

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

**MINUTES OF THE ORGANIZATION BUSINESS MEETING**  
**January 2, 2012**

The Organization Meeting of the Mayor and Council will be 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** The Mayor led the assembly in the Pledge of Allegiance.
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 Peter R. Strohm and Councilman James J. Brown for a three-year term to expire on December 31, 2014.

**5. ROLL CALL**

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

**7. NEW BUSINESS**

**NOMINATION OF 2012 COUNCIL PRESIDENT** Mayor Nebel requested nominations from the governing body members for the 2012 Council President.

**RESOLUTION NO. 01/02/2012 – 01: NOMINATION AND ELECTION OF 2012 COUNCIL PRESIDENT**

Councilman Ness motioned to nominate Councilman Gillingham as Council President for 2012. Councilwoman Nelson seconded the motion and approved by unanimous voice vote.

Council President Gillingham moved the following three (3) resolutions. The motion was seconded by Councilwoman Nelson and approved by unanimous voice vote.

**RESOLUTION NO. 01/02/2012 - 02: CONFIRMING THE APPOINTMENT OF OFFICIALS, COMMITTEES, AND BOARDS FOR 2012**

**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 2012" constitute their appointments for the position set forth therein.

**IT IS NOW, THEREFORE**, this 2<sup>nd</sup> day of January, 2012, Resolved by the Mayor and Council of the Borough of Mantoloking, as follows:

1. That the schedule entitled "Officials, Committees, and Boards for 2012" 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 2012**

<b><u>POSITION</u></b>	<b><u>NAME</u></b>	<b><u>TERM EXPIRES</u></b>
Mayor	George C. Nebel	2014
<b><u>COUNCIL</u></b> (3 year term)		
Councilman	Stanley F. Witkowski	2012
Councilman	Steve Gillingham	2012
Councilman (President)	Donald S. Ness	2013
Councilwoman	Ann Elizabeth Nelson	2013
Councilman	Peter R. Strohm	2014
Councilman	James J. Brown	2014
<b><u>OFFICIALS</u></b>		
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	Michael Clayton
Deputy Fire Code Official	Robert Furrange
Electrical Code Official	Eric Sudia
Deputy Electrical Code Official	Patrick Callahan
Plumbing Code Official	Robert Nelson
Deputy Plumbing Code Official	Brian Hendricks
Deputy Plumbing Code Official	S. Charles West
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
<b><u>POSITION</u></b>	<b><u>NAME</u></b> <b><u>TERM EXPIRES</u></b>
Tax Assessor	James L. Anderson
Tax Appeal Agents	O'Malley, Surman & Michelini, Esq./James L. Anderson
Licensed Sewer Operator	Ron Laird
Animal Control Officer	Jersey Shore Animal Center
Handicap Coordinator	Peter R. Strohm

**PROFESSIONAL SERVICES**

Borough Auditor	TBD
Borough Attorney	Edwin J. O'Malley, Jr., Esq.
Dune Consultant	Dr. Stewart Farrell
Municipal Prosecutor	Joseph D. Coronato, Esq.
Alternate/Conflicts Prosecutor	Bonnie R. Peterson, Esq.
Municipal Public Defender	James J. Gluck, Esq.
Alternate Public Defender #1	Robert W. Allen, Esq.
Alternate Public Defender #2	Kerry A. McGrath, Esq.
Borough Engineer/Stormwater Program Coordinator	Lawrence Plevier, P.E.
Asst. Engineer/Dune Inspector/Flood Plain Manager	Robert Mainberger, P.E.
Asst. Community Rating System Coordinator	Francis X. Bruton

Borough Special Counsel  
Police Department Physician

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

**COMMISSIONS**

**Environmental**  
(3 Year Terms)

<b><u>NAME</u></b>	<b><u>TERM EXPIRES</u></b>
Joseph DeAmicis, Chairman	12/31/2012
Constance E. Pilling	12/31/2012
Eileen McIntyre	12/31/2013
Courtney Bixby	12/31/2013
Peter Chance	12/31/2014
Elizabeth Ann Nelson	12/31/2014

Subcommittee:  
Barnegat Bay Estuary

Ann Elizabeth Nelson, 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

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

<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, 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

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

**COMMITTEES**

**NAME**

**TERM EXPIRES**

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:

Historical

Donald S. Ness, Chairman

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  
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, 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
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	Stanley F. Witkowski	N/A
Class II (1 year term)	Robert S. McIntyre	2012
Class III (1 year term)	Steve Gillingham	2012
Class IV (4 year term)	Denise Boughton	2013
	D. Mark Hawkings	2013
	Jane White	2012
	Betsy Nelson	2014
	Courtney Bixby	2014
	Thomas McIntyre	2012
Alternate #1	Susan Laymon	2013
Alternate #2	Joseph Daly	2012
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	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	Laurence Gilman
Fire Company President	Foster Voorhees

**POINT PLEASANT BEACH BOARD OF EDUCATION**

Joyce A. Popaca

**RESOLUTION NO. 01/02/2012 – 03: THE 2012 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. 01/02/2012 – 04: ADOPTION OF 2012 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 2012. The Coordinator is appointed for a term of three (3) years:

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

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

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.

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

**RESOLUTION NO. 01/02/2012 – 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 2012 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 2012.

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.01/02/2012 – 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 2<sup>nd</sup> day of January, 2012, 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 2012.

- 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. 01/02/2012 – 07: PAYMENT OF BILLS**

**RESOLVED**, that the payment of routine or recurring accounts allowing discounts or other payments in the year 2012 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. 01/02/2012 – 08: SETTING THE TEMPORARY BUDGET FOR THE 2012 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 2012 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, 2012; and

**WHEREAS**, the total appropriations in the 2011 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$3,632,418.66 ; and

**WHEREAS**, 25.5% of the total appropriations in 2011 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2011 budget is the sum of \$926,266.76 ;

**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 – 2012**

	<b><u>SALARY &amp; WAGES</u></b>	<b><u>OTHER EXPENSES</u></b>
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		32,000.00
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	40,000.00	7,000.00
Garbage		45,000.00
Buildings & Grounds		10,000.00
Sewer System		10,000.00
Board of Health	100.00	
Dog		1,000.00
Aid to Hospital		
Beach Guards		3,000.00
	<b><u>SALARY &amp; WAGES</u></b>	<b><u>OTHER EXPENSES</u></b>
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		
<b>TOTAL</b>	<b>\$399,100.00</b>	<b>\$517,000.00</b>
<b>GRAND TOTAL</b>	<b><u>\$916,100.00</u></b>	

**RESOLUTION NO.01/02/2012 – 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. 01/02/2012 – 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, 2012, **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. 01/02/2012 – 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 Councilman Witkowski

**IT IS NOW, THEREFORE**, this 2<sup>nd</sup> day of January, 2012, **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. 01/02/2012 – 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.

**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. No comments were made.

**9. NEXT MEETING** Regular Meeting of Tuesday, January 17, 2012 at 4:30 p.m.

**10. ADJOURNMENT**

There being no further business for this meeting, it was motioned by Councilwoman Nelson to adjourn. The motion was seconded by Councilman Ness and approved by unanimous voice vote at 4:43 p.m.

Respectfully submitted,

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

