

DRAFT NO.1-11/18/2020

THE BOROUGH OF MANTOLOKING
MAYOR AND COUNCIL

MINUTES – CAUCUS AND REGULAR BUSINESS MEETING

November 17, 2020

5:30 P.M.

MANTOLOKING VIRTUAL MEETING

CALL: 605-313-5156

ACCESS CODE: 231051

CAUCUS MEETING

CALL TO ORDER: Mayor E. Laurence White called the meeting to order at 5:30 p.m.

OPEN PUBLIC MEETING STATEMENT: Mayor White 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:

Present: Mayor E. Laurence White, Councilman Gillingham, Councilman Amarante, Councilman Nelson, Councilwoman O'Mealia
Dialed in: Councilman Batcha
Absent: Councilwoman Green
Also Present: Beverley A. Konopada, Borough Clerk, Jean Cipriani, Borough Attorney, Lynne Hazelet, Deputy Clerk, Stacy Ferris, Police Chief and Scott Hulse, Public Works Manager

A. REVIEW OF REGULAR MEETING AGENDA

B. BOROUGH COUNCIL DISCUSSION ITEMS FOR NEXT MONTHS AGENDA.

1. discussion regarding the purchase and funding of the Police Boat
2. standing and advisory committees of the governing body

<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- State your name and address for the record. Once you have finished speaking, please place your phone on mute.

Discussion regarding the purchase and funding of the Police Boat

Joe Celantano, Yacht Club Commodore

- Thanked Chief Ferris and Mayor White for being instrumental in getting the current boat operational this past summer.
- The boat has a closed cockpit requiring more than one officer to operate, making current boat somewhat obsolete due to costs of labor.
- Importance of having a boat is evident due to the record number of new boat users as a result of pandemic
- The bay was used more than ever before.
- Furloughed county officers were used on the boat
- Could have been loss of life and property had the boat not been in operation
- 100 young sailors are on the water Monday through Friday and residents.
- Boat helps to deter speed and preserve the wetlands and estuaries to the west of town.
- Fundraiser- Bike Tour of four homes raised \$20,000 earmarked for operational use of the police boat, not for purchase or the police boat.
- The yacht club is offering a free boat slip at Downer and free winter storage
- You need 120 days to order the boat and build up to police standards in New Jersey, 30-60 days for shipping, transfer of equipment and training.
- Boat should be ordered by January or it may not be delivered in time
- Yacht Club committed to fundraise next year and continue to put money to the Mantoloking foundation

Mayor white- are monies raised strictly for the operational use of the boat to which Mr. Celantano responded that is correct.

Borough Attorney Cipriani – If the borough were to purchase the boat it would be done through a public bid and we would need the specifications. It will have to go through the public bidding process. If it is purchased under state contract, it has to comply with local public contracts law; it can be awarded that way.

Doug Nelson asked can the yacht club donate it to the town. . Borough Attorney Cipriani replied yes the yacht club may donate funds to the town; generally those funds would go in to the general fund, or a dedicated fund.

April Yezzi, CFO, there is a dedicated trust fund set up for donations for the boat.

Councilwoman O'Mealia, what is the value of the fund and anticipated cost of the boat.

Joe Celantano -\$116,000 according to pricing online from a regular retailer. Greg had a more specific source for it, and this was not a number from Greg or Stacy.

Chief Ferris - state contract \$89,000 and that would require 50% upon order and 50% upon delivery. Councilman Amarante reported the quote sent to him was \$79,000, Chief Ferris responded you are probably correct.

April Yezzi, CFO reported that the fund is now depleted. It is a dedicated fund that we have been using in prior years when we receive money. Fund exists, set up, in trust, and any donations or contributions would go directly into that account and used for purchases and expenditure related to the boat.

Councilman Amarante- had a question for Joe Celantano regarding reimbursement training, actual operation of the boat, fuel costs and repair costs. Is the intention to make it very specific and keep money in the fund or try to use up most of the money raised for that year.

Joe Celantano- anything specifically used for the police boat

Councilwoman O'Mealia

- Incident report or summary of activity report for the boat this summer.
- Public safety concern having 1 officer on the a boat with a distressed boater.
- Anticipated impact of the use of works force next summer
 - Specials
 - Staffing the boat, will it be outsourced
 - Does that cost money and did it cost us money this year.

Chief Ferris

- No summary report
- The boat was operated by the Sheriff's Department; anything they did was logged in their computer system, not in ours.
- As far as a single operator we would be following the New Jersey State police protocol that they are operating under which is one officer.
- We are not trained to jump in the water. The boat does have a radio with all first aid and emergency equipment that we would need and obviously help would be coming.
- Operating costs really wouldn't change that much as far as man power
 - We are already carrying 10 full time officers
 - We are carrying 6 full time specials during the summer complimented by class ones and others.
 - We would use the class two's on the road and we have several full time officers already trained on the boat by the coast guard.
 - Those officers would be coming off the road and occupying the boat and the class two's would take that spot on the road.
 - We have increased our staffing on the road to cover all the operational concerns as far as keeping manpower were we need it to be.
 - Last year we budgeted \$10,000 for the operation of the boat and gas plus staffing and that is what we would continue to do for this coming year and that covers any mechanical issues, storage any service , gas, equipment upgrades.

Councilman Amarante recalled that it was difficult for a jurisdiction to issue summonses. He sought clarification regarding issuing warnings for someone who is operating unsafely.

Chief Ferris reported that the Sheriff's Dept. made several stops this summer and issued summonses under their own authority. First priority is safety, not to bog down the boat writing borough ordinances unless absolutely necessary.

Joe Celantano added, Stacy was very clear that there would be a limited amount of tickets or summonses that we could write. The real issue is that will not be a revenue stream, but public safety. If boats that go back and forth under the bridge know that there is a police presence along our stretch of the water, they will go slower and be more cautious and protect our estuaries and waterfront . People need to know that that boat is out there. The dividend for us is a safer waterfront.

Councilman Amarante indicated he was not suggesting it be a revenue stream. The boat is a deterrent, but if we never stop anyone for any reason, it becomes well known that you will not be stopped no matter what you do.

Councilwoman O'Mealia as the budget process begins for 2021 you budgeted \$10,000 based on your usage in 2020 and the yacht club is willing to donate funds why would you have a budget at all for the boat this summer. Chief Ferris the budget hasn't been approved, the budget is in a draft form, until boat is approved, will leave it with \$16,000. Agreement with the yacht club is to increase boat to 5 days a week. Salary and wage still needs to be budgeted for. Until we know what boat we will be operating, I have to put something in as a place holder in the budget.

Borough Attorney Cipriani added the need to balance out on the revenue and appropriation side, on the revenue side, if not budgeted in will need for the yacht club to have made a donation prior or have a written agreement, so as we have certainty of the revenue stream.

Jan O'Malley, 1231 Bay Avenue, supports everything that Joe has said.

In October 2019 the Mantoloking Environmental Commission passed a resolution supporting that the borough should sustain and continue with the bay patrol presence on the Mantoloking bay shore utilizing appropriate equipment and trained officers, July 4th through Labor Day inclusive annually. Environmental Commission is very much in support of not just for safety but also for the protection of our shoreline.

Of the new police officers candidates sponsored for school, do any of them have prior boating experienced? Chief Ferris responded yes, 2 out of 3 do have boat safety certificates, third will seek it over the winter.

We would partner them up with coast guard who have been very gracious in offering additional training to us with police department with them on their boat. We can get the staff up and running and knowledgeable on the vessels.

Councilwoman O'Mealia the operation of the boat last year you had budgeted \$10,000 are you budgeting more because of the additional days on the water.

Chief Ferris responded \$10,000 for the operation and \$5,000 for salary and wage, We will be reevaluating as minimum wage goes up and salaries we will be hourly rate X 5 days a week, 8 hours a day and will calculate that and include new numbers in the budget.

Councilwoman O'Mealia - No wake barrels, what happened there, and how do we make sure that doesn't happen again.

Joe Celantano – Two meetings with retired state police officer. Asked for additional 10 barrels. State Police have done Survey from the Mantoloking bridge south. They gave us additional barrels this year but they were not placed properly. Will keep this relationship going so he can help us navigate a little bit better when we get to April, so we are not scrambling for June and July.

