtney Bixby

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

COMMITTEES

NAME

TERM EXPIRES

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	2014
Mayor's Designee in Absence of Mayor	Robert S. McIntyre, Jr.	N/A
Class II (1 year term)	Stanley F. Witkowski	2013
Class III (1 year term)	Steve Gillingham	2013
Class IV (4 year term)	Denise Boughton	2013
	D. Mark Hawkings	2013
	Jane White	2016
	Betsy Nelson	2014
	Courtney Bixby	2014
	Thomas McIntyre	2016
Alternate #1	Susan Laymon	2013
Alternate #2	Joseph Daly	2014
Board Attorney/Special Counsel	John J. DeVincens	
Municipal Planner	Robert Mainberger, P.E.	

MUNICIPAL COURT

Magistrate (3 year term)	Samuel M. Morris	2013
Court Administrator	Jennifer B. Eaton	
Dep. Ct. Admin/Violations Clerk	Elizabeth L. Boettger	

BOARD OF HEALTH

Health Official (3 year term)	Dr. Michael J. Doyle	2013
	Dr. Patricia McCormack	2014
	Barbara DeAmicis	2015
	Sandra McIntyre	2013

REGISTRAR OF VITAL STATISTICS

Irene H. Ryan (Concurrent w/term as
Municipal Clerk)

Deputy Registrar

Lynne A. Hazelet

DEPARTMENT/POSITION

NAME

TERM EXPIRES

MANTOLOKING FIRE COMPANY NO. 1

Fire Chief	Laurence Gilman
Fire Company President	Foster Voorhees

POINT PLEASANT BEACH BOARD OF EDUCATION

Joyce A. Popaca

RESOLUTION NO. 01/07/2013 – 03: THE 2013 DESIGNATION OF 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, publication of public notices as required by law, are to posted on the Borough of Mantoloking official web site; and

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 and the Borough web site for the year 2013.

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, is hereby designated as the official newspaper of the Borough of Mantoloking as required under the Open Public Meetings Act.
2. The Asbury Park Press, Neptune is designated to receive notices of meetings and solicitations for proposals, when necessary, as required under the Open Public Meetings Act.
3. The Borough of Mantoloking official web site, www.mantoloking.org is designated to receive notices of meetings and solicitations for proposals, when necessary, as required under the Open Public Meetings Act.

RESOLUTION NO. 01/07/2013 – 04: 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 2013 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 2013.

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. 01/07/2013 – 05: 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 7th day of January, 2013, 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)
- Crown Bank
- Manasquan Savings Bank

Be and are hereby designated as official depositories for the Borough of Mantoloking for the year 2013.

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. 01/07/2013 – 06: PAYMENT OF BILLS

RESOLVED, that the payment of routine or recurring accounts allowing discounts or other payments in the year 2013 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. 01/07/2013 – 07: SETTING THE TEMPORARY BUDGET FOR THE 2013 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 2013 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, 2013; and

WHEREAS, the total appropriations in the 2012 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$3,626,728.78 ; and

WHEREAS, 25.5% of the total appropriations in 2012 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2012 budget is the sum of \$924,815.84 ;

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 – 2013

	<u>SALARY & WAGES</u>	<u>OTHER EXPENSES</u>
Municipal Clerk	\$36,000.00	\$15,000.00
Finance	20,000.00	12,000.00
Audit		12,000.00
Tax Collector	4,000.00	500.00
Tax Assessor	4,000.00	1,000.00
Legal		25,000.00
Engineering		45,000.00
Planning	10,000.00	5,000.00
Construction	14,000.00	4,000.00
Sub-code Plumbing	2,000.00	
	<u>SALARY & WAGES</u>	<u>OTHER EXPENSES</u>
Sub-code Fire	2,000.00	
Electrical Sub-code	2,000.00	
Liability Insurance		45,000.00
Workmens Comp Ins		32,000.00
Group Health Ins		65,000.00
Police	250,000.00	48,000.00
Emergency Management		1,000.00
First Aid		

