

DRAFT NO. 1-3/23/2020

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

**AGENDA – CAUCUS AND REGULAR BUSINESS MEETING**

**April 21, 2020**

**5:30 P.M.**

**MANTOLOKING VIRTUAL MEETING**

**CALL: 605-313-5156**

**ACCESS CODE: 231051**

**CAUCUS MEETING**

**CALL TO ORDER:**

**OPEN PUBLIC MEETING STATEMENT:** Mayor White 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.

**ROLL CALL:**

- A. REVIEW OF REGULAR MEETING AGENDA**
- B. BOROUGH COUNCIL DISCUSSION ITEMS, IF ANY.**

<u>Finance Committee:</u>	Councilman Amarante
<u>Public Safety Committee:</u>	Councilman Gillingham
<u>Dune and Beach Committee:</u>	Councilman Batcha
<u>Municipal Services Committee:</u>	Mayor White
<u>Municipal Relations Committee:</u>	Councilwoman O’Mealia
<u>Strategic Planning Committee:</u>	Councilwoman O’Mealia
<u>Environmental Committee:</u>	Councilwoman Green
<u>Long Range Planning Committee</u>	Councilwoman O’Mealia
<u>Flood Strategy Committee</u>	Councilwoman O’Mealia

**C. PUBLIC COMMENT PERIOD**

**ADJOURN CAUCUS MEETING:**

MOTION: \_\_\_\_\_  
SECOND: \_\_\_\_\_  
ALL IN FAVOR: \_\_\_\_\_

**REGULAR BUSINESS MEETING**

**1. CALL TO ORDER:**

**2. OPEN PUBLIC MEETING STATEMENT:** Mayor White 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:**

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

**5. RESOLUTION NO. 2020-70**

**RESOLUTION: MINUTES OF PREVIOUS MEETINGS**

Regular Business Meeting Minutes- March 17, 2020

**RESOLVED**, the Mantoloking Borough Council approves the following minutes as distributed.

**ROLL CALL VOTE RESOLUTION 2020-70**

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

**7. FINANCE COMMITTEE:** Councilman Amarante will present the monthly finance report.

**RESOLUTION NO. 2020-71**

**RESOLUTION THE REPORT OF THE MUNICIPAL FINANCE OFFICER**

**BOROUGH OF MANTOLOKING**  
**Financial Report for the Month of February 29, 2020**  
**Status of the Budget on February 29, 2020**

FUND	APPROPRIATION	CURRENT BALANCE	EXPENDED DURING MONTH	EXPENDED DURING YEAR	ENCUMBERED BALANCE	APPROPRIATION BALANCE
2020 TEMPORARY BUDGET	\$1,719,424	\$1,719,424	\$526,775	\$590,920	\$64,145	\$1,064,359
2019 RESERVE BUDGET- CURRENT	\$656,271	\$656,271	\$107,295	\$198,052	\$79,586	\$378,633
2020 CAPITAL FUND	\$1,543,000	\$1,543,000	\$75,000	\$75,000	\$319,418	\$1,148,582
SANDY EMERGENCY FUNDS	\$146,568	\$146,568	\$6,600	\$6,600	\$0	\$139,968
<b>(Subcategory of Capital Fund)</b>						
Construction-Municipal Building	\$890,832	\$890,832	\$75,000	\$75,000	\$202,946	\$612,886
<b>TOTAL</b>	<b>\$4,065,263</b>	<b>\$4,065,263</b>	<b>\$715,670</b>	<b>\$870,573</b>	<b>\$463,149</b>	<b>\$2,731,542</b>

**Receipts, Disbursements and Changes in Cash Balance During the Month of February 29, 2020**

FUND	CASH BALANCE JANUARY 1, 2020	CASH BALANCE BEGINNING OF MONTH	CASH RECEIVED	CASH DISBURSED	CASH BALANCE END OF MONTH
2019 CURRENT FUND	\$3,326,063	\$4,314,521	\$1,244,577	(\$2,102,627)	\$3,456,471
CAPITAL FUND	\$2,567,262	\$2,567,262	\$0	(\$75,000)	\$2,492,262
ANIMAL CONTROL FUND	\$223	\$237	\$5	\$0	\$242
OTHER TRUST FUNDS	\$524,694	\$524,700	\$2,112	\$0	\$526,812
PAYROLL ACCOUNT	\$56,176	\$60,882	\$162,328	(\$170,346)	\$52,864
UNEMPLOYMENT ACCOUNT	\$34,091	\$34,098	\$7	\$0	\$34,105
LAW ENFORCEMENT TRUST	\$2,848	\$2,848	\$1	\$0	\$2,849
					\$0
<b>TOTAL</b>	<b>\$6,511,358</b>	<b>\$7,504,548</b>	<b>\$1,409,030</b>	<b>(\$2,347,973)</b>	<b>\$6,565,604</b>