Working to get our range of barrels pushed further west so they protect the estuary so they make logical sense. They were pushed far east and little effect if any on the speed people were going. Will keep us in the loop with the state police.

Chief Ferris added that to get anything done on the bay, it is not our waters, we don't control it. We had to go to the state police and put in an order for a request for buoys. They had to perform a survey, when that survey is completed; they make a decision where those buoys get placed.

Councilwoman O'Mealia asked if there were any buoys on the survey for north or the bridge

Councilman Nelson answered they are there once you get to the bridge past his house to the point there's nothing.

Councilwoman O'Mealia we have to be cognoscente of that as members of council that south of the bridge is important and it is contiguous to the yacht club, but as fiduciaries of the entire community we would need to work harder on the buoys north of the bridge to assure the other areas of the town get adequate protection being sought.

Chief Ferris said this boat will service all of the Mantoloking coast line. There were issues at F cove this summer.

Councilman Nelson, what the yacht club has done for this town is fantastic. This is a new model. Let's make sure that we track our costs and hours worked, so we have a handle on this when it comes to budgets next year.

Joann Lygas, 970 Barnegat Lane, requested a no wake sign at her end of town. Had questions regarding the boat estimate, staffing and fueling costs.

Carl Beck, 988 Barnegat Lane does not see boat traffic on south Lagoon as a problem, only by Herring Island.

Discussion on Standing and Advisory committees of the governing body

Borough Attorney Cipriani discussed the borough code and how committees are currently structured as hybrid. Changing the code will allow for standing committees and advisory committees to be created according to state statute.

There was a lengthy discussion regarding the powers of the mayor and council and who will be responsible for appointing advisory committees.

It was determined that a special meeting would be called to introduce two ordinances on Tuesday, December 1st. Clerk Konopada inquired if there would also be an agenda item for a business administrator and the job description finalized. She was advised that the process had stopped and it was decided to appoint an advisory committee to study this option.

Jan O'Malley, 1231 Bay Avenue, had a question on resolution appointing Mullen Coughlin firm and the agreement. She asked if there was a breach of data, to which Borough Attorney Cipriani replied it was a malware issue not taking of data.

Joann Lygas, 970 Barnegat Lane, discussed the advisory committee for the borough administrator and deadlines for public comment on agenda items.

ADJOURN CAUCUS MEETING:

MOTION: Councilman Gillingham
SECOND: Councilman Nelson
ALL IN FAVOR: Aye

REGULAR BUSINESS MEETING

1. **CALL TO ORDER:** Mayor White called the meeting to order at 7:19 p.m.

2. **OPEN PUBLIC MEETING STATEMENT:** Mayor White 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: Mayor E. Laurence White, Councilman Gillingham, Councilman Amarante, Councilman Nelson, Councilwoman O'Mealia
Dialed in: Councilman Batcha
Absent: Councilwoman Green
Also Present: Beverley A. Konopada, Borough Clerk, Jean Cipriani, Borough Attorney, Lynne Hazelet, Deputy Clerk, Stacy Ferris, Police Chief and Scott Hulse, Public Works Manager

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

5. **RESOLUTION NO. 2020-141**

RESOLUTION: MINUTES OF PREVIOUS MEETINGS

Regular Business Meeting Minutes- October 20, 2020

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

ROLL CALL VOTE RESOLUTION 2020-141

Moved by Councilwoman O'Mealia, seconded by Councilman Nelson and approved by unanimous roll call vote.

6. **PRIVILEGE OF THE FLOOR:** Mayor White opened the meeting for public comment and questions about the agenda. State your name and address for the record. Once you have finished speaking, please place your phone on mute.

No comments were made.

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

RESOLUTION NO. 2020-142

RESOLUTION THE REPORT OF THE MUNICIPAL FINANCE OFFICER

BOROUGH OF MANTOLOKING

Financial Report for the Month of September 30, 2020

Status of the Budget on September 30, 2020

FUND	APPROPRIATION	CURRENT BALANCE	EXPENDED DURING MONTH	EXPENDED YEAR TO DATE	ENCUMBERED BALANCE	APPROPRIATION BALANCE
2020 ADOPTED BUDGET	\$5,662,952	\$1,750,146	\$209,058	\$4,121,865	\$86,562	\$1,454,525
2019 RESERVE BUDGET- CURRENT	\$656,271	\$371,858	\$2,500	\$286,164	\$750	\$369,358
2020 CAPITAL FUND	\$1,543,000	\$1,101,019	\$2,714	\$321,666	\$123,029	\$1,098,305
SANDY EMERGENCY FUNDS	\$146,568	\$139,968	\$0	\$0	\$0	\$139,968
TOTAL	\$8,008,791	\$3,362,991	\$214,272	\$4,729,694	\$210,342	\$3,062,157

(Subcategory of Capital Fund)	APPROPRIATION	CURRENT BALANCE	EXPENDED DURING MONTH	EXPENDED YEAR TO DATE	ENCUMBERED BALANCE	APPROPRIATION BALANCE
Construction-Municipal Building	\$890,832	\$587,981	(\$3,049)	\$178,016	\$121,787	\$591,030

Receipts, Disbursements and Changes in Cash Balance During the Month of September 30, 2020

FUND	CASH BALANCE JANUARY 1, 2020	CASH BALANCE BEGINNING OF MONTH	CASH RECEIVED	CASH DISBURSED	CASH BALANCE END OF MONTH
2020 CURRENT FUND	\$3,326,063	\$3,371,922	\$125,775	\$333,384	\$3,164,314
CAPITAL FUND	\$2,567,262	\$2,245,696	\$0	\$8,189	\$2,237,507
ANIMAL CONTROL FUND	\$223	\$246	\$0	\$2	\$243
OTHER TRUST FUNDS	\$524,694	\$560,580	\$0	\$98	\$560,483
PAYROLL ACCOUNT	\$56,176	\$73,055	\$205,032	\$193,246	\$84,842
UNEMPLOYMENT ACCOUNT	\$34,091	\$39,117	\$2	\$373	\$38,746
LAW ENFORCEMENT TRUST	\$2,848	\$2,850	\$0	\$0	\$2,850
TOTAL	\$6,511,358	\$6,293,467	\$330,809	\$535,292	\$6,088,985

RESOLUTION NO. 2020-143

RESOLUTION: PAYMENT OF BILLS

WHEREAS, the municipal finance officer has presented

- A list of bills in the amount of \$152,343.38 with the recommendation they be paid, and
- A list of bills in the amount of \$139,616.30 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. 2020-144

RESOLUTION: ACCEPTING BEST PRACTICES 2020 CHECK LIST

WHEREAS, the Borough of Mantoloking is required by statute to complete the Best Practices Check List as instituted by the Division of Local Government Services, and

WHEREAS, the Best Practices Check List is a constructive way to encourage municipalities to consider and embrace a range of best practices that will help improve financial accountability and transparency, and.

WHEREAS the inventory results for 2020 are as follows: 22 yes, 3 no, 4 N/A, and 0 prospective with no State Aid to be withheld.

NOW THEREFORE BE IT RESOLVED, that the Mayor and Council of the Borough of Mantoloking hereby approves the Best Practices Check List as required by the State of New Jersey Department of Community Affairs for the 2020 Budget Year.

