

THE BOROUGH OF MANTOLOKING
MAYOR AND COUNCIL

MINUTES OF THE ORGANIZATION BUSINESS MEETING
January 3, 2011

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.

4. OATH OF OFFICE

Borough Clerk, Irene Ryan administered the oath of office for council members Councilwoman Ann Elizabeth Nelson and Councilman Donald S. Ness for a three-year term to expire on December 31, 2013.

Mayor George C. Nebel took the oath of office for a four-year term to expire on December 31, 2014.

5. ROLL CALL

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

ABSENT: None

ALSO PRESENT: Municipal Clerk Irene H. Ryan and Acting Borough Attorney Joseph Michellini

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. 01/03/2011 – 01: NOMINATION AND APPOINTMENT OF COUNCIL PRESIDENT

Councilman Witkowski motioned to nominate Councilman Donald S. Ness as Council President for 2011. Councilman Brown seconded the motion and approved by unanimous voice vote. Council President Ness moved the following three (3) resolutions. The motion was seconded by Councilwoman Nelson and approved by unanimous voice vote.

RESOLUTION NO. 01/03/2011 – 02: CONFIRMING THE APPOINTMENT OF OFFICIALS, COMMITTEES, AND BOARDS FOR 2010

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 2011” constitute their appointments for the position set forth therein.

IT IS NOW, THEREFORE, this 3rd day of January, 2011, Resolved by the Mayor and Council of the Borough of Mantoloking, as follows:

1. That the schedule entitled “Officials, Committees, and Boards for 2011” 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 2011

<u>POSITION</u>	<u>NAME</u>	<u>TERM EXPIRES</u>
Mayor	George C. Nebel	2014

COUNCIL (3 year term)

Councilman	Stanley F. Witkowski	2012
Councilman	Steve Gillingham	2012
Councilman	Donald S. Ness	2013
Councilwoman	Ann Elizabeth Nelson	2013
Councilman	Peter R. Strohm	2011
Councilman	James J. Brown	2011

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
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	Eric Sudia
Plumbing Code Official	Robert Nelson
Deputy Plumbing Code Official	Brian Hendricks
Deputy Plumbing Code Official	Salvatore Farruggia
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	James J. Brown
Emergency Management Coordinator	Robert S. McIntyre

POSITION

Environmental Commission Chairman
 Tax Assessor
 Tax Appeal Agents
 Licensed Sewer Operator
 Animal Control Officer
 Handicap Coordinator

NAME

TERM EXPIRES

Joseph DeAmicis
 James L. Anderson
 O'Malley, Surman & Michelini, Esq./James L. Anderson
 Ron Laird
 Jersey Shore Animal Center
 Peter R. Strohm

PROFESSIONAL SERVICES

Borough Auditor
 Borough Attorney
 Dune Consultant
 Municipal 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

William E. Antonides, CPA,RMA,PSA
 Edwin J. O'Malley, Jr., Esq.
 Dr. Stewart Farrell
 Joseph D. Coronato, Esq.
 Bonnie R. Peterson, Esq.
 James J. Gluck, Esq.
 Robert W. Allen, Esq.
 Kerry A. McGrath, Esq.
 Lawrence Plevier, P.E.
 Robert Mainberger, P.E.
 Francis X. Bruton

Borough Special Counsel
Police Department Physician

Vito A. Gagliardi, Jr., Esq.
George Jarahian, Jr., M.D.

COMMISSIONS

Environmental
(3 Year Terms)

<u>NAME</u>	<u>TERM EXPIRES</u>
Joseph DeAmicis, Chairman	12/31/2012
Constance E. Pilling	12/31/2012
Marilyn Potter	12/31/2013
Courtney Bixby	12/31/2013
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 Eaton, 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, Chairwoman
James J. Brown
Steve Gillingham
Douglas J. Popaca

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
 Barbara DeAmicis, Alternate
 Mary Brown

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
 Jennifer Buck
 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
 Robert C. Mainberger, 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

Mantoloking Committee

Subcommittees:

Beautification

Donald S. Ness, Chairman

Mary Anne Finch, Chairwoman
 Elizabeth Wagner

	Jacqueline Lewis	
Historical	Anne L. Benedict, Borough Historian Jane Post 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 Linda Hedjuk Doreen Duggan Priscilla Hiby Midge Foristall Nancy Cunningham Betsy Colie (Honorary) Runyon Colie (Honorary) Robert S. McIntyre	Barbara Earle James Earle Jane Post Robert Post Lynn O’Mealia Virginia Sigety Terri Alvator Nancy Ness Betsy Nelson Nancy Plumeri Peter Flihan Jennifer Buck Edwin C.O’Malley
Welcome to Mantoloking	Gloria Grella, Chairwoman Dotty Grandey Mary M. Brown	Dawn Arnone 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
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

