

DRAFT #1 12/30/2014

THE BOROUGH OF MANTOLOKING
MAYOR AND COUNCIL

AGENDA OF THE ORGANIZATION BUSINESS MEETING
January 6, 2015
5:30 p.m.
MANTOLOKING YACHT CLUB
1224 BAY AVENUE
MANTOLOKING, NEW JERSEY

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 5:30 p.m.

2. **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.

3. **ROLL CALL:**

 Present:
 Absent:
 Also Present:

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

5. **OATH OF OFFICE:**

 Acting Borough Clerk, Beverley Konopada, will administer the oath of office to Mayor George C. Nebel, for a 4 year term to expire on December 31, 2018, and council members, Councilman Peter R. Strohm and Councilman Alan Laymon for a three-year term to expire on December 31, 2017.

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

7. **NEW BUSINESS:**

 NOMINATION OF 2015 COUNCIL PRESIDENT Mayor Nebel will request nominations from the governing body members for the 2015 Council President.

RESOLUTION: NOMINATION AND ELECTION OF 2015 COUNCIL PRESIDENT

Council _____ motioned to nominate Council _____ as Council President for 2015. The motion was seconded by Council _____
Council _____ will move the following _____ resolutions. The motion was seconded by Council _____

The Council President moves the following resolutions:

A. RESOLUTION: CONFIRMING THE APPOINTMENT OF OFFICIALS, COMMITTEES, AND BOARDS FOR 2015

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 2015" constitute their appointments for the position set forth therein.

IT IS NOW, THEREFORE, this 6th day of January, 2015, Resolved by the Mayor and Council of the Borough of Mantoloking, as follows:

1. That the schedule entitled "Officials, Committees, and Boards for 2015" 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 2015

<u>POSITION</u>	<u>NAME</u>	<u>TERM EXPIRES</u>
Mayor	George C. Nebel	2018
<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	2017
Councilman	Alan Laymon	2017
<u>OFFICIALS</u>		
Borough Clerk	Beverley A. Konopada	
Assessment Search Officer	Beverley A. Konopada	
Public Agency Compliance Officer	Beverley A. Konopada	
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 Superintendent	William Heckman	
Public Works Manager	Laurence Gilman	
Construction Official	Joseph Ehrhardt	
Deputy Construction Official	Douglas Applegate	
Building Subcode Official	Joseph Ehrhardt	
Deputy Building Subcode Official	Douglas Applegate	
Building Inspector	Joseph Ehrhardt	
Deputy Building Inspector	Douglas Applegate	
Fire Official	Charles E. Wills	
Deputy Fire Official	Ron Pizar	
Fire Sub-Code Official	Ron Pizar	
Deputy Fire Sub-Code Official	TBD	
Electrical Sub-Code Official	Steve Grenley	
Deputy Electrical Sub-Code Official	TBD	
Deputy Plumbing Sub-Code Official	TBD	
Zoning & Land Use Official	Barbara Woolley-Dillon	
Deputy Zoning & Land Use Official	Jeremy Edinger	
Deputy Dune Inspector/Handicap Coordinator	Peter R. Strohm	
National Flood Insurance Program Coordinator	Alan Laymon	
Recycling Coordinator	Jude Walker	
Emergency Management Coordinator	Robert S. McIntyre	2015
Tax Assessor	Gary R. DalCorso	6/30/2017
Licensed Sewer Operator	Ron Laird	
Animal Control Officer	Jersey Shore Animal Center	

Tax Appeal Agents

PROFESSIONAL SERVICES

Borough Auditor
 Borough Attorney
 Dune Consultant
 Municipal Prosecutor
 Alternate/Conflicts Prosecutor
 Alternate/Conflicts Prosecutor
 Municipal Public Defender
 Alternate Public Defender #1
 Alternate Public Defender #2
 Borough Engineer/Stormwater Program Coordinator
 Asst. Engineer/Dune Inspector/Flood Plain Man.
 Asst. Community Rating System Coordinator
 Borough Special Counsel-Public Education
 Borough Special Counsel-State Tax Appeal
 Borough Special Consultant-PBA Contract
 Police Department Physician
 Special Consultant, Chief Selection Process

O'Malley, Surman & Michelini, Esq./Gary R.

NAME

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.
 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.
 Frank Rodgers

COMMISSIONS

Environmental
 (3 Year Terms)

<u>NAME</u>	<u>TERM EXPIRES</u>
Courtney Bixby, Chairman	12/31/2016
Constance E. Pilling	12/31/2015
Eileen McIntyre	12/31/2016
Jennifer Buck	12/31/2015
Sandy Witkowski	12/31/2017
Joe Daly	12/31/2017
John G. Wesson	12/31/2015

Subcommittee:
 Barnegat Bay Estuary

Ann Elizabeth Nelson, Chairwoman

COMMITTEE

Finance Committee

<u>NAME</u>	<u>TERM EXPIRES</u>
Steve Gillingham, Chairman	
Christopher R. Nelson	
Stanley Witkowski	
Donald Ness	
Tom McIntyre	

