

DRAFT #2 12/30/2015

THE BOROUGH OF MANTOLOKING
MAYOR AND COUNCIL

AGENDA OF THE ORGANIZATION MEETING
January 5, 2016
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:

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:

Borough Clerk, Beverley Konopada, will administer the oath of office to:

Councilman Gillingham for a 3 year term to expire 12/31/2018

Councilman White for a 3 year term to expire 12/31/2018

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

7. **NEW BUSINESS:**

NOMINATION OF 2016 COUNCIL PRESIDENT Mayor Nebel requested nominations from the governing body members for the 2016 Council President.

RESOLUTION: NOMINATION AND ELECTION OF 2016 COUNCIL PRESIDENT

Council President moves the following six resolutions

A. **RESOLUTION: THE APPOINTMENT OF OFFICIALS, COMMITTEES, AND BOARDS FOR 2016**

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 2016" constitute their appointments for the position set forth therein.

IT IS NOW, THEREFORE, this 5th day of January, 2016, Resolved by the Mayor and Council of the Borough of Mantoloking, as follows:

1. That the schedule entitled "Officials, Committees, and Boards for 2016" 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 2016

<u>POSITION</u>	<u>NAME</u>	<u>TERM EXPIRES</u>
Mayor	George C. Nebel	2018
<u>COUNCIL</u> (3 year term)		
Councilman	E. Laurence White	2018
Councilman	Steve Gillingham	2018
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	Robert Torrance	
Electrical Sub-Code Official	Steven Grenley	
Deputy Electrical Sub-Code Official	Stuart Safeer	
Plumbing Sub-Code Official	Glen Purvis	
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
 National Flood Insurance Program Coordinator
 Recycling Coordinator
 Emergency Management Coordinator
 Tax Assessor
 Licensed Sewer Operator
 Animal Control Officer
 Tax Appeal Agents

Peter R. Strohm
 Alan Laymon
 Jude Walker
 Robert S. McIntyre 2017
 Gary R. DalCorso 6/30/2017
 Ron Laird
 Muskrat Jack
 O'Malley, Surman & Michelini, Esq./Gary R. DalCorso

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
 Special Counsel, Police Management Consultant
 Labor Relations Attorney

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
 Raymond Hayducka
 TBD

COMMISSIONS

Environmental
 (3 Year Terms)

NAME

TERM EXPIRES

Courtney Bixby, Chairman	12/31/2016
Constance E. Pilling	12/31/2018
Eileen McIntyre	12/31/2016
Joan Mattia	12/31/2018
E. Laurence White	12/31/2017
Edwin C. O'Malley	12/31/2017
John G. Wesson	12/31/2018

Subcommittee:
 Barnegat Bay Estuary

Ann Elizabeth Nelson, Chairwoman

COMMITTEE

Finance Committee

NAME

Steve Gillingham, Chairman
 E. Laurence White
 Chris Nelson
 Michael Duggan
 Tom McIntyre

Public Safety Committee

Peter Strohm, Chairman
Steve Gillingham
Courtney Bixby
Robert McIntyre
Christopher R. Nelson

Subcommittees:

Municipal Court Security

Peter Strohm, Chairman
Steve Gillingham
Christopher R. Nelson
Judge James Liguori
Chief Stacy Ferris
Elizabeth L. Boettger, Court Administrator

Flood Strategy

Peter R. Strohm, Chairman
Robert C. Mainberger, P.E.

Long Range Planning

Peter R. Strohm, Chairman
Alan Laymon
Steve Gillingham

Municipal Public Access Plan
Committee

Peter Strohm, Chairman
Edwin J. O'Malley, Jr.
Robert Mainberger
Larry Plevier

LEPC Local Emergency Planning Committee

Robert S. McIntyre, Emergency Management
Coordinator (Term Expires 12/31/2017)
Bixby, Deputy Emergency Management Coordinator
(Term Expires 12/31/2018)
Council President TBD
Beverley Konopada 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, C.A.R.T. Coordinator
Lawrence Plevier, P.E., (Borough Engineer) , Damage
Assessment Officer
Ocean County Department of Social Services
Carl Beck , Community Group
Edwin J. O'Malley, Jr., Borough Attorney
April Yezzi, Chief Financial Officer
Edwin C. O'Malley-Ocean County Amateur Radio
Emergency Services
Michael Duggan