RESOLUTION NO. 2020-145

RESOLUTION : TRANSFERRING CURRENT YEAR APPROPRIATIONS – 2020

WHEREAS, N.J.S.A. 40A: 4-58 provides for transfers within certain appropriations within the Municipal Budget during the last two months of the fiscal year; and

WHEREAS, the Chief Financial Officer has advised the Mayor and Council of the Borough of Mantoloking that the need for certain transfers within the 2020 Appropriation exists; and

WHEREAS, it is recommended that these budget transfers be made in the 2020 Municipal Budget;

NOW, THEREFORE BE IT RESOLVED, that the following budget transfers be made in the 2020 Municipal Budget:

<u>DEPARTMENT</u>		<u>TO</u>	<u>FROM</u>
Police	OE	\$ 9,500.00	
Beach	OE	\$ 6,200.00	
Group Health Insurance	OE	\$ 25,000.00	
Sewer System	OE	\$ 3,500.00	
Social Security	OE	\$ 9,000.00	
Roads	SW		\$ 2,000.00
Roads	OE		\$ 7,500.00
Beach Guards	SW		\$ 6,200.00
Group Health Insurance Waivers	OE		\$10,000.00
Beach Maintenance	OE		\$15,000.00
Municipal Clerk	OE		\$ 3,500.00
Engineering	OE		\$ 9,000.00
Total		\$ 53,200.00	\$ 53,200.00

RESOLUTION NO. 2020-146

RESOLUTION OF THE BOROUGH OF MANTOLOKING, COUNTY OF OCEAN, STATE OF NEW JERSEY, AWARDING A CONTRACT TO MULLEN COUGHLIN, LLC FOR SPECIALIZED LEGAL SERVICES CONCERNING DATA SECURITY

WHEREAS, there exists a need for specialized legal services concerning data security; and

WHEREAS, in November of 2020, the Borough solicited a proposal for the aforementioned services from Mullen Coughlin, LLC; and

WHEREAS, Mullen Coughlin, LLC has submitted an advantageous proposal in accordance with the Borough request; and

WHEREAS, the Borough Council desires to award a contract to Mullen Coughlin, LLC for specialized legal services concerning data security as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, Mullen Coughlin, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that neither he nor his firm has made any reportable contributions to a political or candidate committee in the Borough of Mantoloking in the previous one year, and that the contract will prohibit Mullen Coughlin, LLC from making any reportable contributions to a political or candidate committee in the Borough of Mantoloking through the term of the contract; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-5(i) authorizes the award of a contracts for such “professional services” without public advertising for bids; and

WHEREAS, it is the desire of the governing body to award a contract to Mullen Coughlin, LLC for specialized legal services concerning data security.

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 the governing body does hereby award a contract for specialized legal services concerning data security to Mullen Coughlin, LLC, in accordance with the attached Schedule A, an advantageous proposal.
2. That the Mayor is hereby authorized to execute and the Borough Clerk to attest to, respectively, a contract with Mullen Coughlin, LLC in a form acceptable to the Borough Attorney, which shall be available for public examination in the Office of the Borough Clerk during normal business hours.
3. A certified copy of this Resolution shall be provided to the attorney for the Chief Finance Officer and Mullen Coughlin, LLC.

Councilwoman O’Mealia asked who monitors the Best Practices. Borough Attorney Cipriani responded that it is put in place by the DCA and it is based on answers and points to qualify for state aid. The Borough is expected to respond. The Emergency Powers Act gives flexibility.

Councilwoman O’Mealia asked what is our disaster plan to which Mayor White responded, money was put aside for flooding.

ROLL CALL VOTE RESOLUTIONS 2020-142-146

Moved by Councilwoman O'Mealia, seconded by Councilman Nelson and approved by unanimous roll call vote.

PUBLIC HEARING- Mayor White will open the floor for comments on Ordinance No. 710

No comments were made.

ADOPTION OF BOND ORDINANCE NO. 710

BOND ORDINANCE REAPPROPRIATING \$104,000 IN EXCESS BOND PROCEEDS NOT NEEDED FOR THEIR ORIGINAL PURPOSES IN ORDER TO FINANCE THE COST OF THE VARIOUS CAPITAL PURPOSES IN AND BY THE BOROUGH OF MANTOLOKING, IN THE COUNTY OF OCEAN, NEW JERSEY

WHEREAS, the Borough Council of the Borough of Mantoloking, in the County of Ocean, New Jersey (the "Borough") finally adopted Bond Ordinance No. 518 on March 27, 2006, Bond Ordinance No. 551 on May 19, 2008, Bond Ordinance No. 566 on May 18, 2009, Bond Ordinance No. 569 on May 18, 2009, Bond Ordinance No. 581 on April 19, 2010, Bond Ordinance No. 582 on April 19, 2010, Bond Ordinance No. 583 on April 19, 2010, Bond Ordinance No. 586 on April 19, 2010, Bond Ordinance No. 597 on April 18, 2011, Bond Ordinance No. 598 on April 18, 2011, Bond Ordinance No. 599 on April 18, 2011, Bond Ordinance No. 600 on April 18, 2011, Bond Ordinance No. 601 on May 16, 2011, Bond Ordinance No. 640 on July 15, 2014, Bond Ordinance No. 656 adopted on May 17, 2016 and Bond Ordinance No. 698 adopted on November 19, 2019 (collectively, the "Ordinances"); and

WHEREAS, following the effective dates of the Ordinances, the Borough issued bonds to fully fund same and to finance the improvements or purposes authorized therein; and

WHEREAS, the Borough has determined that the improvements set forth in the Ordinances have either been completed in full or discontinued as a result of events occurring subsequent to the adoption of the Ordinances, as applicable; and

WHEREAS, there currently remains on deposit in the Borough capital accounts excess bond proceeds in the amount of \$104,000, which excess bond proceeds are allocable to such project improvements in the Ordinances (the "Excess Proceeds"), but are no longer necessary to complete such improvements or purposes authorized therein; and

WHEREAS, in accordance with its statutory powers set forth in section 39 of the Local Bond Law, N.J.S.A. 40A:2-1 et seq. (the "Local Bond Law"), the Borough Council has determined that it is in the best interest of the Borough to reappropriate the Excess Proceeds to finance the cost of various capital purposes as set forth herein, for which improvements bonds may be issued, thereby decreasing the amount of additional Borough debt to finance such current capital needs; and

WHEREAS, the Borough Council now desires to reappropriate the Excess Proceeds to finance the cost of such capital purposes.

NOW, THEREFORE, BE IT ORDAINED by the BOROUGH COUNCIL OF THE BOROUGH OF MANTOLOKING, IN THE COUNTY OF OCEAN, STATE OF NEW JERSEY, (not less than two-thirds of all members thereof affirmatively concurring), AS FOLLOWS:

Section 1. It is hereby determined that the aggregate amount of \$104,000 of the balance of the total appropriation for capital purposes originally made available pursuant to the following Ordinances of the Borough is no longer necessary for the purposes for which the obligations previously were authorized:

<u>Amount to be</u> <u>Reappropriated</u>	<u>Ordinance & Purpose</u>
\$ 66.73	No. 518 adopted March 27, 2006, providing for implementation of a back bay flap valve program.
\$ 12,462.94	No. 551 adopted May 19, 2008, providing for compliance with United States EPA and New Jersey DEP requirements for inspection and evaluation of sanitary sewerage force main.
\$ 0.20	No. 566 adopted on May 18, 2009, providing for the installation of solar panels at the Municipal Building.
\$ 4,671.12	No. 569 adopted May 18, 2009, providing for sanitary sewer repairs.
\$ 0.18	No. 581 adopted April 19, 2010, providing for Bergen and Lagoon Lane Road improvements.
\$ 190.33	No. 582 adopted April 19, 2010, providing for sanitary force main investigation and condition evaluation.
\$ 4,778.18	No. 583 adopted April 19, 2010, providing for storm sewer inspection.
\$ 0.16	No. 586 adopted on April 19, 2010, providing for Bergen and Channel Road improvements.
\$ 0.45	No. 597 adopted on April 18, 2011, providing for the replacement of the Firehouse apron.
\$ 0.60	No. 598 adopted on April 18, 2011, providing for improvements to Sanitary Sewer System Facilities.
\$ 0.75	No. 599 adopted on April 18, 2011, providing for the Flap Valve Program.
\$ 0.65	No. 600 adopted April 18, 2011, providing for the construction of ADA Walkway #4.
\$ 1,490.10	No. 601 adopted May 16, 2011, providing for the purchase of Emergency Management Radios.
\$ 10,429.37	No. 640 adopted July 15, 2014, providing for preliminary expenses in connection with the construction of a municipal building.
\$ 69,000.00	No. 656 adopted on May 17, 2016, providing for the construction of a new municipal building.

\$ 908.24 No. 698 adopted November 19, 2019, reappropriating funds from prior bond ordinances and providing for the purchase of self-contained breathing apparatus air packs, and radios and a sports utility vehicle for the Police Department.

\$104,000.00 Total to be reappropriated to other capital purposes

Section 2. The appropriations for the purposes in the amounts set forth in Section 1 hereof are hereby canceled and reappropriated pursuant to N.J.S.A. 40A:2-39 to other capital purposes as set forth in Section 3 hereof.

Section 3. The aggregate amount of \$104,000, representing the amount referred to in Section 1 hereof, is hereby appropriated to provide for the following capital improvement purposes, together with all purposes necessary, incidental or appurtenant thereto, all as shown on and in accordance with plans, specifications or requisitions therefor on file with or through the Borough Clerk, as finally approved by the governing body of the Borough, and the estimated cost the project is as follows:

<u>Amount to be Appropriated</u>	<u>Purpose</u>
\$ 50,000.00	To finance the purchase of Police Radios.
\$ 15,000.00	To finance the purchase of upgrades to the Borough Computer System.
\$ 14,000.00	To finance the purchase of two Portable Radios for the Office of Emergency Management.
\$ 8,000.00	To finance the purchase of interview room cameras for the Police Department.
\$ 17,000.00	To finance the cleaning and CCTV inspection of sewers.
<u>\$104,000.00</u>	Total to be appropriated

Section 4. The following additional matters are hereby determined, declared, recited and stated:

(a) The purposes described in Section 3 of this bond ordinance are not current expenses and are property or improvements which the Borough may lawfully acquire or make as general improvements, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.

(b) The average period of usefulness of said purposes within the limitations of the Local Bond Law and according to the reasonable life thereof computed from the date of said bonds authorized by this bond ordinance is five (5) years.

(c) An aggregate amount not exceeding \$25,000.00 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the improvement or purpose herein before described.

Section 6. The capital budget of the Borough is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith. The resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget and capital program as approved by the

Director of the Division of Local Government Services is on file with the Borough Clerk and is available there for public inspection.

Section 7. The Borough covenants to maintain the exclusion from gross income under section 103(a) of the Code, of the interest on all bond proceeds reappropriated by this bond ordinance.

Section 8. This ordinance shall take effect twenty (20) days after the first publication thereof after final adoption.

ROLL CALL VOTE BOND ORDINANCE 710

Moved by Councilman Amarante, seconded by Councilman Nelson and approved by unanimous roll call vote.

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

RESOLUTION 2020-147

**RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF MANTOLOKING
AUTHORIZING SPONSORSHIP FOR POLICE ACADEMY RECRUITS**

BE IT RESOLVED, by the Borough Council of the Borough of Mantoloking to hereby sponsor the following individuals to attend the Police Academy:

Name	Position	Effective Date
Taylor Boschetti	Police Academy Recruit SLEO II	December 2020-May 2021
Trevor Sherman	Police Academy Recruit SLEO II	December 2020-May 2021
Zachary Zambella	Police Academy Recruit SLEO II	December 2020-May 2021

RESOLUTION 2020-148

**RESOLUTION OF THE BOROUGH OF MANTOLOKING, COUNTY OF OCEAN,
STATE OF NEW JERSEY, IMPLEMENTING REQUIREMENTS FOR ADDITIONAL
WORKSITE PROTECTIONS RELATING TO THE PUBLIC HEALTH EMERGENCY IN
ACCORDANCE WITH EXECUTIVE ORDER 192 (2020)**

WHEREAS, Executive Order 192 (2020) (hereinafter “EO 192”) was issued by the Governor’s Office on October 28, 2020; and

WHEREAS, EO 192 ordered every business, which includes a governmental entity such as the Borough, to implement minimum requirements to protect employees, customers and all others who come into contact with its operations, if the workforce is required or permitted to be physically present at the worksite to perform work, in whole or in part; and

WHEREAS, the Borough’s workforce is required or permitted to be physically present at the worksite to perform work, in whole or in part, and EO 192 requires daily health checks of employees, which may include temperature screenings; and

WHEREAS, the requirements delineated in EO 192 are minimum standards for protection of employees, customers and all other persons, and the Borough Council desires to implement additional procedures for temperature screening all persons that enter the Borough Municipal building, which includes employees and visitors.

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 all persons, including employees, who enter through the ground floor lobby of the Borough Municipal Building with intent to continue past the ground floor lobby, shall submit to a temperature screening by a touchless monitor. The manner of implementing this temperature screening shall be determined at the discretion of the Chief of Police and the OEM Coordinator, in consultation with the Mayor and Council President.
2. That the procedures for implementing the above-stated temperature scanning shall include the following:
 - a. If a person registers a temperature of 99 degrees Fahrenheit or above, entry to the building will be denied. A person who is scanned and desires to wait 15 minutes in an isolated area may ask to be rescanned.
Under no circumstances shall a person who registers a temperature of 99 degrees Fahrenheit or above be allowed further entry into the Municipal building.
3. That a copy of this resolution shall be forwarded by the Borough Clerk to the OEM Coordinator and the Chief of Police.

RESOLUTION 2020-149

RESOLUTION OF THE BOROUGH OF MANTOLOKING, COUNTY OF OCEAN, STATE OF NEW JERSEY, ADOPTING THE MANTOLOKING POLICE DEPARTMENT RULES AND REGULATIONS

WHEREAS, the Borough of Mantoloking engaged the services of the Rodgers Group, LLC to assist in revising the Mantoloking Police Department Policies and Procedures to ensure the policies meet the accreditation standards of the New Jersey State Association of Chiefs of Police (“NJSACOP”); and

WHEREAS, Borough officials, along with consultants from Rodgers Group, have revised the Mantoloking Police Department Rules and Regulations attached hereto; and

WHEREAS, the Chief of Police and various Borough officials have reviewed the proposed Mantoloking Police Department Rules and Regulations and recommend adoption of the same; and

WHEREAS, it is the desire of the governing body to adopt the Mantoloking Police Department Rules and Regulations attached hereto.

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 the Mantoloking Police Department Rules and Regulation attached hereto are hereby adopted in their entirety.
2. This Resolution shall take effect immediately.
3. A certified copy of this Resolution shall be provided to the Chief of Police and Rodgers Group, LLC.

ROLL CALL VOTE RESOLUTIONS 2020-147-149

Moved by Councilman Gillingham, seconded by Councilman Amarante and approved by unanimous roll call vote.

INTRODUCTION TO ORDINANCE NO. 711

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 2, ARTICLE IV ENTITLED “DEPARTMENTS ESTABLISHED”

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. Chapter 2 of the Borough Code of the Borough of Mantoloking, entitled “Administration” is hereby amended so as to amend Article IV entitled “Departments Established” so as to amend Section 2-22.5 entitled “Rules and Regulations” to read entirely as follows:

§2-22.5 Rules and Regulations.

The appropriate authority shall, from time to time as may be necessary, adopt and amend the rules and regulations for the government and discipline of the Police Department and employees thereof. Said rules and regulations may fix and provide for the enforcement of such rules and regulations and the enforcement of penalties for the violation of such rules and regulations. All employees of the Police Department shall be subject to such rules and regulations and penalties

SECTION 2. Chapter 2 of the Borough Code of the Borough of Mantoloking, entitled “Administration” is hereby amended so as to amend Article IV entitled “Departments Established” so as to repeal Section 2-22.9 entitled “Property, Rewards and Presents” in its entirety.

SECTION 3. Chapter 2 of the Borough Code of the Borough of Mantoloking, entitled “Administration” is hereby amended so as to amend Article IV entitled “Departments Established” so as to repeal Section 2-22.12 entitled “Police Records and Equipment” in its entirety.

SECTION 4. All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

SECTION 5. 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 6. This ordinance shall take effect after second reading and publication as required by law.

ROLL CALL VOTE ORDINANCE NO. 711

Moved by Councilman Gillingham, seconded by Councilman Nelson and approved by unanimous roll call vote.

9. **DUNE & BEACH COMMITTEE**: Councilman Batcha stated no report of the Dune & Beach Committee and Ocean County Block Grant Program.