**RESOLUTION NO. 2020-72**

**RESOLUTION: PAYMENT OF BILLS**

WHEREAS, the municipal finance officer has presented

- A list of bills in the amount of \$211,671.06 with the recommendation they be paid, and
- A list of bills in the amount of \$1,927,486.79 that have been paid with the approval of the municipal clerk and the mayor, now, therefore, be it

**RESOLVED**, the council approves the payment of all the bills and directs that a copy of these lists be attached to and made part of the minutes of this meeting.

**RESOLUTION NO. 2020-73**

**RESOLUTION TO ADOPT TEMPORARY EMERGENCY APPROPRIATIONS #3**

WHEREAS, N.J.S.A. 40A: 4-20 provides that an addition to temporary appropriations necessary for the period prior to the adoption of the budget and regular appropriations, the Governing Body may, by resolution adopted by 2/3 vote of the full membership thereof, make emergency temporary appropriations for any purpose for which the appropriations may lawfully be made for the period between the beginning of the current fiscal year and the date of the adoption of the budget for said year.

WHEREAS, the total emergency temporary resolutions adopted in the year 2020 pursuant to the provisions of Chapter 96, P.L. 1951 (N.J.S.A. 40A: 4-20) including this resolution total \$2,262,424.00.

**NOW THEREFORE BE IT RESOLVED** by the Governing Body of the Borough of Mantoloking, that in accordance with the provisions of N.J.S.A. 40A: 4-20, the Chief Financial Officer be authorized to make the following emergency temporary budget appropriations in the 2020 current fund temporary budget and that said amounts be included under the correct headings in the municipal budget as adopted.

**BE IT FURTHER RESOLVED** that one certified copy of this resolution be filed with the Director of the Division of Local Government Services and one certified copy with the Chief Financial Officer.

<u>DEPARTMENT</u>	<u>S&amp;W</u>	<u>OE</u>
Municipal Clerk	\$10,000.00	
Finance	\$10,000.00	
Tax Assessor	\$ 2,500.00	
Engineering		\$ 15,000.00
Planning Board		\$ 500.00
Construction	\$ 5,000.00	
Plumbing Sub-Code Official	\$ 1,500.00	
Fire Sub-Code Official	\$ 1,000.00	
Electrical Sub-Code Official	\$ 1,500.00	
Insurance-Group Health		\$ 10,000.00
Police	\$ 75,000.00	
Fire		\$ 7,000.00
Road Repairs & Maintenance	\$ 15,000.00	
Beach Access	\$ 1,500.00	
Beach Maintenance		\$ 15,000.00
Fire Hydrant		\$ 5,000.00
Natural Gas		\$ 5,000.00
Social Security		\$ 5,000.00
<b>TOTAL</b>	<b>\$ 123,000.00</b>	<b>\$ 62,500.00</b>
<b>GRAND TOTAL</b>	<b>\$ 185,500.00</b>	

**ROLL CALL VOTE RESOLUTIONS 2020-71 THROUGH 2020- 73**

**INTRODUCTION OF ORDINANCE NO. 704**  
**AN ORDINANCE AMENDING SALARY ORDINANCE -MAXIMUM RANGE**

**SEE ATTACHED**

**ROLL CALL VOTE ORDINANCE NO. 704**

**PUBLIC HEARING-** Mayor White will open the floor for comments on Ordinance No. 702.

**ADOPTION OF ORDINANCE NO. 702**

**AN ORDINANCE OF THE BOROUGH OF MANTOLOKING, COUNTY OF OCEAN, STATE OF NEW JERSEY AMENDING THE BOROUGH CODE OF THE BOROUGH OF MANTOLOKING, SO AS TO AMEND CHAPTER 20, ENTITLED “SEWERS” SO AS TO UPDATE SEWER FEES**

**BE IT ORDAINED** by the Mayor and Borough Council of the Borough of Mantoloking, County of Ocean, and State of New Jersey, as follows:

**SECTION 1.** Section 20-3 of Chapter 20 of the Borough Code of the Borough of Mantoloking, entitled, “Sewers” is hereby amended and supplemented so as to read in its entirety as follows:

**20-2.3 Connection Fees and Costs.**

- a. All costs shall be borne by the owner of the premises served.
- b. The fee for connecting to the sanitary sewerage system shall be **one hundred (\$100.00)** dollars. This fee includes the fee for inspection of this connection.