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

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

Dune & Beach Committee

Chris Nelson, Dune Program Director
Steve Gillingham
Michael Arnone
Dee Ring

Subcommittees:

Dune Walk

Chris Nelson, Chairman
Craig Symons
Michael Arnone

Mantoloking Beach Protection

Chris Nelson, Chairman
Steve Gillingham
Anthony Grella
Kara Symons

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

Non-Voting Tax Payer Committee

Christopher R. Nelson, Chairman
Ann Elizabeth Nelson
E. Laurence White
Michael Winshuh
Michael Lucciola

Mantoloking Committee

Alan Laymon, Chairman

Subcommittees:

Beach Ordinance & Staffing Review

Alan Laymon, Chairman
Steve Gillingham
Ann Elizabeth Nelson
Courtney Bixby

Regionalization & Shared Services

Alan Laymon, Chairman
Steve Gillingham
Peter R. Strohm

Beautification

Alan Laymon, Chairman
Susan Laymon
Joan Mattia
Patricia Peterson
Ann Elizabeth Nelson

Zoning and Construction

Alan Laymon
Ann Elizabeth Nelson

Historical

Anne L. Benedict, Borough Historian
Jane Post
Robert S. McIntyre
John G. Wesson

Welcome to Mantoloking

Gloria Grella, Chairwoman
Dotty Grandey

Dawn Arnone
Betsy Nelson

Municipal Services Committee

E. Laurence White, Chairman

Solid Waste & Recycling

E. Laurence White, Chairman
Ann Elizabeth Nelson
Michael Arnone
Beverley A. Konopada, Contract Administrator
Peter Flihan
Donald S. Ness

Subcommittees:

NFIP Flood Hazard Mitigation Planning

Jude Walker, Recycling Coordinator

E. Laurence White, 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

Robert S. McIntyre, Jr.

Courtney Bixby

Archives and Records

E. Laurence White, Chairman

Christopher R. Nelson

Beverley Konopada, Project Manager

New Jersey League of Municipalities Liaison

E. Laurence White, 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.

2016

Class II (1 year term)

Courtney Bixby

2016

Class III (1 year term)

Steve Gillingham

2016

Class IV (4 year term)

Denise Boughton

2017

D. Mark Hawkings

2017

Jane White

2016

Joe Daly

2018

Stanley F. Witkowski

2018

Betsy Nelson

2016

Alternate #1

Susan Laymon

2017

Alternate #2

Mike Duggan

2016

Board Attorney/Special Counsel

Ben Montenegro

Municipal Planner

Robert Mainberger, P.E.

MUNICIPAL COURT

Magistrate

James A. Liguori

2016

(3 year term)

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	2018
Sandra McIntyre	2016
Patricia McCormack	2017

REGISTRAR OF VITAL STATISTICS

Local Registrar
Deputy Registrar

Beverley A. Konopada
Lynne A. Hazelet

MANTOLOKING FIRE COMPANY NO. 1

Fire Chief
Fire Company President

Laurence Gilman
Doug Popaca

POINT PLEASANT BEACH BOARD OF EDUCATION

Joyce A. Popaca

B. RESOLUTION: THE 2016 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 2016.

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 2016 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 2016.
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 2016

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 5th day of January, 2016, 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 2016.

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 2016 HOLIDAY SCHEDULE

RESOLVED, the Mayor and Council of the Borough of Mantoloking, Ocean County, New Jersey, approves the following 2016 Holiday Schedule as indicated.