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

**RESOLUTION NO. 2020-150 :APPOINTMENT OF PERSONNEL – FULL TIME
PUBLIC WORKS LABORER**

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	Salary	Effective Date
Patrick Donald	Public Works Laborer	\$50,000.00 annually	12/01/2020

RESOLUTION NO. 2020-151

**RESOLUTION OF THE BOROUGH OF MANTOLOKING, COUNTY OF OCEAN,
ESTABLISHING THE BUSINESS ADMINISTRATOR ADVISORY COMMITTEE**

WHEREAS, the Borough Council has commissioned and received a report on the staffing and administrative employees of the Borough of Mantoloking; and

WHEREAS, the Mayor wishes to form an Advisory Committee in order to explore whether the appointment of a Business Administrator would be beneficial to the Borough and its residents; and

WHEREAS, the Mayor has submitted the names of members to the Borough Council for their advice and consent; and

WHEREAS, the Business Administrator Advisory Committee shall consist of five members appointed by the Borough Council who are residents of the Borough, at least two members shall be members of the Borough Council; and

WHEREAS, the goals of the Committee are to review the Borough's Administrative needs and managerial requirements, to hold meetings to discuss best practices, job requirements, budgetary consideration and compensation, and to make recommendations to the Governing Body.

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

1. That the Business Administrator Advisory Committee is hereby established.
2. That Borough Council hereby consents to the appointment of the following to the Business Administrator Advisory Committee:
 - a. Councilman Doug Nelson
 - b. Councilman Brad Batcha.
 - c. Peter Fasolo
 - d. Nancy Van Duyne
 - e. Susan Voorhees.

RESOLUTION NO. 2020-152

**RESOLUTION OF THE BOROUGH OF MANTOLOKING, COUNTY OF OCEAN, STATE OF NEW
JERSEY PROVIDING FOR THE APPOINTMENT OF ALTERNATE/CONFLICT MUNICIPAL
PROSECUTOR**

WHEREAS, Elizabeth Leahey, Esq. has been nominated by the Mayor to serve as Alternate/Conflict Municipal Prosecutor until December 31, 2020; and

WHEREAS, it has been demonstrated that Elizabeth Leahey is qualified to provide such service; and

WHEREAS, the Alternate/Conflict Municipal Prosecutor will be paid \$500.00 for each court session as needed.

IT IS NOW, THEREFORE, this 17th day of November, 2020, **RESOLVED** by the Council of the Borough of Mantoloking, Ocean County, New Jersey, that the appointment of Elizabeth Leahey, Esq. be and he is hereby confirmed as Alternate/Conflict Municipal Prosecutor, effective November 17, 2020, subject to execution of contract approved by counsel as to form.

Councilman Nelson asked if the public works laborer is a permanent employee.

Public Work's Manager, Scott Hulse, Patrick has worked for the Borough for 3 years on a part-time basis. Our other full-time employee is now on light duty. We need to be prepared for the winter.

Councilwoman O'Mealia added that this process is different than the one for the Business Administrator. She also hopes that the employee comes back. We will have 3 full time employees.

Mayor White reported that there is a job description and he's been doing it for a couple of years. We have the building now and there are more things going on.

Scott Hulse added we did have three employees in the past. The building requires a lot of his time and he needs another employee to do things. Two employees to do things at all times. He is behind and catch basins that need to be done. Patrick is working 28 hours now.

Councilman Amarante expressed that council was not aware of this being a permanent position. Thought it would be temporary. No discussion on this in public, the process was not followed. Also this was not discussed by the Finance Committee.

Councilwoman O'Mealia added lack of information and scrutiny of the business administrator.

ROLL CALL VOTE RESOLUTION 2020-150-152

Moved by Councilman Gillingham, seconded by Councilman Nelson and approved by unanimous roll call vote.

- 11. MUNICIPAL RELATIONS COMMITTEE:** Councilwoman O'Mealia stated no report of the Mantoloking Relations Committee.

Councilwoman O'Mealia asked that the following committees be removed from the agenda at this time. Strategic Plan, Long Range Plan and Flood Strategy Plan.

Jan O'Malley, 1231 Bay Avenue, asked whether these reports will be made to the public.

Borough Attorney Cipriani responded that the Strategic plan will not be available to public because of deliberative material. Next step on that action items for the governing body.

Long Range plan not in final form will be made available to the public shortly. Committee completed its work, report is still being revised.

- 12. STRATEGIC PLANNING COMMITTEE:** Councilwoman O'Mealia no report of the Strategic Planning Committee.

- 13. ENVIRONMENTAL COMMITTEE:** Councilwoman Green absent, no report.

- 14. LONG RANGE PLANNING COMMITTEE:** Councilwoman O'Mealia no report of the Long Range Planning Committee

- 15. FLOOD STRATEGY COMMITTEE:** Councilwoman O'Mealia no report of the Flood Strategy Committee

16. MAYOR AND COUNCIL COMMENTS:

Mayor White- Tree lighting ceremony will be held Sunday, December 6, 2020 at 5:00 p.m. outside the fire house. Dick Goldman will lead us with singing Christmas carols.

Councilman Nelson expressed that the meeting was long and contentious. Council serves, does not get paid, they do so because they love the town. What saddens him most is the lack of process which was demonstrated tonight. Not a fault of anybody in particular. Things are moving faster in a more difficult time and we have to figure out how to keep each other informed and get ahead of the curve as opposed to trying to catch up. This was a catchup session. Councilman Nelson discussed being in the hot seat regarding the Borough Administrator. He will do his best to make sure it is done properly with everybody who should be involved, involved. He doesn't like seeing the governing body in conflict, because they are all too close to each other living in a small town. Let's all commit to that and work together.

Mayor White agreed with Councilman Nelson and appreciated his comments.

17. PUBLIC COMMENTS PERIOD: . State your name and address for the record. Once you have finished speaking, please place your phone on mute.

No comments were made.

18. NEXT MEETING: Special Meeting, December 1, 2020, 5:30 p.m. conference call.

19. ADJOURNMENT :

There being no further business for this meeting, it was motioned by Councilman Gillingham, seconded by Councilman Nelson and approved by unanimous voice vote at 7:50 p.m. to adjourn the meeting.

Respectfully submitted,

Beverley A. Konopada
Borough Clerk

BOROUGH OF MANTOLOKING
Financial Report for the Month of September 30, 2020
Status of the Budget on September 30, 2020

FUND	APPROPRIATION	CURRENT BALANCE	EXPENDED DURING MONTH	EXPENDED YEAR TO DATE	ENCUMBERED BALANCE	APPROPRIATION BALANCE
2020 ADOPTED BUDGET	\$5,662,952	\$1,750,146	\$209,058	\$4,121,865	\$86,562	\$1,454,525
2019 RESERVE BUDGET- CURRENT	\$656,271	\$371,858	\$2,500	\$286,164	\$750	\$369,358
2020 CAPITAL FUND	\$1,543,000	\$1,101,019	\$2,714	\$321,666	\$123,029	\$1,098,305
SANDY EMERGENCY FUNDS	\$146,568	\$139,968	\$0	\$0	\$0	\$139,968
TOTAL	\$8,008,791	\$3,362,991	\$214,272	\$4,729,694	\$210,342	\$3,062,157

(Subcategory of Capital Fund)	APPROPRIATION	CURRENT BALANCE	EXPENDED DURING MONTH	EXPENDED YEAR TO DATE	ENCUMBERED BALANCE	APPROPRIATION BALANCE
Construction-Municipal Building	\$890,832	\$587,981	(\$3,049)	\$178,016	\$121,787	\$591,030

Receipts, Disbursements and Changes in Cash Balance During the Month of September 30, 2020

FUND	CASH BALANCE JANUARY 1, 2020	CASH BALANCE BEGINNING OF MONTH	CASH RECEIVED	CASH DISBURSED	CASH BALANCE END OF MONTH
2020 CURRENT FUND	\$3,326,063	\$3,371,922	\$125,775	\$333,384	\$3,164,314
CAPITAL FUND	\$2,567,262	\$2,245,696	\$0	\$8,189	\$2,237,507
ANIMAL CONTROL FUND	\$223	\$246	\$0	\$2	\$243
OTHER TRUST FUNDS	\$524,694	\$560,580	\$0	\$98	\$560,483
PAYROLL ACCOUNT	\$56,176	\$73,055	\$205,032	\$193,246	\$84,842
UNEMPLOYMENT ACCOUNT	\$34,091	\$39,117	\$2	\$373	\$38,746
LAW ENFORCEMENT TRUST	\$2,848	\$2,850	\$0	\$0	\$2,850
TOTAL	\$6,511,358	\$6,293,467	\$330,809	\$535,292	\$6,088,985

BOROUGH OF MANTOLOKING
CASH RECEIPTS
September 30, 2020

<u>REVENUE SOURCE</u>	<u>REVENUE THIS MONTH</u>	<u>YEAR TO DATE</u>	<u>2020 AMOUNT</u>
SURPLUS		0.00	
MUNICIPAL COURT FINES		8,522.29 0.00	0.00
INT & COST ON TAXES	1,356.14	14,011.77	0.00
INT ON INVESTMENTS	255.80	5,295.41	0.00
SEWER REVENUE	15,110.91	166,598.64	0.00
STATE AID:			
LEG INT BLK GRANT		0.00	0.00
CMPTRA		0.00	0.00
ENERGY TAX		69,953.25	0.00
SUPPL ENERGY TAX		0.00	0.00
FEMA		0.00	
HOMESTEAD REBATE		0.00	0.00
CONSTRUCTION CODE	2,800.00	76,308.00	0.00
CONSTRUCTION CODE FINES		0.00	
DCA FEES	137.00	3,244.31	
ZONING	2,675.00	11,100.00	
BEACH BADGES	4,789.74	281,224.47	0.00
GRANTS:			
RECYCLING TONNAGE		0.00	0.00
DRUNK DRIVING ENF		0.00	0.00
CLEAN COMMUNITIES		4,000.00	0.00
BODY ARMOR		1,339.35	0.00
SEA WALL GRANT (STATE AGREEMENT)		0.00	0.00
ALC REHAB		500.12	0.00
SUSTAINABLE NEW JERSEY GRANT		1,096.80	0.00
DISTRACTED DRIVER GRANT		0.00	0.00
DOT		0.00	0.00
ZONING GRANT		0.00	0.00
BULLET-PROOF VESTS		0.00	0.00
FEMA-BEACH PUSH		0.00	0.00
DRIVE SOBER OR GET PULLED OVER-HOLIDAY		0.00	0.00
HAZARD MITIGAATION GRANT		0.00	0.00
CLICK IT OR TICKET		0.00	0.00
CAPITAL SURPLUS		0.00	0.00
PETTY CASH		0.00	
RESERVE FOR PAYMENT OF BOND ANTIC NOTES		0.00	0.00
RESERVE FOR INSURANCE PROCEEDS		0.00	0.00
RES FOR SALE OF MUN ASSETS			0.00

**BOROUGH OF MANTOLOKING
CASH RECEIPTS
September 30, 2020**

<u>REVENUE SOURCE</u>	<u>REVENUE THIS MONTH</u>	<u>YEAR TO DATE</u>	<u>2020 AMOUNT</u>
RECEIPT FROM DELINQUENT TAXES		38,192.83	0.00
CURRENT TAXES RECEIVABLE	85,072.14	7,655,441.94	0.00
VETS & SR		0.00	0.00
PREPAID TAXES	5.90	180,483.78	0.00
M.R.N.A.:			
COPIES	20.00	171.31	0.00
CABLE TV FRANCHISE		5,607.65	0.00
INSURANCE		0.00	0.00
MISC.	191.00	1,773.15	0.00
PLANNING		0.00	0.00
FEES AND PERMITS	303.00	3,849.00	0.00
BUDGET REFUNDS	12,823.28	104,725.34	0.00
FLAGS		0.00	0.00
POLICE	20.00	231.00	0.00
SALE OF MUN ASSETS		0.00	0.00
RECYCLING		0.00	0.00
MAR LICENSE	28.00	122.00	0.00
LEA		209.95	0.00
MtNA - Off Duty	187.00	798.97	0.00
Due to Capital - FEMA		0.00	0.00
MOTOR VEHICLE FINES		0.00	0.00
OPRA		36.00	0.00
			0.00
INTERFUND		0.00	0.00
INVESTMENT		0.00	0.00
RESERVE FOR DEBT SERVICE		0.00	0.00
RESERVE		0.00	0.00
SPECIAL EMERGENCY NOTE		0.00	0.00
TOTAL REVENUE	125,774.91	8,634,837.33	0.00

BOROUGH OF MANTOLOKING
CAPITAL IMPROVEMENTS
AS OF SEPTEMBER 30, 2020

ORD # ORD NAME	BALANCE AS OF 1/1/2019	2014 AUTH/ CANCELLED	ENCUMBERED	PAID TO DATE	BALANCE	BAL FUNDED	BAL UNFUNDED
#518 FLAP VALVE	66.73	0.00	0.00	0.00	66.73	66.73	0.00
#534 BORO GARAGE	48,347.90	0.00	0.00	16,783.87	31,564.03	31,564.03	0.00
#551 SANITARY FORCE MAI	12,462.94	0.00	0.00	0.00	12,462.94	12,462.94	0.00
#566 SOLAR PANELS	0.20	0.00	0.00	0.00	0.20	0.20	0.00
#569 SANITARY SEWERS	54,671.12	0.00	0.00	0.00	54,671.12	54,671.12	0.00
#581 BERGEN LAGOON LAN	444.86	0.00	0.00	0.00	444.86	444.86	0.00
#582 SANITARY FORCE MAI	190.33	0.00	0.00	0.00	190.33	0.00	0.00
#583 STORM SEWER INSPEC	4,778.18	0.00	0.00	0.00	4,778.18	4,778.18	0.00
#585 FLAP VALVE PROGRAI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
#586 BERGEN CHANNEL	553.75	0.00	0.00	0.00	553.75	553.75	0.00
#595 OLD BRIDGE/BAY AVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
#597 FIREHOUSE APRON	0.45	0.00	0.00	0.00	0.45	0.45	0.00
#598 BTMUA IMPROVEMEN	546.58	0.00	0.00	0.00	546.58	546.58	0.00
#599 FLAP VALVE PROGRAI	0.75	0.00	0.00	0.00	0.75	0.75	0.00
#600 ADA WALKWAY#4	0.65	0.00	0.00	0.00	0.65	0.65	0.00
#601 E.M. RADIOS	1,490.10	0.00	0.00	0.00	1,490.10	1,490.10	0.00

BOROUGH OF MANTOLOKING
CAPITAL IMPROVEMENTS
AS OF SEPTEMBER 30, 2020

ORD # ORD NAME	BALANCE AS OF 1/1/2019	2014 AUTH/ CANCELLED	ENCUMBERED	PAID TO DATE	BALANCE	BAL FUNDED	BAL UNFUNDED
#607 OLD BRIDGE/BAY AVE	755.09	0.00	0.00	0.00	755.09	755.09	0.00
#608 REPLACE FIREHOUSE	758.34	0.00	0.00	0.00	758.34	758.34	0.00
#609 POLICE CAMERAS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
#610 BAY AVE DRAINAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
#611 WALKWAY #4	0.94	0.00	0.00	0.00	0.94	0.94	0.00
#612 LYMAN ST WALKWAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
#626 HERBERT ST PUMP ST.	209,579.89	0.00	0.00	0.00	209,579.89	0.00	209,579.89
#628 FIREHOUSE IMPROV	50,898.22	0.00	0.00	0.00	50,898.22	50,898.22	0.00
#634 STREET SWEEPER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
#639 ROADS & SIDEWALK IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
#640 PRELIMINARY EXPENSE MUNICIPAL BLDG	10,429.37	0.00	0.00		10,429.37	10,429.37	0.00
#643 POLICE SPORTS UTILITIES VEHICLES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
#644 VARIOUS CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
#654 BEACH PROTECTION	31,112.59	0.00	0.00	0.00	31,112.59	31,112.59	0.00

BOROUGH OF MANTOLOKING
CAPITAL IMPROVEMENTS
AS OF SEPTEMBER 30, 2020

ORD # ORD NAME	BALANCE AS OF 1/1/2019	2014 AUTH/ CANCELLED	ENCUMBERED	PAID TO DATE	BALANCE	BAL FUNDED	BAL UNFUNDED
#655 CONSTR. MUNI BLDG	890,832.45	0.00	121,786.51	178,015.92	591,030.02	163,742.02	427,288.00
#659 BEACH REPLEN.	68,348.70	0.00	0.00	0.00	68,348.70	68,348.70	
#658 VARIOUS CAP IMPROV	28,729.72	0.00	1,242.82	0.00	27,486.90	27,486.90	
#698	128,000.00	0.00	0.00	126,865.72	1,134.28	1,134.28	
TOTAL	1,542,999.85	0.00	123,029.33	321,665.51	1,098,305.01	461,437.12	636,867.89

BOROUGH OF MANTOLOKING

2019 RESERVE YEAR APPROPRIATIONS

FOR THE MONTH OF : SEPTEMBER 30, 2020

<u>APPROP TITLE</u>	<u>2019 RESERVE BUDGET</u>	<u>EXPENDED YEAR TO DATE</u>	<u>ENCUMBERED</u>	<u>BALANCE</u>
MUNICIPAL CLERK				
SALARY & WAGES	2,399.80	2,289.80	0.00	110.00
OTHER EXPENSES	12,823.24	-10,921.55	0.00	1,901.69
FINANCE				
SALARY & WAGES	15,503.83	14,829.90	0.00	673.93
OTHER EXPENSES	28,363.95	5,130.50	750.00	22,483.45
AUDITING				
OTHER EXPENSES	4,600.00	0.00	0.00	4,600.00
TAX COLLECTOR				
SALARY & WAGES	0.00	0.00	0.00	0.00
OTHER EXPENSES	1,558.67	1,500.00	0.00	58.67
TAX ASSESSOR				
SALARY & WAGES	49.96	-167.00	0.00	216.96
OTHER EXPENSES	1,971.15	1,500.00	0.00	471.15
LEGAL				
OTHER EXPENSES	115,429.89	42,271.74	0.00	73,158.15
LEGAL OE OUTSIDE CAP:	0.00	0.00	0.00	0.00
ENGINEERING				
OTHER EXPENSES	51,658.35	31,271.09	0.00	20,387.26
PLANNING				
SALARY & WAGES	492.99	-1,530.00	0.00	2,022.99
OTHER EXPENSES	22,673.63	1,007.08	0.00	21,666.55
CONSTRUCTION				
SALARY & WAGES	4,684.38	1,970.00	0.00	2,714.38
OTHER EXPENSES	5,724.04	3,500.00	0.00	2,224.04
PLUMBING SUB-CODE				
SALARY & WAGES	1,500.00	0.00	0.00	1,500.00

BOROUGH OF MANTOLOKING

2019 RESERVE YEAR APPROPRIATIONS

FOR THE MONTH OF : SEPTEMBER 30, 2020

<u>APPROP TITLE</u>	<u>2019 RESERVE BUDGET</u>	<u>EXPENDED YEAR TO DATE</u>	<u>ENCUMBERED</u>	<u>BALANCE</u>
PLUMBING SUB-CODE				
SALARY & WAGE O/S	0.00	0.00	0.00	0.00
OTHER EXPENSES	0.00	0.00	0.00	0.00
FIRE SUB-CODE				
SALARY & WAGES	2,333.82	0.00	0.00	2,333.82
SALARY & WAGE O/S	0.00	0.00	0.00	0.00
OTHER EXPENSES	0.00	0.00	0.00	0.00
ELECTRICAL SUB-CODE				
SALARY & WAGES	1,613.75	0.00	0.00	1,613.75
SALARY & WAGES O/S	0.00	0.00	0.00	0.00
LIABILITY INS				
OTHER EXPENSES	9,271.10	5,100.00	0.00	4,171.10
WORKMENS COMP				
OTHER EXPENSES	959.00	0.00	0.00	959.00
GROUP HEALTH				
OTHER EXPENSES	13,939.95	0.00	0.00	13,939.95
O/S CAP	0.00	0.00	0.00	0.00
GROUP HLTH WAIVERS	0.00	0.00	0.00	0.00
POLICE				
SALARY & WAGES	88,644.58	18,896.49	0.00	69,748.09
OTHER EXPENSES	6,954.88	4,111.59	0.00	2,843.29
EMERG MNGMT				
SALARY & WAGE	0.00	0.00	0.00	0.00
EMERG MNGMT				
OTHER EXPENSES	1,498.57	490.00	0.00	1,008.57
FIRST AID				
OTHER EXPENSES	0.00	0.00	0.00	0.00
FIRE				

BOROUGH OF MANTOLOKING

2019 RESERVE YEAR APPROPRIATIONS

FOR THE MONTH OF : SEPTEMBER 30, 2020

<u>APPROP TITLE</u>	<u>2019 RESERVE BUDGET</u>	<u>EXPENDED YEAR TO DATE</u>	<u>ENCUMBERED</u>	<u>BALANCE</u>
OTHER EXPENSES	13,000.00	13,000.00	0.00	0.00
UNIFORM FIRE SAFETY				
SALARY & WAGES	330.08	0.00	0.00	330.08
MUNICIPAL PROSECUTOR				
OTHER EXPENSES	0.00	0.00	0.00	0.00
ROAD REPAIR				
SALARY & WAGES	18,221.58	16,335.05	0.00	1,886.53
OTHER EXPENSES	30,059.92	9,918.32	0.00	20,141.60
O/S CAPS	0.00	0.00	0.00	0.00
GARBAGE				
OTHER EXPENSES	324.71	0.00	0.00	324.71
RECYCLING				
OTHER EXPENSES	0.00	0.00	0.00	0.00
BLDGS & GROUNDS				
OTHER EXPENSES	16,255.33	4,680.00	0.00	11,575.33
OTHER EXP O/S CAP	0.00	0.00	0.00	0.00
SEWER				
OTHER EXPENSES	9,649.74	0.00	0.00	9,649.74
BOARD OF HLTH				
SALARY & WAGES	0.00	0.00	0.00	0.00
DOG ACCOUNT				
OTHER EXPENSE	71.00	0.00	0.00	71.00
SICK LEAVE				
OTHER EXPENSES	35,000.00	35,000.00	0.00	0.00
AID TO POINT HOSP				
OTHER EXPENSES	0.00	0.00	0.00	0.00
ADMIN OF BEACH ACCESS				
SALARY & WAGES	2,553.69	0.00	0.00	2,553.69

BOROUGH OF MANTOLOKING

2019 RESERVE YEAR APPROPRIATIONS

FOR THE MONTH OF : SEPTEMBER 30, 2020

<u>APPROP TITLE</u>	<u>2019 RESERVE BUDGET</u>	<u>EXPENDED YEAR TO DATE</u>	<u>ENCUMBERED</u>	<u>BALANCE</u>
OTHER EXPENSES	42,281.11	29,771.85	0.00	12,509.26
BEACH MAINTENANCE				
OTHER EXPENSES	28,592.90	9,229.17	0.00	19,363.73
BEACH MAINT-O/CAP				
OTHER EXPENSES	0.00	0.00	0.00	0.00
PUBLIC EVENTS	0.00	0.00	0.00	0.00
UTILITIES:				
ELECTRIC	1,776.46	-398.02	0.00	2,174.48
TELEPHONE	872.51	268.89	0.00	603.62
WATER	1,635.56	0.00	0.00	1,635.56
FIRE HYDRANT	339.07	0.00	0.00	339.07
NATURAL GAS	4,386.12	928.10	0.00	3,458.02
GASOLINE	13,664.13	6,499.30	0.00	7,164.83
GASOLINE O/S CAP	0.00	0.00	0.00	0.00
OC UTILITY AUTH	8,830.00	8,260.88	0.00	569.12
OTHER EXPENSES	0.00	0.00	0.00	0.00
DCRP	7,965.39	585.57	0.00	7,379.82
PERS	3,187.50	0.00	0.00	3,187.50
SOCIAL SECURITY	5,344.17	5,227.82	0.00	116.35
PFRS	1,110.00		0.00	1,110.00
JUDGEMENTS	0.00	0.00	0.00	0.00
GRANTS:				
ALCH REHAB	0.00	0.00	0.00	0.00
BODY ARMOR	0.00	0.00	0.00	0.00
RECYCLING TONNAGE	0.00	0.00	0.00	0.00
DRUNK DRIVING	9,977.84	0.00	0.00	9,977.84
CLEAN COMMUNITIES	0.00	0.00	0.00	0.00
FEMA-BEACH PUSH GRA	0.00	0.00	0.00	0.00
CLICK IT OR TICKET	0.00	0.00	0.00	0.00