**SECTION 2.** Section 20-5 of Chapter 20 of the Borough Code of the Borough of Mantoloking, entitled, “Sewers” is hereby amended and supplemented so as to read in its entirety as follows:

**20-2.5 User Rates and Charges.**

- a. All owners of improved premises subject to connection and who have not connected and paid shall pay a pro rated annual sewer charge. The pro rated charge shall be due and payable from the expiration of the six (6) month period and shall be paid in full not later than seven (7) months from the announcement of availability of connection.
- b.1. There are hereby established the following annual rates and charges to be imposed by the Borough for the use and service of the sanitary sewerage system:

The minimum charge per unit shall be **two hundred forty-two dollars and fifty-two cents (\$242.52)** annually. In addition to the minimum charge each user shall pay a fee of **\$13.53 (thirteen dollars and fifty-three cents)** per fixture for all fixtures over four (4) exclusive of the laundry facility and one (1) dishwasher.

2. The annual sewer charge based on the type of property shall be as follows: (“X” indicates one (1) unit)

	Annual
	<u>Rental Charge</u>
(a) Single-family dwelling, apartment unit, (an apartment unit will be deemed any living unit having cooking facilities)	1X
(b) Commercial Establishments-Retail stores	1X
(c) Churches	1X
(d) Yacht Clubs	1.5

3. In addition to the foregoing charges, any user who discharges toxic pollutants into the system which causes increased operations and maintenance costs shall be responsible for such increased operation and maintenance costs.

c. Each user shall be provided with an annual statement of the sewer charges. The annual sewer charges shall be due and payable on May 1st of each year and shall become delinquent unless paid on or before the expiration of the grace period allowed for payment of third quarter property taxes. Failure to timely pay the sewer charges will expose the property to a municipal lien sale. Delinquent sewer accounts shall accrue interest at the rate of twelve (12%) percent per annum.

**SECTION 3.** All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

**SECTION 4.** If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

**SECTION 5.** This ordinance shall take effect after second reading and publication as required by law.

**ROLL CALL VOTE ORDINANCE NO. 702**

8. **PUBLIC SAFETY COMMITTEE**: Councilman Gillingham will present the monthly reports of the Police Department, Municipal Court, Fire Company and Emergency Management.

**RESOLUTION NO. 2020-74**

**RESOLUTION OF THE BOROUGH OF MANTOLOKING, COUNTY OF OCEAN,  
STATE OF NEW JERSEY DECLARING STATE OF EMERGENCY FOR THE  
BOROUGH OF MANTOLOKING**

**WHEREAS**, on January 30, 2020, the World Health Organization designated the novel coronavirus outbreak, COVID-19, as a Public Health Emergency of International Concern; and

**WHEREAS**, on January 31, 2020, the United States Health and Human Services Secretary declared a public health emergency for the entire United States to aid the nation's healthcare community in responding to COVID-19; and

**WHEREAS**, the spread of COVID-19 within New Jersey, and the potential spread of COVID-19 specifically within the Borough of Mantoloking, constitutes an imminent public health hazard that threatens and presently endangers the health, safety, and welfare of the residents of the Borough; and

**WHEREAS**, the spread of COVID-19 in New Jersey at a rate comparable to the rate of spread in other affected areas, would greatly strain the resources and capabilities of county and municipal governments, including public health agencies, which provide essential services for containing and mitigating the spread of contagious diseases, such as COVID-19; and

**WHEREAS**, on March 9, 2020, the Governor of the State of New Jersey declared the concurrent invocation of both a State of Emergency pursuant to N.J.S.A. App.A.:9-33 *et seq.* and a Public Health Emergency as contemplated by N.J.S.A. 26:13-1 *et seq.*, which invoked the authority and powers contemplated by N.J.S.A. 26:13-3, the Emergency Health Powers Act, and remains in effect; and

**WHEREAS**, on March 13, 2020, the President of the United States declared COVID-19 a national emergency; and

**WHEREAS**, since the declaration of the State of Emergency, issuance of Executive Orders No. 2020-103 and 104, and the President's declaration of a national emergency, the number of cases in New Jersey has risen to 63,381, including 3,593 cases in Ocean County, with 141 confirmed deaths as of April 13, 2020; and

**WHEREAS**, the Borough is working with federal, state and local officials and authorities on a daily basis on prevention and mitigation activities that include providing critical information to the public about COVID-19 to provide facts and avoid unnecessary fear; training emergency responders; and modifying municipal operations in response to the pandemic; and

**WHEREAS**, the Borough may be required to acquire goods and services that may not be currently available in the Borough's product inventory or from vendors with whom the Borough currently has a contractual relationship in order to protect and maintain the health, safety, and welfare of Borough residents and visitors, and successfully combat the impact of the virus; and

**WHEREAS**, due to the ongoing COVID-19 health emergency, it is necessary to use every means at our disposal to implement additional measures, including but not limited to those directed at places of public gathering, in order to flatten the curve of the spread of COVID-19.

**WHEREAS**, on March 21, 2020, Governor Phil Murphy issued Executive Orders 107 and 108, cancelling social gatherings, directing New Jersey residents to remain home or at their place of residence, and requiring the closure of all non-essential retail businesses; and

**WHEREAS**, Governor Murphy also urged all second homeowners at the New Jersey Shore to stay in their principal residences, as the local infrastructure, particularly the healthcare infrastructure, is not prepared for the influx of part-time residents; and

**WHEREAS**, in furtherance of this directive, as set forth in a proclamation by the Emergency Management Coordinator and as authorized by Executive Order 108, the Borough of Mantoloking wishes to temporarily prohibit the rental of homes and other residential units within the Borough of Mantoloking via Airbnb and other online marketplaces for the rental of homes, until the State of Emergency is lifted by the Governor of the State of New Jersey.

**IT IS THEREFORE RESOLVED** by the Borough Council of the Borough of Mantoloking as follows:

1. That the Emergency Proclamation of the Emergency Management Coordinator dated is hereby ratified.
2. That a State of Emergency currently exists within the Borough of Mantoloking and that the State of Emergency shall exist until the Governor lifts the State of Emergency for the State of New Jersey. This Local Emergency Declaration is retroactive to March 1, 2020.
3. The Chief of Police, Director of Public Works and Purchasing Agent shall be permitted whenever necessary to procure the necessary goods or services, which are not available under contracts currently in existence with the Borough, without complying with the New Jersey Public Contracts Law (N.J.S.A. 40A:11-6 et. seq.), including but not limited to the following: to award emergency contracts, including but not limited to emergency contracts or leases for relocation and support of Borough operations; for professional services; for purchases of commodities, services, and technology; for food, supplies, services, and equipment; and to procure any supplies or equipment required to ensure adequate sanitization, cleaning or sterilization of any facility or locations.
4. The Borough Clerk and Chief of Police, where applicable, are authorized to amend and/or establish personnel policies in response to ongoing COVID-19 emergency, including, but not limited to, modified work schedules and leave provisions, in an effort to protect Borough employees and ensure the continuity of government in the Borough of Mantoloking.
5. The rental of homes, apartments or any residential rental units through AirBnB, VRBO or other online marketplaces for the rental of homes is hereby prohibited within the Borough of Mantoloking until further notice.
6. The Chief of Police shall have the authority, in consultation with the Mayor and Emergency Management Coordinator, to close Municipal parks and/or beach areas and/or public streets as needed to facilitate such closure or enforcement of social distancing requirements as set in place by Executive Order 107 or any subsequent Executive Orders or directives of the State Emergency Management Coordinator.
7. That this Resolution shall be forwarded to the Chief of Police and the OEM Coordinator, Robert S. McIntyre.

**RESOLUTION NO. 2020-75**

**RESOLUTION OF THE BOROUGH OF MANTOLOKING, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING THE PROMOTION OF PATROLMAN GREGORY POPACA FROM PATROLMAN TO LIEUTENANT**

**WHEREAS**, there is currently an opening in the position of Lieutenant in the Borough of Mantoloking Police Department; and

**WHEREAS**, the Borough of Mantoloking has utilized the New Jersey State Association of Chiefs to administer its promotional examination process for the position of Lieutenant; and

**WHEREAS**, the promotional process consisted of a written exam, specifically, the International Association of Chiefs of Police test and an Oral Exam for candidates that receive a 70% or greater on the written exam; and

**WHEREAS**, the Public Safety Committee considered and evaluated the potential candidates for the position of Lieutenant, including the score and comments provided by the Association of Chiefs and has recommended the promotion of Patrolman Gregory Popaca; and

**WHEREAS**, it is the desire of the governing body to promote Patrolman Gregory Popaca to the position of Lieutenant in the Borough of Mantoloking Police Department.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Borough Council of the Borough of Mantoloking, County of Ocean, State of New Jersey, as follows:

1. That the governing body does hereby promote Patrolman Gregory Popaca to the position of Lieutenant in the Borough of Mantoloking Police Department, effective as of the date of this resolution.
2. That Lieutenant Gregory Popaca shall be paid in accordance with the applicable Collective Negotiations Agreement
3. That a certified copy of this resolution shall be forwarded to the Chief of Police, Chief Financial Officer and Lieutenant Gregory Popaca.

**RESOLUTION NO. 2020-76**

**RESOLUTION: APPOINTMENT OF PERSONNEL – SEASONAL PART TIME HELP**

**RESOLVED**, the Mayor and Council of the Borough of Mantoloking, Ocean County, New Jersey approves the following appointments with the terms and conditions indicated:

Name	Position	Effective Date	Salary
Joseph Stapleton	SLEO I	April 10, 2020	\$13.50
Kevin McCrossan	Part-Time Police Officer	April 13, 2020	\$16.50
Thomas Kushner	SLEO II	April 13, 2020	\$15.00
Sarah Nelson	SLEO II	April 13, 2020	\$15.00

**ROLL CALL VOTE RESOLUTIONS 2020-74 THROUGH 2020-76**

**PUBLIC HEARING-** Mayor White will open the floor for comments on Ordinance No. 703

**ADOPTION OF ORDINANCE 703**

**AN ORDINANCE OF THE BOROUGH OF MANTOLOKING, COUNTY OF OCEAN, STATE OF NEW JERSEY, AMENDING AND SUPPLEMENTING THE BOROUGH CODE OF THE BOROUGH OF MANTOLOKING, SO AS TO AMEND CHAPTER 7 ENTITLED “TRAFFIC”**

**NOW, THEREFORE, BE IT ORDAINED,** by the governing body of the Boroug of Mantoloking, County of Ocean, State of New Jersey, as follows:

**SECTION 1.** The Borough Code of the Borough of Mantoloking is hereby amended and supplemented so as to amend Chapter 7, entitled “Traffic,” so as to amend §7-12 entitled “Parking time limited on certain streets” so as to amend the provisions applicable to Lyman Street, so as to amend the third line applicable to Lyman Street and to add another line applicable to Lyman Street so that they shall read as follows:

<i>Name of Street</i>	<i>Sides</i>	<i>Time Limit</i>	<i>Hours</i>	<i>Location</i>
Lyman Street*	South	4 hours	Between 9:00am and 5:00pm	East of Route NJ 35 (Ocean Avenue); the entire length
Lyman Street*	North	No Parking	NA	West of East Avenue

**SECTION 2.** All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

**SECTION 3.** If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

**SECTION 4.** This ordinance shall take effect after second reading and publication as required by law.

**ROLL CALL VOTE ORDINANCE NO. 703**

**9. DUNE & BEACH COMMITTEE:** Councilman Batcha will present the reports of the Dune & Beach Committee and Ocean County Block Grant Program.

**RESOLUTION NO. 2020-77**

**RESOLUTION OF THE BOROUGH OF MANTOLOKING, COUNTY OF OCEAN,  
STATE OF NEW JERSEY, APPOINTING WADE BREDIN ON A SEASONAL BASIS  
AS HEAD LIFEGUARD FOR THE 2020 BATHING SEASON**

**WHEREAS**, the Borough of Mantoloking is in need of the services of a head Lifeguard for the 2020 bathing season, and

**WHEREAS**, Wade Bredin has the necessary certification to serve as a lifeguard and the experience in lifeguard training, supervision and scheduling to serve as Head Lifeguard.

**NOW, THEREFORE, BE IT RESOLVED**, by the governing body of the Borough of Mantoloking, County of Ocean, State of New Jersey as follows:

1. That Wade Bredin be appointed as Head Lifeguard for the 2020 bathing season at a salary of \$19.00 per hour, effective April 21, 2020.
2. That a copy of this resolution shall be forwarded by the Borough Clerk to the Chief Financial Officer the Chief of Police and Wade Bredin.

**RESOLUTION NO. 2020-78**

**RESOLUTION OF THE BOROUGH OF MANTOLOKING, COUNTY OF OCEAN,  
STATE OF NEW JERSEY, AUTHORIZING THE PAYMENT OF A STIPEND TO  
KELLY BURDGE FOR SPECIFIC BEACH DUTIES**

**WHEREAS**, the Borough of Mantoloking is in need of additional time and duties from an existing employee for beach duties for the 2020 summer season; and

**WHEREAS**, Kelly Burdge will be performing the additional beach duties, consisting of advertising, staffing, scheduling, logistics, purchasing, regulatory inspections, seven-day-a-week availability and calls before 9:00 AM and between 4:00 PM and 6:30 PM; and

**WHEREAS**, the Borough Council wishes to authorize the payment of a stipend to Kelly Burdge for the Additional Beach Duties.

**NOW, THEREFORE, BE IT RESOLVED**, by the governing body of the Borough of Mantoloking, County of Ocean, State of New Jersey as follows:

1. That a stipend in the amount of \$3,000 is hereby authorized for Kelly Burdge for Additional Beach Duties for the 2020 season, effective June 1, 2020.
2. That the stipend shall be payable in three installments of \$1,000.00 payable on June 1, 2020, July 1, 2020 and August 1, 2020.
3. That a copy of this resolution shall be forwarded by the Borough Clerk to the Chief Financial Officer the Chief of Police and Kelly Burdge.

**ROLL CALL VOTE RESOLUTIONS 2020-77 THROUGH 2020-78**

10. **MUNICIPAL SERVICES COMMITTEE**: Mayor White will present the monthly reports from the Public Works Superintendent, Construction Official, Land Use Officer and Building Committee.

**RESOLUTION NO. 2020-79**

**RESOLUTION OF THE BOROUGH OF MANTOLOKING, COUNTY OF OCEAN, STATE OF NEW JERSEY, ADOPTING REVISIONS TO PERSONNEL POLICES AND PROCEDURES MANUAL**

**WHEREAS**, the Mayor, Finance Committee Chairman, Borough Attorney, Chief of Police, Clerk and Chief Finance Officer have thoroughly reviewed the Borough's Personnel Policies & Procedures Manual and policies revising and updating same have been recommended; and

**WHEREAS**, the Borough Council wishes to therefore adopt the revised Personnel Policies & Procedures Manual in the form available in the office of the Borough Clerk.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Mantoloking, County of Ocean, State of New Jersey:

1. That the revised Personnel Policies & Procedures Manual in the form available in the office of the Borough Clerk is hereby adopted.
2. That the Borough Clerk shall ensure that all employees of the Borough are provided with the revised Personnel Policies & Procedures Manual and provide written confirmation that they have received same, which confirmation will be placed in each employee's personnel file.

**RESOLUTION NO. 2020-80**

**RESOLUTION OF THE BOROUGH OF MANTOLOKING, COUNTY OF OCEAN, STATE OF NEW JERSEY PROHIBITING ALL RENTALS OF BY HOTELS, MOTELS GUEST HOMES AND RESIDENTIAL PROPERTIES IN ACCORDANCE WITH EXECUTIVE ORDER 2020-08**

**WHEREAS**, on March 21, 2020, Governor Phil Murphy issued Executive Orders 107 and 108, cancelling social gatherings, directing New Jersey residents to remain home or at their place of residence, and requiring the closure of all non-essential retail businesses; and

**WHEREAS**, on April 4, 2020, Colonel Patrick J. Callahan, State Director of Emergency Management issued Administrative Order 2020-08 amending Executive Order 108, permitting municipalities to impose additional restrictions in response to COVID-19 on the ability of hotels, motels, guest houses and private residences to accept new transient guests or seasonal tenants; and

**WHEREAS**, on April 6, 2020, Mantoloking Emergency Management Coordinator Robert McIntyre entered an emergency proclamation in accordance with Administrative Order 108; and

**WHEREAS**, in ratification of this directive and as authorized by Administrative Order 2020-08, the Borough of Mantoloking wishes to temporarily prohibit all transient and seasonal rental of hotels, motels,

guest houses and residential homes or parts thereof within the Borough of Mantoloking, until the State of Emergency is lifted by the Governor of the State of New Jersey.

**IT IS THEREFORE RESOLVED**, by the Borough Council of the Borough of Mantoloking as follows:

1. That the Order of the Borough of Mantoloking Emergency Management Coordinator, temporarily prohibiting all transient and seasonal rental of hotels, motels, guest houses and residential homes or parts thereof within the Borough of Mantoloking, is hereby ratified by the Borough Council.
2. That the transient and seasonal rental of hotels, motels, guest houses and residential homes or parts thereof within the Borough of Mantoloking is hereby prohibited.
3. No accommodations businesses in the Borough of Mantoloking, including hotels, motels, guest houses, private residences, and lodging properties of any kind may accept any new transient guests or seasonal visitors. Reservations for transient rentals during the State of Emergency that have been booked to commence after 12:00 p.m. on April 6, 2020 shall be cancelled or rescheduled.
4. This prohibition shall not apply to transient active duty military personnel, first responders, health care workers, construction workers presently engaged in public sector projects occurring in Ocean County, or any other person specifically exempt by paragraph 2 on page 2 of Administrative Order #2020-8.
5. Violation of this order may result in the immediate temporary revocation of a violating accommodation business's mercantile license, rental license and certificate of occupancy.
6. That this Resolution shall be forwarded to the Chief of Police and the OEM Coordinator, Robert McIntyre.

**RESOLUTION NO. 2020-81**

**RESOLUTION: APPOINTMENT OF COMMITTEE MEMBER**

**RESOLVED** , the Mayor and Council of the Borough of Mantoloking, Ocean County, New Jersey approves the following appointments.

<b><u>NAME</u></b>	<b><u>COMMITTEE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Douglas Nelson	Public Safety Committee Dune and Beach Committee	April 21, 2020

**ROLL CALL VOTE RESOLUTIONS 2020-79 THROUGH 2020-81**

11. **MUNICIPAL RELATIONS COMMITTEE:** Councilwoman O'Mealia will present the report of the Mantoloking Relations Committee.

12. **STRATEGIC PLANNING COMMITTEE:** Councilwoman O’Mealia will present the report of the Strategic Planning Committee.
  
13. **ENVIRONMENTAL COMMITTEE:** Councilwoman Green will present the report of the Environmental Committee.
  
14. **LONG RANGE PLANNING COMMITTEE:** Councilwoman O’Mealia will present the report of the Long Range Planning Committee
  
15. **FLOOD STRATEGY COMMITTEE:** Councilwoman O’Mealia will present to report of the Flood Strategy Committee
  
16. **MAYOR AND COUNCIL COMMENTS:**
  
17. **PUBLIC COMMENTS PERIOD:**
  
18. **NEXT MEETING:** Caucus and Regular Business Meeting, Tuesday, May 19, 2020 conference call system.
  
19. **ADJOURNMENT :**

**ORDINANCE NO. 704**

**AN ORDINANCE FIXING SALARY AND COMPENSATION  
OF CERTAIN OFFICERS, POSITIONS AND EMPLOYEES  
IN THE BOROUGH OF MANTOLOKING,  
OCEAN COUNTY, NEW JERSEY, TO BE KNOWN AS THE  
"MANTOLOKING BOROUGH SALARY ORDINANCE"**

Now, therefore, **BE IT ORDAINED** by the Borough Council of the Borough of Mantoloking, in the County of Ocean, State of New Jersey, as follows:

**SECTION 1:** All previously adopted salary ordinances of the Borough of Mantoloking are hereby repealed by the Borough Council and superseded by this salary ordinance for the purpose of establishing the salaries, wages and compensation of the officers, employees, and members of the Governing Body as set forth below.

**SECTION 2:** The Borough's Chief Financial Officer is hereby authorized to transfer such sums of money from the Municipal Current Account and other such accounts that may permit periodical payrolls in the amounts fixed by this Ordinance.

**SECTION 3:** Officers and employees of the Borough of Mantoloking shall be compensated at the following rates:

**ADMINISTRATION**

<b><u>POSITION</u></b>	<b><u>SALARY RANGE</u></b>	
	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
Chief Financial Officer	\$ 40,000.00	\$ 150,000.00
Tax Assessor	\$ 9,000.00	\$ 35,000.00
Borough Clerk	\$ 40,000.00	\$ 150,000.00
Deputy Borough Clerk	\$ 17,000.00	\$ 85,000.00
Tax Collector (Full-Time)	\$ 10,000.00	\$ 50,000.00
Deputy Treasurer	\$30,000.00	\$ 75,000.00
Deputy Tax Collector	\$10,000.00	\$ 25,000.00

**ADMINISTRATION**

<b><u>POSITION</u></b>	<b><u>SALARY RANGE</u></b>	
	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
Tax Collector (Part-Time)	\$ 25.00/hr	\$ 50.00/hr
Registrar of Vital Statistics	\$ 200.00	\$ 1,500.00
Qualified Purchasing Agent	\$ 2,500.00	\$ 5,000.00
Clerical Help (hourly)	Min. Wage	\$ 25.00/hr
Council Meeting Recorder (per session)		\$100.00/session

**MUNICIPAL COURT**

<b><u>POSITION</u></b>	<b><u>SALARY RANGE</u></b>	
	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
Magistrate	\$ 8,000.00	\$ 35,000.00
Magistrate - Special Court Session	1/12th of annual salary	
Municipal Court Administrator	\$ 15,000.00	\$ 45,000.00
Deputy Municipal Court Administrator	\$10.00/hour	\$ 40.00/hour
Municipal Court Violations Clerk	\$100.00/Day	\$130.00/Day
Municipal Court Recorder (per session)		\$100.00/session
Municipal Court Personnel Call-Out Time (hourly)	-	
	Min. 3 hr. - not to exceed \$ 25.00 per hour	

**POLICE DEPARTMENT**

<b><u>POSITION</u></b>	<b><u>SALARY RANGE</u></b>	
	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
Administrative Assistant	\$ 14,000.00	\$ 75,000.00
Police Salary Range (Full Time)	\$ 26,069.00	\$ 225,000.00
Special Police (hourly)	Min. Wage	\$ 25.00/hr

**POLICE DEPARTMENT**

<b><u>POSITION</u></b>	<b><u>SALARY RANGE</u></b>	
	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
Beach Patrol (hourly)	Min. Wage	\$ 25.00/hr.
Administrative Assistant	\$ 14,040.00	\$ 75,000.00
Beach Manager (stipend)	\$ 3,000.00	\$ 5,000.00
Police Recruit Trainees	Minimum hourly wage	

**PUBLIC WORKS DEPARTMENT**

<b><u>POSITION</u></b>	<b><u>SALARY RANGE</u></b>	
	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
Borough Superintendent	\$ 38,000.00	\$150,000.00
Certified Public Works Manager	\$ 35,000.00	\$ 150,000.00
Public Works Laborer (hourly)	\$ 9.00/hr	\$ 50.00/hr
Public Works Laborer (Full Time)	\$ 35,000.00	\$ 85,000.00
Public Works Building Custodian	\$ 5,000.00	\$ 20,000.00

**CONSTRUCTION AND LAND USE**

<b><u>POSITION</u></b>	<b><u>SALARY RANGE</u></b>	
	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
Zoning Officer	\$ 10,000.00	\$ 50,000.00
Municipal Planner	\$ 3,885.00	\$ 15,000.00
Dune Inspector	\$ 1,000.00	\$ 5,000.00
Planning Board Recorder		\$100.00/session
Construction Official	\$ 6,500.00	\$ 85,000.00
Deputy Construction Official-(hourly)-	\$ 25.00/hr	\$ 50.00/hr
Building Inspector/Subcode Official	\$ 6,500.00	\$ 25,000.00
Deputy Building Subcode Official-(hourly)	\$25.00/hr.	\$ 50.00/hr.
Deputy Building Inspector-(hourly)	\$25.00/hr.	\$ 50.00/hr.

## CONSTRUCTION AND LAND USE

<u>POSITION</u>	<u>SALARY RANGE</u>	
	<u>Minimum</u>	<u>Maximum</u>
Fire Official	\$ 2,000.00	\$ 10,000.00
Deputy Fire Official	Min. \$ 25.00/hr.	\$ 50.00/hr
Fire Subcode Official	\$ 2,000.00	\$ 15,000.00
Over two hours per week	\$ 35.00/hr	
Deputy Fire Subcode Official	\$ 25.00/hr.	\$ 50.00/hr
Plumbing Subcode Official	\$ 2,000.00	\$ 15,000.00
Code Enforcement Officer	\$ 25.00/hr.	\$ 50.00/hr
Deputy Plumbing Subcode Official	\$ 25.00/hr	\$ 40.00/hr
Electrical Subcode Official	\$ 2,000.00	\$ 15,000.00
Deputy Electrical Subcode Official	\$ 20.00/hr	\$ 50.00/hr

**SECTION 4:** All salary or compensation provided for by this Ordinance shall be effective from the date of passage of this Ordinance, unless otherwise provided by the Borough Council. Employees no longer employed by the Borough at the time of adoption of this Ordinance shall not be eligible for retroactive pay. Salaries shall not be paid to employees represented by any Union until such time as a Contract has been duly ratified and signed by both the Union and the Borough.

**SECTION 5:** Individual officer and employee compensation, within the salary range provided by this Ordinance, shall be fixed in accordance with duly adopted Resolution(s) of the Mayor and Council.

**SECTION 6:** All Ordinances or portions of Ordinances adopted prior to this date which are inconsistent with the provisions of this Ordinance are hereby repealed.

**SECTION 7:** If any sentence, clause or other portion of this Ordinance is declared invalid by any court of law of appropriate jurisdiction, the remaining provisions of this Ordinance shall remain in full force and effect.

**SECTION 8:** This Ordinance shall become effective upon its final passage and publication as required by law.