

DRAFT # 1 01/08/2018

THE BOROUGH OF MANTOLOKING
MAYOR AND COUNCIL

MINUTES OF THE ORGANIZATION MEETING
January 3, 2018
MANTOLOKING YACHT CLUB
1224 BAY AVENUE
MANTOLOKING, NEW JERSEY

The Organization Meeting of the Mayor and Council was held this day in the Mantoloking Yacht Club.

1. **CALL TO ORDER:** Mayor George C. Nebel called the meeting to order at 5:30 p.m.
2. **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.

3. **ROLL CALL:**

<u>COUNCIL</u>	<u>PRESENT</u>	<u>ABSENT</u>	<u>LATE</u>	<u>DIAL -IN</u>
Council President White	X			
Councilman Gillingham	X			
Councilman Amarante	X			
Councilman Nelson	X			
Councilwoman O'Mealia	X			
Councilman Rzemieniewski	X			
Mayor George C. Nebel	X			
<u>ALSO PRESENT</u>				
Beverley A. Konopada, Borough Clerk	X			
Jean Cipriani, Borough Attorney	X			
Lynne Hazelet, Deputy Clerk	X			
April Yezzi, CFO, CTC, QPA		X		
Chief Stacy Ferris		X		

4. **PLEDGE OF ALLEGIANCE:** The Mayor led the assembly in the Pledge of Allegiance.

5. **OATH OF OFFICE:**

Borough Clerk, Beverley Konopada administered the oath of office to:

Jean Cipriani, Esq. Borough Attorney

Christopher Nelson 3 year term to expire 12/31/2020

Anthony Amarante 3 year term to expire 12/31/2020

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:**

NOMINATION OF 2018 COUNCIL PRESIDENT Mayor Nebel requested nominations from the governing body members for the 2018 Council President.

RESOLUTION NO. 01/03/2018-01: NOMINATION AND ELECTION OF 2018 COUNCIL PRESIDENT

Councilman Gillingham motioned to nominate Councilman White as Council President for 2018. He has worked seamlessly with Mayor Nebel and has played key roles in current projects. The motion was seconded by Councilman Rzemieniewski and approved by unanimous voice vote.

Councilman White thanked Councilman Gillingham for his kind words.

Council President White moved the following six resolutions. The motion was seconded by Councilman Rzemieniewski and approved by unanimous voice vote.

A. RESOLUTION NO. 01/03/2018-02: THE APPOINTMENT OF OFFICIALS, COMMITTEES, AND BOARDS FOR 2018

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 2018” constitute their appointments for the position set forth therein.

IT IS NOW, THEREFORE, this 3rd day of January, 2018, **RESOLVED** by the Mayor and Council of the Borough of Mantoloking, as follows:

1. That the schedule entitled “Officials, Committees, and Boards for 2018” 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 2018		
OFFICIALS		TERM EXPIRATION
Borough Clerk	Beverley A. Konopada	
Assessment Search Officer	Beverley A. Konopada	
Public Agency Compliance Officer	Beverley A. Konopada	

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Insurance Commissioner	Beverley A. Konopada	
Deputy Borough Clerk	Lynne A. Hazelet	
Tech. Asst. to the Construction Official	Colleen Malvasio	
Qualified Purchasing Agent	April Yezzi	
Chief Financial Officer	April Yezzi	
Tax Collector	April Yezzi	
Tax Search Officer	April Yezzi	
Public Works Manager	Scott Hulse	
Construction Official	Todd Morgano	
Deputy Construction Official	Steven Grenley	
Building Subcode Official	Todd Morgano	
Deputy Building Subcode Official	Steven Grenley	
Building Inspector	Todd Morgano	
Deputy Building Inspector	Steven Grenley	
Fire Official	Ron Pizar	
Deputy Fire Official	Richard Orlando	
Fire Sub-Code Official	Ron Pizar	
Deputy Fire Sub-Code Official	Richard Orlando	
Electrical Sub-Code Official	Steven Grenley	
Deputy Electrical Sub-Code Official	Stuart Safeer	
Plumbing Sub-Code Official	Glen Purvis	
Zoning & Land Use Official	Barbara Woolley-Dillon	
Deputy Zoning & Land Use Official	Scott Loftus	
Deputy Dune Inspector	Christopher R. Nelson	
ADA Compliance Officer	E. Laurence White	
National Flood Insurance Program Coordinator	E. Laurence White	
Recycling Coordinator	Joy Bragen-Edly	
Emergency Management Coordinator	Robert S. McIntyre	12/31/2018
Tax Assessor	Gary R. DalCorso	
Licensed Sewer Operator	Ron Laird	
Animal Control Officer	Muskrat Jack	
Tax Appeal Agents	Jean Cipriani, Esq. Gilmore and Monahan, P.A. and Gary R. Dalcorso	
PROFESSIONAL SERVICES		
Borough Auditor	Robert S. Oliwa, R.M.A.	
Borough Attorney	Jean Cipriani, Esq. Gilmore and Monahan, P.A.	
Dune Consultant	Dr. Stewart Farrell	

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Municipal Prosecutor	Bonnie R. Peterson, Esq.	
Alternate/Conflicts Prosecutor	Matthew Burns, Esq.	
Municipal Public Defender	Margarie M. Herlihy, Esq.	
Alternate Public Defender #1	Kevin E. Young, Esq.	
Alternate Public Defender #2	Thaddeus D. Niemiec, Esq.	
Borough Engineer/Stormwater Program Coordinator	Lawrence Plevier, P.E.	
Asst. Engineer/Dune Inspector/Flood Plain Man.	Robert C. Mainberger, P.E.	
Alternate Asst. Engineer/Dune Inspector/Flood Plain Man.	Doug Gaffney	
Asst. Community Rating System Coordinator	Francis X. Bruton	
Borough Special Counsel-Public Education	Vito A. Gagliardi, Jr., Esq.	
Borough Special Counsel-State Tax Appeal	Harry Haushalter, Esq.	
Police Department Physician	Hitesh B. Patel, MD	
Labor Relations Attorney	Michael McKenna	
Police Physician- Psychological	Dr. Mark White	
ENVIRONMENTAL COMMISSION	Claudia Larsen- Chairwoman	12/31/2020
(3 Year Terms)	Constance E. Pilling	12/31/2018
	Lynn O'Mealia	12/31/2019
	E. Laurence White	12/31/2018
	Jan O'Malley	12/31/2020
	John G. Wesson	12/31/2019
	Denise Boughton	12/31/2020
Subcommittee		
Barnegat Bay Estuary	Ann Elizabeth Nelson, Chairwoman	
ENVIRONMENTAL COMMITTEE	Lynn O'Mealia, Chairwoman	
Solid Waste/Recycling	Hank Rzemieniewski, Vice-Chairman	
Barnegat Bay		
Flood Strategy		
Subcommittee		
Flood Hazard Mitigation	Robert C. Mainberger, P.E.	
	Lawrence Plevier, P.E.	
	Francis X. Bruton	
	Todd Morgano, Construction Official	

	Scott Hulse, Public Works Manager	
	Robert McIntyre	
	Don Redlinger	
	Bill Murray	
	Art D'Alessandro	
	Michael Winschuh	
FINANCE COMMITTEE	Steve Gillingham, Chairman	
Budget	Anthony Amarante, Vice-Chairman	
Debt	Michael Duggan	
Taxes	Tom McIntyre	
Insurance	E. Laurence White	
Grant Monitoring		
PUBLIC SAFETY COMMITTEE	Hank Rzemienieski, Chairman	
Police	Lynn O'Mealia, Vice-Chairwoman	
Fire	Steve Gillingham	
OEM	Robert S. McIntyre	
Subcommittees	Hank Rzemienieski, Chairman	
Municipal Court Security	Lynn O'Mealia, Vice-Chairwoman	
	Judge James Liguori	
	Elizabeth L. Boettger	
	Chief Stacy Ferris	
LEPC Local Emergency Planning Committee	Robert S. McIntyre, Emergency Management Coordinator	12/31/2018
	Stacy Ferris, Chief of Police, Deputy Emergency Management Coordinator	
	Council President- Lance White	
	Beverley Konopada, Borough Clerk	

	Scott Hulse, Borough Public Works Manager	
	Board Of Health Official, Dr. James Turro	
	Sandra McIntyre, Board of Health Member	
	Denise Boughton, C.A.R.T. Coordinator	
	Lawrence Plevier, P.E., Borough Engineer	
	Damage Assessment Officer	
	Ocean County Department of Social Services	
	Christopher D'Alessandro, Community Group	
	Jean Cipriani, Esq., Borough Attorney	
	Edwin C. O'Malley, Ocean County Amateur Radio	
	April Yezzi, Chief Financial Officer, Certified Tax Collector and Qualified Purchasing Agent	
	Emergency Services	
	Michael Duggan	
	Jan O'Malley- OEM RACES/SkyWarn	
DUNE & BEACH COMMITTEE	Christopher R. Nelson, Chairman	
Dune walk	E. Laurence White, Vice Chairman	
Beach Protection		
Beach Staffing Review		
Subcommittee		
Municipal Public Access Plan Committee	Christopher R. Nelson, Chairman	
	Jean Cipriani, Esq., Borough Attorney	
	Francis X. Bruton	
	Lawrence Plevier, P.E.	
	Robert C. Mainberger, P.E.	
	Scott Hulse, Public Works Manager	
	Stacy Ferris, Chief of Police	

MUNICIPAL SERVICES COMMITTEE	E. Laurence White, Chairman	
Employee Relations	Steve Gillingham, Vice-Chairman	
Technology		
Archives and Records		
Mantoloking Website		
Long Range Planning		
Utility Services		
Block Grants		
Subcommittees		
Public Works, Construction & Zoning Committee	E. Laurence White, Chairman	
	Steve Gillingham	
	Doug Popaca	
Ocean County Block Grant Program	E. Laurence White, Chairman	
	Lawrence Plevier, P.E., Local Representative	
	Barbara DeAmicis, Alternate	
Borough Hall Building Committee	Ann Elizabeth Nelson, Co-Chairwoman	
	Donald Ness, Co-Chairman	
	Tom McIntyre	
	E. Laurence White	
	Lynn O'Mealia	
	Pam Rew	
	Dan Rew	
	Bill Richardson	
	Carolene Amarante	
	Monte Oeste	
MUNICIPAL RELATIONS COMMITTEE	Anthony Amarante, Chairman	
	Christopher R. Nelson, Vice-Chairman	
Welcome to Mantoloking	John Tawgin	
Tax- Payer	Edward Smith	
Stakeholder Relations		
Regionalization & Shared Services		
League of Municipalities Liaison		
Historical		

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Beautification		
MANTOLOKING BEACH COMMITTEE	Bud D'Avella, Chairman	
	Anthony Amarante	
	Gregory D'Alessandro	
	Carol Leone	
	Christopher R. Nelson	
PLANNING BOARD		
Class I (4 year term)	George C. Nebel	12/31/2018
Class II (1 year term)	Robert S. McIntyre, Jr.	12/31/2018
Class III (1 year term)	Steve Gillingham	12/31/2018
Class IV (4 year term)	Denise Boughton	12/31/2021
	Michael Duggan	12/31/2021
	Jane White	12/31/2020
	Joe Daly	12/31/2018
	Susan Laymon	12/31/2019
	Betsy Nelson	12/31/2020
Alternate #1	Beth Nelson	12/31/2019
Alternate #2	Christine Beck	12/31/2018
Board Attorney/Special Counsel	Ben Montenegro	
Municipal Planner	Barbara Woolley-Dillon	
Planning Board Engineer	Lawrence Plevier, P.E.	
MUNICIPAL COURT		
Magistrate (3 year Term)	James A. Liguori	12/31/2019
Court Administrator	Elizabeth L. Boettger	12/31/2018
Dep. Ct. Admin/Violations Clerk	Lisa Newton	
BOARD OF HEALTH	Dr. James Turro	12/31/2020
Health Official	Barbara DeAmicis	12/31/2018
(3 year term)	Sandra McIntyre	12/31/2019
	Dr. Robert Lombardi	12/31/2019
REGISTRAR OF VITAL STATISTICS		
Local Registrar	Beverley A. Konopada	
Deputy Registrar	Lynne A. Hazelet	

B. RESOLUTION NO. 01/03/2018-03: THE 2018 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 2018.

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.

C. RESOLUTION NO. 01/03/2018-04: 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 2018 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 2018.
 3. That a certified copy of this Resolution be forwarded to the Ocean County Board of Taxation with any such Petition of Appeal.

D. RESOLUTION NO. 01/03/2018-05: NAMING OFFICIAL DEPOSITORIES 2018

WHEREAS, N.J.S.A. 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, 2018, by the Council of the Borough of Mantoloking, County of Ocean, State of New Jersey, that:

TD 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
Investor Savings
Central Jersey Bank
JP Morgan-Chase Bank

Be and are hereby designated as official depositories for the Borough of Mantoloking for the year 2018.

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).

E. RESOLUTION NO. 01/03/2018-06: ESTABLISHING THE BOROUGH HOLIDAYS FOR 2018

BE IT RESOLVED, by the Mayor and Council of the Borough of Mantoloking, Ocean County, New Jersey, that the calendar of employee holidays for the year of 2018 be adopted as follows:

New Year's Day	Monday	January 1, 2018
Martin King Day	Monday	January 15, 2018
President's Day	Monday	February 19, 2018
Good Friday	Friday	March 30, 2018
Memorial Day	Monday	May 28, 2018
Independence Day	Wednesday	July 4, 2018
Labor Day	Monday	September 3, 2018
Columbus Day	Monday	October 8, 2018
Election Day	Tuesday	November 6, 2018
Veteran's Day	Monday	November 12, 2018
Thanksgiving Day	Thursday	November 22, 2018
Post Thanksgiving Day	Friday	November 23, 2018
Christmas Day	Tuesday	December 25, 2018
Post Christmas Day	Wednesday	December 26, 2018

BE IT FURTHER RESOLVED, that holidays falling on Saturday shall be observed on Friday and those holidays falling on Sunday shall be observed on Monday.

F. RESOLUTION NO. 01/03/2018-07: ESTABLISHING THE BOROUGH COUNCIL MEETING DATES FOR 2018 AND ORGANIZATION MEETING FOR 2019

BE IT RESOLVED, by the Mayor and Council of the Borough of Mantoloking, pursuant to N.J.S.A. 10:4-6 et seq. that the following schedule of Council Agenda Setting Meetings, Council Regular Business Meetings for 2018 and Organization Meeting 2019 are as follows:

**COUNCIL AGENDA SETTING
MEETINGS 5:30 P.M.**

Location:

Mantoloking Yacht Club
1224 Bay Avenue
Mantoloking, NJ 08738

Tuesday, January 9, 2018
Tuesday, February 13, 2018
Tuesday, March 13, 2018
Tuesday, April 17, 2018
Tuesday, May 8, 2018
Tuesday, June 12, 2018
Tuesday, July 10, 2018
Tuesday, August 14, 2018
Tuesday, September 11, 2018
Tuesday, October 9, 2018
Tuesday, November 13, 2018
Tuesday, December 11, 2018

**COUNCIL REGULAR BUSINESS
MEETINGS 5:30 P.M.**

Location:

Mantoloking Yacht Club
1224 Bay Avenue
Mantoloking, NJ 08738

Tuesday, January 16, 2018
Tuesday, February 20, 2018
Tuesday, March 20, 2018
Tuesday April 24, 2018
Tuesday, May 15, 2018
Tuesday, June 19, 2018
Tuesday, July 17, 2018
Tuesday, August 21, 2018
Tuesday, September 18, 2018
Tuesday, October 16, 2018
Tuesday, November 20, 2018
Tuesday, December 18, 2018

ORGANIZATION MEETING 2019

Thursday, January 3, 2019

Location:

Mantoloking Borough Hall
202 Downer Avenue
Mantoloking, NJ 08738

BE IT FURTHER RESOLVED, upon completion of the new municipal building, meetings may be moved to Mantoloking Borough Hall, 202 Downer Avenue, Mantoloking, NJ 08738.

BE IT FURTHER RESOLVED, that action may be taken at any of the meetings as listed herein.

- 8. FINANCE COMMITTEE**, Councilman Gillingham moved the following six resolutions. The motion was seconded by Councilman Rzemieniewski and approved by unanimous voice vote.

A. RESOLUTION NO. 01/03/2018-08 SETTING THE TEMPORARY BUDGET FOR THE 2018 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 2018 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, 2017; and

WHEREAS, the total appropriations in the 2017 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$5,442,157.69; and

WHEREAS, 26.25% of the total appropriations in 2017 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2017 budget is the sum of \$1,428,566.40;

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 – 2018

	<u>SALARY & WAGES</u>	<u>OTHER EXPENSES</u>
Municipal Clerk	\$36,000.00	\$15,000.00
Finance	30,000.00	14,000.00
Audit		15,000.00
Tax Collector		1,500.00
Tax Assessor	5,000.00	1,000.00
Legal		100,000.00
Engineering		65,000.00
Planning	12,000.00	10,000.00
Construction	30,000.00	4,000.00
Sub-code Plumbing	3,000.00	
Sub-code Fire	3,000.00	
Electrical Sub-code	3,000.00	
Liability Insurance		75,000.00
Workmens Comp Ins		65,000.00
Group Health Ins		80,000.00
Police	250,000.00	48,000.00
Emergency Management		2,000.00
First Aid		
Fire		7,000.00
Uniform Fire Safety	1,500.00	
Municipal Prosecutor		3,000.00
Road Repairs	55,000.00	7,000.00
Garbage		50,000.00
Buildings & Grounds		15,000.00
Sewer System		7,500.00

Dog	1,000.00
Aid to Hospital	
Beach Maintenance	20,000.00
Beach Access	2,000.00
Electricity	7,000.00
Telephone	4,000.00
Water	1,500.00
Fire Hydrant	7,500.00
Natural Gas	4,500.00
Gasoline	7,500.00
Ocean Cty Utility Authority	35,000.00
PERS	75,300.00
Social Security	15,000.00
PFRS	199,300.00
DCRP	1,500.00

	<u>SALARY & WAGES</u>	<u>OTHER EXPENSES</u>
Court	10,000.00	1,000.00
Public Defender		1,000.00
Capital Improvement		
TOTAL	\$438,500.00	\$ 968,100.00
GRAND TOTAL		<u>\$1,406,600.00</u>

B. RESOLUTION NO. 01/03/2018-09: 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.

C. RESOLUTION NO. 01/03/2018-10: 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 3rd day of January, 2018, **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.

D. RESOLUTION NO. 01/03/2018-11: 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 Steve Gillingham

IT IS NOW, THEREFORE, this 3rd day of January, 2018, **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).

E. RESOLUTION NO. 01/03/2018-12: APPROVING THE CANCELLATION OF TAX AND SEWER OVER PAYMENTS 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.

F. **RESOLUTION NO. 01/03/2018-13: PAYMENT OF BILLS**

RESOLVED, that the payment of routine or recurring accounts allowing discounts or other payments in the year 2018 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.

9. **PUBLIC SAFETY COMMITTEE** Councilman Rzemieniewski moved the following resolution. The motion was seconded by Councilman Gillingham and approved by unanimous voice vote.

A. **RESOLUTION NO. 01/03/2018-14: ADOPTION OF THE 2018 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 2018. The Coordinator is appointed for a term of three (3) years:

Robert S. McIntyre, Emergency Management Coordinator Term to Expire 12/31/2018
Stacy Ferris, Chief of Police, Deputy Emergency Management Coordinator
Council President
Beverley Konopada, Borough Clerk
Scott Hulse, Borough Public Works Manager
Board of Health Official, Dr. James Turro
Sandra McIntyre, Board of Health Member
Denise Boughton, C.A.R.T. Coordinator
Lawrence Plevier, P.E., Borough Engineer
Damage Assessment Officer
Ocean County Department of Social Services
Christopher D'Alessandro, Community Group
Jean Cipriani, Esq., Borough Attorney
Edwin C. O'Malley, Ocean County Amateur Radio
April Yezzi, Chief Financial Officer /CTC/QPA
Emergency Services
Michael Duggan
Jan O'Malley- OEM RACES/SkyWarn

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.

10. MAYOR AND COUNCIL COMMENTS

Council President White acknowledged and thanked the Borough Attorney Search Committee. He advised the public that Jean Cipriani and her firm have been hired to represent the borough.

11. PUBLIC COMMENT PERIOD

No comments were made.

12. NEXT MEETING: Council Agenda Setting Meeting, Tuesday, January 9, 2018

13. ADJOURNMENT:

There being no further business for this meeting, it was motioned by Councilman Rzemieniewski to adjourn. The motion was seconded by Councilman White and approved by unanimous voice vote at 5:40 p.m.

Respectfully submitted,

Beverley A. Konopada, RMC
Borough Clerk