New Year's Day	January 1, 2016
Martin King Day	January 18, 2016
President's Day	February 15, 2016
Good Friday	March 25, 2016
Memorial Day	May 30, 2016
Independence Day	July 4, 2016
Labor Day	September 5, 2016
Columbus Day	October 10, 2016
Election Day	November 8, 2016
Veteran's Day	November 11, 2016
Thanksgiving Day	November 24, 2016
Post Thanksgiving Day	November 25, 2016
Post Christmas Day	December 26, 2016

F. RESOLUTION: APPROVAL OF THE 2016 COUNCIL MEETING DATES

RESOLVED, the Mayor and Council of the Borough of Mantoloking, Ocean County, New Jersey, approves the following 2016 Regular Council Meeting dates as indicated.

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

Tuesday, January 19, 2016
Tuesday, February 16, 2016
Tuesday, March 15, 2016
Tuesday, April 26, 2016

Tuesday, May 17, 2016

Tuesday, June 21, 2016

Tuesday, July 19, 2016

Tuesday, August 16, 2016

Tuesday, September 20, 2016

Tuesday, October 18, 2016

Tuesday, November 15, 2016

Tuesday, December 20, 2016

2017 Organization Meeting: Tuesday, January 3, 2017 & Regular Meeting

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

A. **RESOLUTION: SETTING THE TEMPORARY BUDGET FOR THE 2016 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 2016 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, 2016; and

WHEREAS, the total appropriations in the 2015 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$5,683,083.23; and

WHEREAS, 26.25% of the total appropriations in 2015 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2015 budget is the sum of \$1,487,031.85;

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 – 2016

	<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		1,500.00
Tax Assessor		1,000.00
Legal		119,000.00
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
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		2,500.00
Fire Hydrant		10,000.00
Natural Gas		7,000.00
Gasoline		10,000.00
Ocean Cty Utility Authority		50,000.00
PERS		71,710.00
Social Security		30,000.00
PFRS		222,464.00
DCRP		1,000.00
Court	14,000.00	2,000.00
Public Defender		1,000.00
Capital Improvement		
TOTAL	\$437,600.00	\$1,047,674.00
GRAND TOTAL		<u>\$1,485,274.00</u>

B. 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.

C. 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 5th day of January, 2016, **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: 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 5th day of January, 2016, **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: APPROVING 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.

F. RESOLUTION: APPOINTMENT OF BEVERLEY A. KONOPADA- BOROUGH CLERK

WHEREAS, in accordance with N.J.S.A. 40A:9-133 every municipality in the State of New Jersey is required to have a Municipal Clerk; and

WHEREAS, Beverley A. Konopada has served in the capacity of Acting Borough Clerk since July 1, 2014; and

WHEREAS, Beverley A. Konopada, a certified Registered Municipal Clerk of the State of New Jersey, meets the qualifications to perform the duties of this position;

NOW, THEREFORE, BE IT RESOLVED, this 5th day of January, 2016, by the Mayor and Council of the Borough of Mantoloking, County of Ocean, State of New Jersey, as follows:

1. Beverley A. Konopada, RMC, CMR is hereby appointed as the Borough Clerk as of January 1, 2016 at an annual salary of \$85,000.00.
2. Pursuant to N.J.S.A. 40A:9-133, *et seq.* the Clerk is appointed for a term of three (3) years.

9. PUBLIC SAFETY COMMITTEE, Councilman Strohm moves the following resolution.

A. RESOLUTION: ADOPTION OF THE 2016 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 2016. The Coordinator is appointed for a term of three (3) years:

Robert S. McIntyre, Emergency Management
Coordinator (Term Expires 12/31/2017)
Bixby, Deputy Emergency Management Coordinator
(Term Expires 12/31/2018)
Council President TBD
Beverley Konopada 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, C.A.R.T. Coordinator
Lawrence Plevier, P.E., (Borough Engineer), Damage
Assessment Officer
Ocean County Department of Social Services
Carl Beck , Community Group
Edwin J. O'Malley, Jr., Borough Attorney
April Yezzi, Chief Financial Officer
Edwin C. O'Malley-Ocean County Amateur Radio
Emergency Services
Michael Duggan

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

11. PUBLIC COMMENT PERIOD

12. NEXT MEETING: Regular Council Meeting Tuesday, January 19, 2016

13. ADJOURNMENT: