

DRAFT #4 01/06/2014 THE BOROUGH OF MANTOLOKING
MAYOR AND COUNCIL

AGENDA OF THE ORGANIZATION BUSINESS MEETING
January 7, 2014
4:30 p.m.
MANTOLOKING YACHT CLUB
1224 BAY AVENUE
MANTOLOKING, NEW JERSEY

(Subject to change pursuant to N.J.S.A. 10:4-8(d) – this agenda is tentative to the extent known at time of posting.)

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

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

PRESENTATION OF CERTIFICATES OF RECOGNITION

Councilman Donald S. Ness

- 3. OPEN PUBLIC MEETING STATEMENT:** Mayor George C. Nebel will 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 Councilwoman Ann Elizabeth Nelson and Councilman Christopher Nelson for a three-year term to expire on December 31, 2016.

Elizabeth Nelson and Councilman Christopher Nelson for a three-year term to expire on December 31, 2016.

5. ROLL CALL

PRESENT:

ABSENT:

ALSO PRESENT:

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

7. NEW BUSINESS

NOMINATION OF 2014 COUNCIL PRESIDENT Mayor Nebel will request nominations from the governing body members for the 2014 Council President.

RESOLUTION: NOMINATION AND ELECTION OF 2013 COUNCIL PRESIDENT

Council _____ motioned to nominate Council _____ as Council President for 2014. The motion was seconded by Council _____

Council _____ will move the following _____ resolutions. The motion was seconded by Council _____

RESOLUTION: CONFIRMING THE APPOINTMENT OF OFFICIALS, COMMITTEES, AND BOARDS FOR 2014

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, 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 2014" constitute their appointments for the position set forth therein.

IT IS NOW, THEREFORE, this 7th day of January, 2014, Resolved by the Mayor and Council of the Borough of Mantoloking, as follows:

1. That the schedule entitled "Officials, Committees, and Boards for 2014" 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 2014

<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	Christopher R. Nelson	2016
Councilwoman	Ann Elizabeth Nelson	2016
Councilman	Peter R. Strohm	2014
Councilman	James J. Brown	2014
 <u>OFFICIALS</u>		
Borough Clerk	Irene H. Ryan	
Assessment Search Officer	Irene H. Ryan	
 <u>OFFICIALS</u>		
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	Timothy J. Skinner	04/08/17

OFFICIALS

Deputy Construction Official
 Building Subcode Official
 Deputy Building Subcode Official
 Building Inspector
 Deputy Building Inspector
 Fire Official
 Deputy Fire Official
 Fire Sub-Code Official
 Deputy Fire Sub-Code Official
 Electrical Sub-Code Official
 Deputy Electrical Sub-Code Official
 Deputy Plumbing Sub-Code Official
 Zoning & Land Use Official
 Deputy Zoning & Land Use Official
 Deputy Dune Inspector
 National Flood Insurance Program Coordinator
 Recycling Coordinator
 Emergency Management Coordinator
 Tax Assessor
 Tax Appeal Agents

 Licensed Sewer Operator
 Animal Control Officer
 Handicap Coordinator

NAME

TERM EXPIRES

Douglas Applegate
 Timothy J. Skinner
 Douglas Applegate
 Timothy J. Skinner
 Douglas Applegate
 Charles E. Wills
 Michael Clayton
 Thomas Murray, Jr. 06/12/17
 Robert Torrance
 Eric Sudia 09/13/14
 Stuart Safeer
 S. Charles West
 Barbara Woolley-Dillon
 William Heckman
 Peter R. Strohm
 James J. Brown
 Dorothy Alexander
 Robert S. McIntyre 2014
 Gary R. DalCorso 06/30/2017
 O'Malley, Surman & Michelini, Esq./Gary R.
 DalCorso
 Ron Laird
 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
 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-Public Education
 Borough Special Counsel-State Tax Appeal
 Borough Special Consultant-PBA Contract
 Police Department Physician

Robert S. Oliwa, R.M.A.
 Edwin J. O'Malley, Jr., Esq.
 Dr. Stewart Farrell
 Kim Pascarella, Esq.
 Bonnie R. Peterson, Esq.
 Joseph D. Coronato, Jr., Esq.
 Margarie M. Herlihy, Esq.
 Kevin E. Young, Esq.
 Thaddeus D. Niemiec, Esq.
 Joseph D. Coronato, Jr., 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.
 Harry Haushalter, Esq.
 Raymond Cassetta
 George Jarahian, Jr., M.D.

COMMISSIONS

Environmental

(3 Year Terms)

NAME

TERM EXPIRES

Courtney Bixby, Chairman	12/31/2016
Constance E. Pilling	12/31/2015
Eileen McIntyre	12/31/2016
Jennifer Buck	12/31/2015
Peter Chance	12/31/2014
Elizabeth Ann Nelson	12/31/2014

Subcommittee:

Barneget Bay Estuary

Ann Elizabeth Nelson, Chairwoman

COMMITTEES

Finance Committee

NAME

TERM EXPIRES

Steve Gillingham, Chairman	
Christopher R. Nelson	
Stanley Witkowski	
Thomas McIntyre	
Donald S. Ness	

Subcommittee:

Insurance Coverage Review

Stanley Witkowski, Chairman	
Steve Gillingham	
Ann Elizabeth Nelson	
Irene H. Ryan, R.M.C.	
Donald S. Ness	
Douglas Nelson	

Public Safety Committee

Robert S. McIntyre, Jr., Chairman	
Steve Gillingham	
Peter R. Strohm	
Courtney Bixby	

Subcommittee:

Steve Gillingham	
Peter R. Strohm	
Courtney Bixby	

Subcommittees:

Municipal Court Security

Robert S. McIntyre, Jr., Chairman	
Steve Gillingham	
Christopher R. Nelson	
Judge Samuel M. Morris	
Chief Mark Wright	
Elizabeth L. Boettger, Court Administrator	

Subcommittees:

Beach Ordinance & Staffing Review

Steve Gillingham, Chairman	
Christopher R. Nelson	
Ann Elizabeth Nelson	
Courtney Bixby	

COMMITTEES

NAME

TERM EXPIRES

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
Christopher R. Nelson

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

Beautification

Ann Elizabeth Nelson, Chairwoman
Susan Laymon
Joan Mattia
Patricia Peterson

Dune & Beach Committee

Peter R. Strohm, Dune Program Director
Steve Gillingham
Michael Arnone
John H. Jones
Dee Ring

Subcommittees:

Dune Walk

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

Subcommittees:

Dune Walk

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

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

<u>COMMITTEES</u>	<u>NAME</u>	<u>TERM EXPIRES</u>
Legislative Action	Peter R. Strohm, Chairman Steve Gillingham Christopher R. Nelson Joyce Popaca Patricia Peterson Michael Arnone Harry McEnroe Edwin J. O'Malley, Jr., Esq.	
Long Range Planning	Peter R. Strohm, Chairman James J. Brown Steve Gillingham	
Mantoloking Committee Subcommittees:	Christopher R. Nelson, Chairman	
Historical	Anne L. Benedict, Borough Historian Jane Post Robert S. McIntyre Jennifer Buck John G. Wesson	
Solid Waste & Recycling	Christopher R. Nelson, Chairman Ann Elizabeth Nelson Michael Arnone Irene H. Ryan, Contract Administrator Peter Flihan Donald S. Ness Dorothy Alexander, Recycling Coordinator	
Taxation Committee	Christopher R. Nelson, Chairman Michael Arnone Michael Wenschuh	
Taxation Committee	Christopher R. Nelson, Chairman Michael Arnone Michael Wenschuh Carl Beck	
Welcome to Mantoloking	Gloria Grella, Chairwoman Dotty Grandey	Dawn Arnone Betsy Nelson

COMMITTEES

Municipal Services Committee

NAME

TERM EXPIRES

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
 Timothy J. Skinner, Construction Official
 Peter Flihan
 George Peterson
 John H. Jones
 Robert S. McIntyre, Jr.
 Courtney Bixby

Archives and Records

James J. Brown, Chairman
 Christopher R. Nelson
 Irene H. Ryan, Project Manage

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)
 Mayor's Designee in Absence of Mayor

George C. Nebel 2014
 Robert S. McIntyre, Jr. N/A

PLANNING BOARD

Class I (4 year term)
 Mayor's Designee in Absence of Mayor
 Class II (1 year term)
 Class III (1 year term)
 Class IV (4 year term)

George C. Nebel 2014
 Robert S. McIntyre, Jr. N/A
 Courtney Bixby 2014
 Steve Gillingham 2014
 Denise Boughton 2017
 D. Mark Hawkings 2017
 Jane White 2016
 Betsy Nelson 2014
 Stanley F. Witkowski 2014
 Thomas McIntyre 2016
 Susan Laymon 2015
 Joseph Daly 2014
 John J. DeVincens
 Robert Mainberger, P.E.

Alternate #1
 Alternate #2
 Board Attorney/Special Counsel
 Municipal Planner

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: 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 2014 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 2014.
3. That a certified copy of this Resolution be forwarded to the Ocean County Board of Taxation with any such Petition of Appeal.

RESOLUTION: NAMING OFFICIAL DEPOSITORIES

WHEREAS, NJS 40A:5-14 mandates that the governing body of a municipal corporation shall, by resolution passed by a majority vote of the full membership thereof, designate as a depository for its monies a

bank or trust company having its place of business in the state and organized under the laws of the United States or this state;

NOW, THEREFORE, BE IT RESOLVED on the 7th day of January, 2014, 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
 - Investor Savings
 - Central Jersey Bank

Be and are hereby designated as official depositories for the Borough of Mantoloking for the year 2014.

- 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).

Chief Financial Officer a statement indicating that the bank is covered under the Government Units Deposit Protection Act (R.S. 17:9-41).

RESOLUTION: PAYMENT OF BILLS

RESOLVED, that the payment of routine or recurring accounts allowing discounts or other payments in the year 2014 requiring urgency be paid by the Chief Financial Officer on order of the Mayor and attested by the Municipal Clerk. All such payments to be presented to the Council at the next succeeding meeting for confirmation.

RESOLUTION: SETTING THE TEMPORARY BUDGET FOR THE 2014 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 2014 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, 2014; and

WHEREAS, the total appropriations in the 2013 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$5,579,804.96 ; and

WHEREAS, 26.25% of the total appropriations in 2013 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2013 budget is the sum of \$1,464,698.80 ;

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 – 2014

	<u>SALARY & WAGES</u>	<u>OTHER EXPENSES</u>
Municipal Clerk	\$36,000.00	\$15,000.00
Finance	30,000.00	14,000.00
Audit		12,000.00
Tax Collector	4,000.00	500.00
Tax Assessor	4,000.00	1,000.00
Legal		65,000.00
Engineering		45,000.00
Planning	12,000.00	7,000.00
Construction	30,000.00	4,000.00
Sub-code Plumbing	3,000.00	
Planning	12,000.00	7,000.00
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		50,000.00
Workmens Comp Ins		40,000.00
Group Health Ins		80,000.00
Police	250,000.00	48,000.00
Emergency Management		1,000.00
First Aid		
Fire		7,000.00

	<u>SALARY & WAGES</u>	<u>OTHER EXPENSES</u>
Uniform Fire Safety	1,000.00	
Municipal Prosecutor		1,000.00
Road Repairs	55,000.00	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
Beach Access		2,000.00
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		35,000.00
PERS		60,500.00
Social Security		30,000.00
PFRS		182,800.00
DCRP		1,000.00
Court	14,000.00	2,000.00
Public Defender		1,000.00
DCRP		1,000.00
Court	14,000.00	2,000.00
Public Defender		1,000.00
Capital Improvement		
TOTAL	\$445,100.00	\$837,800.00
 GRAND TOTAL	 <u>\$1,282,900.00</u>	

RESOLUTION: DELINQUENT TAX COLLECTION

RESOLVED, that the Tax Collector of the Borough of Mantoloking is hereby directed to charge and collect interest at eight percent (8%) per annum on the first \$1,500 of any delinquency, and eighteen percent (18%) per annum on any amount in excess of \$1,500, to be calculated from the date the tax was payable to the date of actual payment.

RESOLVED, that the Tax Collector of the Borough of Mantoloking is hereby directed to charge and collect an additional penalty at the rate of six percent (6%) of the amount of delinquency from each taxpayer with a delinquency in excess of \$10,000 who shall fail to pay that delinquency prior to the end of the calendar year.

FURTHER RESOLVED, that the interest on any delinquency shall be computed from the date the monies are due or become delinquent, except that no interest shall be charged on any installment payment if payment of said installment is made within ten (10) days after the date upon which same becomes payable

RESOLUTION: 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.

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 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: 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 Council _____

IT IS NOW, THEREFORE, this 7th day of January, 2014, **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: 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 will move the following resolution:

RESOLUTION: ADOPTION OF 2014 LOCAL EMERGENCY PLANNING COMMITTEE

Councilman McIntyre will move the following resolution:

RESOLUTION: ADOPTION OF 2014 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 2014. 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

Steve Gillingham, Borough Council

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
Michael Spark, 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.

7. MAYOR AND COUNCIL COMMENTS PERIOD

8. PUBLIC COMMENTS PERIOD

9. NEXT MEETING Regular Meeting of Tuesday, January 7, 2014 immediately following this 2014 Organization Meeting,

10.ADJOURNMENT

10.ADJOURNMENT