Fire		5,000.00
Uniform Fire Safety	1,000.00	
Municipal Prosecutor		1,000.00
Road Repairs	40,000.00	7,000.00
Garbage		45,000.00
Buildings & Grounds		10,000.00
Sewer System		5,000.00
Board of Health	100.00	
Dog		1,000.00
Aid to Hospital		
Beach Maintenance		20,000.00
Beach Maint-outside caps		5,000.00
Electricity		7,000.00
Telephone		4,000.00
Water		2,000.00
Fire Hydrant		10,000.00
Natural Gas		7,000.00
Gasoline		10,000.00
Ocean Cty Utility Authority		30,000.00
PERS		
Social Security		20,000.00
PFRS		
Court	14,000.00	2,000.00
Public Defender		1,000.00
Capital Improvement		
TOTAL		
	\$399,100.00	\$502,500.00
GRAND TOTAL	\$901,600.00	

RESOLUTION NO. 01/07/2013 – 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. 01/07/2013 – 09: 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 7th day of January, 2013, **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. 01/07/2013 – 10: DESIGNATED SIGNATORIES ON BOROUGH BANK ACCOUNTS (THREE SIGNATURES REQUIRED)

WHEREAS, it is necessary to designate and authorize persons to sign Borough checks; and

WHEREAS, the following officers and alternates be designated as authorized signatories (all checks drawn upon Borough owned bank accounts shall be signed by three (3) authorized signatories):

1. Mayor or Council President; and
2. Borough Clerk or Deputy Borough Clerk; and
3. Chief Financial Officer or Councilman McIntyre

IT IS NOW, THEREFORE, this 7th day of January, 2013, **RESOLVED** by the Mayor and Council of the Borough of Mantoloking, Ocean County, New Jersey, that the above officials and alternates are designated as authorized signatories (all checks drawn upon Borough owned bank accounts shall be signed by three (3) authorized signatories).

RESOLUTION NO. 01/07/2013 – 11: REQUESTING THE CANCELLATION OF TAX AND SEWER OVERPAYMENTS OR DELINQUENT AMOUNTS LESS THAN \$10.00

WHEREAS, N.J.S.A. 40A:5-17 allows for the cancellation of sewer or property tax refunds or delinquent amounts in the amounts of less than \$10.00; and,

WHEREAS, the governing body may authorize a municipal employee chosen by said body to process, without further action on their part, any cancellation of property tax refunds or delinquencies of less than \$10.00.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Mantoloking, County of Ocean, State of New Jersey, hereby authorize the Tax Collector to cancel said tax amounts as deemed necessary.

BE IT FINALLY RESOLVED, that a certified copy of the Resolution be forwarded to the Tax Collector.

Councilman McIntyre moved the following resolution:

RESOLUTION NO. 01/07/2013 – 12: ADOPTION OF 2013 LOCAL EMERGENCY PLANNING COMMITTEE

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 2013. The Coordinator is appointed for a term of three (3) years:

Robert S. McIntyre, Emergency Management Coordinator (Term Expires 12/31/2014)

Courtney Bixby, Deputy Emergency Management Coordinator

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

Lawrence Plevier, P.E., (Borough Engineer), Damage Assessment Officer

Ocean County Department of Social Services

Thomas McIntyre, Community Group-Mantoloking Yacht Club

Edwin J. O'Malley, Jr., Borough Attorney

Michelle Swisher, Chief Financial Officer

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 Ness and approved by unanimous voice vote.

7. MAYOR AND COUNCIL COMMENTS PERIOD

No comments were made

8. PUBLIC COMMENTS PERIOD

The Mayor opened the meeting for public comment and questions about the agenda and any other matter of public interest. After the adjournment of this meeting, a presentation on the progress of the Storm Sandy recovery by Special Counsel Christopher Nelson was made.

9. NEXT MEETING Regular Meeting of Tuesday, January 22, 2013 at 4:30 p.m.

10. ADJOURNMENT

There being no further business for this meeting, it was moved by Councilman Ness to adjourn. The motion was seconded by Councilwoman Nelson and was approved by unanimous voice vote at 4:40 p.m.

Respectfully submitted,

Irene H. Ryan, R.M.C.
Municipal Clerk