Subcommittee: Insurance Coverage

Stanley Witkowski, Chairman
 Steve Gillingham
 Ann Elizabeth Nelson
 Beverley A. Konopada
 Donald S. Ness
 Douglas Nelson

COMMITTEE

NAME

TERM EXPIRES

Public Safety Committee

Robert S. McIntyre, Jr., Chairman
Steve Gillingham
Peter R. Strohm
Courtney Bixby
Lynn O'Mealia
Michael Duggan

Subcommittees:

Municipal Court Security

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

LEPC Local Emergency Planning Committee

Robert S. McIntyre, Emergency Management
Coordinator (Term Expires 12/31/2017)

Bixby, Deputy Emergency Management Coordinator
Council President TBD
Beverley Konopada, Acting Borough Clerk
Stacy Ferris, 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
Edwin J. O'Malley, Jr., Borough Attorney
April Yezzi, Chief Financial Officer
Edwin C. O'Malley-Ocean County Amateur Radio
Emergency Services

Planning Committee

Public Works Committee

Ann Elizabeth Nelson, Chairwoman
Alan Layman
Steve Gillingham
Douglas J. Popaca

Subcommittees:

Utility Services

Ann Elizabeth Nelson, Chairwoman
Peter R. Strohm
Christopher R. Nelson

<u>COMMITTEE</u>	<u>NAME</u>	<u>TERM EXPIRES</u>
Ocean County Block Grant Program	Lawrence Plevier, P.E., Local Representative Peter R. Strohm, Alternate Barbara DeAmicis, Alternate	
Borough Hall Building Committee	Ann Elizabeth Nelson, Co-Chairwoman Donald Ness, Co-Chairman Robert Semple Carol Leone Sandy Diehl	
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 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. John H. Jones	
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.	

<u>COMMITTEE</u>	<u>NAME</u>	<u>TERM EXPIRES</u>
Long Range Planning	Peter R. Strohm, Chairman Alan Laymon Steve Gillingham	
Mantoloking Committee	Christopher R. Nelson, Chairman	
Subcommittees: Beach Ordinance & Staffing Review	Christopher R. Nelson, Chairman Steve Gillingham Ann Elizabeth Nelson Courtney Bixby	
Regionalization & Shared Services	Christopher Nelson, Chairman Steve Gillingham Peter R. Strohm	
Historical	Anne L. Benedict, Borough Historian Jane Post Robert S. McIntyre Jennifer Buck John G. Wesson	
Taxation Committee	Christopher R. Nelson, Chairman Michael Arnone Michael Wunschuh Carl Beck	
Welcome to Mantoloking	Gloria Grella, Chairwoman Dotty Grandey	Dawn Arnone Betsy Nelson
Mantoloking Website	Chris Nelson, Chairman Edwin C. O'Malley	
Technology Committee	Christopher R. Nelson, Chairman Beverley A. Konopada Lynne Hazelet Stacy Ferris John Barcus Edwin C. O'Malley Patrick Smith	

<u>COMMITTEE</u>	<u>NAME</u>	<u>TERM EXPIRES</u>
Municipal Services Committee	Alan Laymon, Chairman	
Solid Waste & Recycling	Alan Laymon, Chairman Ann Elizabeth Nelson Michael Arnone Beverley A. Konopada, Contract Administrator Peter Flihan Donald S. Ness Jude Walker, Recycling Coordinator	
Subcommittees: NFIP Flood Hazard Mitigation Planning	Alan Laymon, CRS Coordinator Stanley F. Witkowski Robert C. Mainberger, P.E. Lawrence Plevier, P.E. Frank X. Bruton William Heckman Craig Symons Joseph Ehrhardt, Construction Official Peter Flihan George Peterson John H. Jones Robert S. McIntyre, Jr. Courtney Bixby	
Beautification	Alan Laymon, Chairman Susan Laymon Joan Mattia Patricia Peterson Ann Elizabeth Nelson	
Land Use	Alan Laymon Ann Elizabeth Nelson	
Archives and Records	Alan Laymon, Chairman Christopher R. Nelson Beverley Konopada, Project Manager	
New Jersey League of Municipalities Liaison	Alan Laymon, Chairman Steve Gillingham Ann Elizabeth Nelson	

PLANNING BOARD

Class I (4 year term)	George C. Nebel	2018
Mayor's Designee in Absence of Mayor	Robert S. McIntyre, Jr.	N/A
Class II (1 year term)	Courtney Bixby	2015
Class III (1 year term)	Steve Gillingham	2015
Class IV (4 year term)	Denise Boughton	2017
	D. Mark Hawkings	2017
	Jane White	2016
	Joe Daly	2018
	Stanley F. Witkowski	2018
	Thomas McIntyre	2016
Alternate #1	Susan Laymon	2015
Alternate #2	Mike Duggan	2016
Board Attorney/Special Counsel	John J. DeVincens	
Municipal Planner	Robert Mainberger, P.E.	

MUNICIPAL COURT

Magistrate (3 year term)	Samuel M. Morris	2016
Court Administrator	Elizabeth L. Boettger	2017
Dep. Ct. Admin/Violations Clerk	Lisa Newton	

BOARD OF HEALTH

Health Official (3 year term)	Dr. Michael J. Doyle	2016
	Barbara DeAmicis	2015
	Sandra McIntyre	2016
	Patricia McCormack	2017

REGISTRAR OF VITAL STATISTICS

Local Registrar	Beverley A. Konopada
Deputy Registrar	Lynne A. Hazelet

MANTOLOKING FIRE COMPANY NO. 1

Fire Chief	Laurence Gilman
Fire Company President	Doug Popaca

POINT PLEASANT BEACH BOARD OF EDUCATION

Joyce A. Popaca

B. RESOLUTION: THE 2015 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 2015.

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: 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 2015 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 2015.
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: 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 6th day of January, 2015, 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 2015.

- 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).

E. RESOLUTION: APPROVAL OF THE 2015 HOLIDAY SCHEDULE

RESOLVED, the Mayor and Council of the Borough of Mantoloking, Ocean County, New Jersey, approves the following 2015 Holiday Schedule as indicated.

New Year's Day	January 1, 2015
Martin King Day	January 19, 2015
President's Day	February 16, 2015
Good Friday	April 3, 2015
Memorial Day	May 25, 2015
Independence Day	July 3, 2015
Labor Day	September 7, 2015
Columbus Day	October 12, 2015
Election Day	November 3, 2015
Veteran's Day	November 11, 2015
Thanksgiving Day	November 26, 2015
Post Thanksgiving Day	November 27, 2015
Christmas Eve Day	December 24, 2015
Christmas Day	December 25, 2015

F. RESOLUTION: APPROVAL OF THE 2015 COUNCIL MEETING DATES

RESOLVED, the Mayor and Council of the Borough of Mantoloking, Ocean County, New Jersey, approves the following 2015 Regular Council Meeting dates as indicated.

REGULAR MEETINGS 5:30 p.m.
LOCATION: Mantoloking Yacht Club, 1224 Bay Ave., Mantoloking

Tuesday, January 6, 2015
Tuesday, February 10, 2015
Tuesday, March 17, 2015
Tuesday, April 21, 2015
Tuesday, May 19, 2015
Tuesday, June 16, 2015
Tuesday, July 21, 2015
Tuesday, August 18, 2015
Tuesday, September 15, 2015
Tuesday, October 20, 2015
Tuesday, November 24, 2015
Tuesday, December 15, 2015

2016 Organization Meeting: Tuesday, January 5, 2016 & Regular Meeting

8. FINANCE COMMITTEE, Councilman Gillingham moves the following six resolutions:

A. RESOLUTION: PAYMENT OF BILLS

RESOLVED, that the payment of routine or recurring accounts allowing discounts or other payments in the year 2015 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.

B. RESOLUTION: SETTING THE TEMPORARY BUDGET FOR THE 2015 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 2015 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, 2015; and

WHEREAS, the total appropriations in the 2014 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$7,176,721.96 ; and

WHEREAS, 26.25% of the total appropriations in 2014 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2014 budget is the sum of \$1,883,889.51 ;

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 – 2015

**SALARY
& WAGES**

**OTHER
EXPENSES**

Municipal Clerk
Finance
Audit
Tax Collector
Tax Assessor
Legal
Engineering
Planning
Construction
Sub-code Plumbing
Sub-code Fire
Electrical Sub-code
Liability Insurance
Workmens Comp Ins
Group Health Ins
Police
Emergency Management
First Aid
Fire
Uniform Fire Safety
Municipal Prosecutor
Road Repairs
Garbage
Buildings & Grounds
Sewer System
Board of Health
Dog
Aid to Hospital
Beach Maintenance
Beach Maint-outside caps
Beach Access
Electricity
Telephone
Water
Fire Hydrant
Natural Gas
Gasoline
Ocean Cty Utility Authority
PERS
Social Security
PFRS
DCRP
Court
Public Defender
Capital Improvement
TOTAL
GRAND TOTAL

C. 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.

D. 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 6th day of January, 2015, **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.

E. 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. Acting Borough Clerk or Deputy Borough Clerk; and
3. Chief Financial Officer or Councilman Steve Gillingham

IT IS NOW, THEREFORE, this 6th day of January, 2015, **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).

F. 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.

9. **PUBLIC SAFETY COMMITTEE**, Councilman McIntyre moves the following resolution:

A. **RESOLUTION: APPROVAL OF THE 2015 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 2015. The Coordinator is appointed for a term of three (3) years:

Robert S. McIntyre, Emergency Management Coordinator (Term Expires 12/31/2017)
Courtney Bixby, Deputy Emergency Management Coordinator
Council President TBD
Beverley Konopada, Acting Borough Clerk
Stacy Ferris, 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
April Yezzi, 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.

10. **NEXT MEETING:** Regular Meeting of Tuesday, January 6, 2015 immediately following this 2015 Organization Meeting,
11. **ADJOURNMENT:**