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
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Solid Waste & Recycling	James J. Brown, Chairman Donald S. Ness Ann Elizabeth Nelson Peter Flihan
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New Jersey League of Municipalities Liaison	James J. Brown, Chairman Steve Gillingham Ann Elizabeth Nelson
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Mantoloking Website	James J. Brown, Chairman Edwin C. O'Malley
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DEPARTMENT/POSITION

NAME

TERM EXPIRES

PLANNING BOARD

Class I (4 year term)	George C. Nebel	2014
Mayor's Designee in Absence of Mayor	Stanley F. Witkowski	N/A
Class II (1 year term)	Robert S. McIntyre	2011
Class III (1 year term)	Steve Gillingham	2011
Class IV (4 year term)	Denise Boughton	2013
	D. Mark Hawkings	2013
	Jane White	2012
	Betsy Nelson	2014
	Marilyn Potter	2014
	Thomas McIntyre	2012
Alternate #1	Courtney Bixby	2012
Alternate #2	Henry Rzemieniewski	2011
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	2011
	John Mathey	2012
	Sandra McIntyre	2013

REGISTRAR OF VITAL STATISTICS

	Irene H. Ryan (Concurrent w/term as Municipal Clerk)	
Deputy Registrar	Lynne A. Hazelet	

MANTOLOKING FIRE COMPANY NO. 1

Fire Chief	Douglas J. Popaca
Fire Company President	Foster Voorhees

POINT PLEASANT BEACH BOARD OF EDUCATION

Joyce A. Popaca

RESOLUTION NO. 01/03/2011 – 03: THE 2010 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, 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 2010.

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.

RESOLUTION NO. 01/03/2011 – 04: ADOPTION OF 2011 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 2011. 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, Assistant Fire Chief - 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

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

Ocean County Department of Social Services

Garret Sayia, 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.

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

RESOLUTION NO. 01/03/2011 – 05: 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 2011 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 2011.

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. 01/03/2011 – 06: 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 3rd day of January, 2011, 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

Be and are hereby designated as official depositories for the Borough of Mantoloking for the year 2011.

- 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. 01/03/2011 – 07: PAYMENT OF BILLS

RESOLVED, that the payment of routine or recurring accounts allowing discounts or other payments in the year 2011 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. 01/03/2011 – 08: SETTING THE TEMPORARY BUDGET FOR THE 2011 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 2011 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, 2011; and

WHEREAS, the total appropriations in the 2010 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$3,561,485.95 ; and

WHEREAS, 25.5% of the total appropriations in 2010 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2010 budget is the sum of \$908,178.92 ;

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 – 2011

	<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	10,000.00
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		25,000.00
Group Health Ins		65,000.00
Police	250,000.00	48,000.00
Emergency Management		500.00
First Aid		
Fire		5,000.00
Uniform Fire Safety	1,000.00	
Municipal Prosecutor		3,000.00
Road Repairs	39,000.00	7,000.00
Garbage		45,000.00
Buildings & Grounds		10,000.00
Sewer System		10,000.00
	<u>SALARY & WAGES</u>	<u>OTHER EXPENSES</u>
Board of Health	100.00	
Dog		1,000.00
Aid to Hospital		
Beach Guards		3,000.00
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	\$398,100.00	\$510,000.00
GRAND TOTAL		<u>\$908,100.00</u>

RESOLUTION NO. 01/03/2011 – 09: 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. 01/03/2011 – 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 4th day of January, 2010, **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. 01/03/2011 – 11: 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 Finance Committee Chairman

IT IS NOW, THEREFORE, this 3rd day of January, 2011, **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. 01/03/2011 – 12: 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.

8. MAYOR AND COUNCIL COMMENTS PERIOD

Councilwoman Nelson commended the employees of the Public Works Department for doing a fantastic job removing snow as a result of the Christmas weekend blizzard. Councilman Witkowski reported that the protocol on snow removal is to clear all roads first. Fire hydrants are cleared after the roads are passable. Councilman Brown announced that the new Borough website is activated and has more information.

9. PUBLIC COMMENTS PERIOD

The Mayor opened the meeting for public comment and questions about the agenda and any other matter of public interest. No comments were made.

10. NEXT MEETING Regular Meeting of Tuesday, January 18, 2011 at 4:30 p.m.

11. ADJOURNMENT

There being no further business for this meeting, it was motioned by Councilman Brown to adjourn. The motion was seconded by Councilman Strohm and approved by unanimous voice vote at 4:45 p.m.

Respectfully submitted,

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