BOROUGH OF MANTOLOKING

2019 RESERVE YEAR APPROPRIATIONS

FOR THE MONTH OF : SEPTEMBER 30, 2020

<u>APPROP TITLE</u>	<u>2019 RESERVE BUDGET</u>	<u>EXPENDED YEAR TO DATE</u>	<u>ENCUMBERED</u>	<u>BALANCE</u>
MUNICIPAL COURT				
SALARY & WAGES	1,480.00	1,214.00	0.00	266.00
OTHER EXPENSES	3,706.48	1,650.00	0.00	2,056.48
PUBLIC DEFENDER				
OTHER EXPENSES	1,000.00	900.00	0.00	100.00
CIF- POLICE SUV				
OTHER EXPENSES	0.00	0.00	0.00	0.00
CIF- BOROUGH WEBSITE				
OTHER EXPENSES	0.00	0.00	0.00	0.00
CIF- FINGERPRINT				
OTHER EXPENSES	0.00	0.00	0.00	0.00
CIF- BEACH EQUIPMENT				
OTHER EXPENSES	6.64	0.00	0.00	6.64
DEBT SERVICE:				
NOTE PRINCIPAL	0.00	0.00	0.00	0.00
NOTE INTEREST	0.00	0.00	0.00	0.00
BOND INTEREST	0.00	0.00	0.00	0.00
SPECIAL EMERGENCY	0.00	0.00	0.00	0.00
RESERVE FOR UNCOLLECTED TAX	0.00	0.00	0.00	0.00
GRAND TOTAL	656,271.46	286,163.67	750.00	369,357.79

BOROUGH OF MANTOLOKING**2020 CURRENT YEAR APPROPRIATIONS****AS OF SEPTEMBER 30, 2020**

<u>APPROP TITLE</u>	<u>2020 ADOPTED BUDGET</u>	<u>EXPENDED</u>	<u>ENCUMBERED</u>	<u>BALANCE</u>	<u>% EXPEND</u>
JUDGMENTS	40,000.00	40,000.00	0.00	0.00	0.00
DEBT SERVICE:					
BOND INTEREST	157,800.00	80,400.00	0.00	77,400.00	0.51
BOND PRINCIPAL	200,000.00	200,000.00	0.00	0.00	1.00
NOTE PRINCIPAL	0.00	0.00	0.00	0.00	0.00
NOTE INTEREST	0.00	0.00	0.00	0.00	0.00
DEFERRED CHARGES					
ORD 607	0.00	0.00	0.00	0.00	0.00
ORD 610	0.00	0.00	0.00	0.00	0.00
ORD 626	0.00	0.00	0.00	0.00	0.00
ORD 608	0.00	0.00	0.00	0.00	0.00
ORD 598			0.00	0.00	0.00
ORD 601			0.00	0.00	0.00
SPECIAL EMERGENCY I/S CAPS	59,561.00	59,561.00	0.00	0.00	0.00
SPECIAL EMERGENCY O/S CAPS	130,439.00	130,439.00	0.00	0.00	0.00
					0.00
5 YEAR EMERGENCY	0.00	0.00	0.00	0.00	0.00
RESERVE FOR UNCOLLECTED TAX	302,428.00	302,428.00	0.00	0.00	0.00
 GRAND TOTAL	 5,662,951.80	 4,121,864.51	 86,562.28	 1,454,525.01	 0.74

BOROUGH OF MANTOLOKING**2020 CURRENT YEAR APPROPRIATIONS****AS OF SEPTEMBER 30, 2020**

<u>APPROP TITLE</u>	<u>2020 ADOPTED BUDGET</u>	<u>EXPENDED</u>	<u>ENCUMBERED</u>	<u>BALANCE</u>	<u>% EXPEND</u>
MUNICIPAL CLERK					
SALARY & WAGES	167,723.00	124,917.40	0.00	42,805.60	0.74
OTHER EXPENSES	90,012.00	40,534.64	4,357.03	45,120.33	0.50
FINANCE					
SALARY & WAGES	153,365.00	111,273.59	0.00	42,091.41	0.73
OTHER EXPENSES	45,700.00	22,354.58	1,248.79	22,096.63	0.52
AUDITING					
OTHER EXPENSES	29,500.00	10,600.00	0.00	18,900.00	0.36
TAX COLLECTOR					
SALARY & WAGES	3,150.00	2,362.56	0.00	787.44	0.00
OTHER EXPENSES	2,500.00	752.00	81.50	1,666.50	0.33
TAX ASSESSOR					
SALARY & WAGES	20,100.00	15,049.44	0.00	5,050.56	0.75
OTHER EXPENSES	4,000.00	231.86	81.50	3,686.64	0.08
LEGAL					
OTHER EXPENSES (Note 1)	182,500.00	117,746.75	0.00	64,753.25	0.65
OE-OUTSIDE CAPS	0.00	0.00	0.00	0.00	0.00
ENGINEERING					
OTHER EXPENSES	164,000.00	77,654.90	0.00	86,345.10	0.47
PLANNING					
SALARY & WAGES	20,610.00	15,417.47	0.00	5,192.53	0.75
OTHER EXPENSES	31,500.00	15,784.95	1,347.50	14,367.55	0.54
SW-OUTSIDE CAPS	0.00	0.00	0.00	0.00	0.00
CONSTRUCTION					
SALARY & WAGES	128,372.00	80,594.73	0.00	47,777.27	0.63
OTHER EXPENSES	15,000.00	7,569.00	3,639.05	3,791.95	0.75
PLUMBING SUB-CODE					
SALARY & WAGES	9,009.00	6,756.84	0.00	2,252.16	0.75
S&W-OUTSIDE CAPS	0.00	0.00	0.00	0.00	0.00

BOROUGH OF MANTOLOKING**2020 CURRENT YEAR APPROPRIATIONS****AS OF SEPTEMBER 30, 2020**

<u>APPROP TITLE</u>	<u>2020 ADOPTED BUDGET</u>	<u>EXPENDED</u>	<u>ENCUMBERED</u>	<u>BALANCE</u>	<u>% EXPEND</u>
FIRE SUB-CODE					
SALARY & WAGES	9,200.00	4,007.76	0.00	5,192.24	0.44
S&W-OUTSIDE CAPS	0.00	0.00	0.00	0.00	0.00
ELECTRICAL SUB-CODE					
SALARY & WAGES	9,009.00	6,756.84	0.00	2,252.16	0.75
S&W-OUTSIDE CAPS	0.00	0.00	0.00	0.00	0.00
LIABILITY INS					
OTHER EXPENSES	127,825.00	119,563.79	0.00	8,261.21	0.94
WORKMENS COMP					
OTHER EXPENSES	74,827.00	74,827.00	0.00	0.00	1.00
GROUP HEALTH					
OTHER EXPENSES	287,010.00	230,144.44	1,894.10	54,971.46	0.81
OUTSIDE CAPS	0.00	0.00	0.00	0.00	0.00
HEALTH WAIVERS	10,000.00	0.00	0.00	10,000.00	0.00
POLICE					
SALARY & WAGES	1,238,743.00	882,956.66	0.00	355,786.34	0.71
OTHER EXPENSES	126,400.00	83,339.67	24,450.69	18,609.64	0.85
EMERG MNGMT					
SALARY & WAGES	5,000.00	1,512.50	0.00	3,487.50	0.00
OTHER EXPENSES	9,480.00	4,274.69	2,165.72	3,039.59	0.68
FIRST AID					
OTHER EXPENSES	5,000.00	5,000.00	0.00	0.00	0.00
FIRE					
OTHER EXPENSES	26,000.00	0.00	0.00	26,000.00	0.00
UNIFORM FIRE SAFETY					
SALARY & WAGES	4,992.00	3,133.94	0.00	1,858.06	0.63
MUNICIPAL PROSECUTOR					
OTHER EXPENSES	7,500.00	5,000.00	625.00	1,875.00	0.75
ROAD REPAIR					
SALARY & WAGES	238,643.00	154,015.06	0.00	84,627.94	0.65
OTHER EXPENSES	45,000.00	12,129.40	10,614.23	22,256.37	0.51

BOROUGH OF MANTOLOKING

2020 CURRENT YEAR APPROPRIATIONS

AS OF SEPTEMBER 30, 2020

<u>APPROP TITLE</u>	<u>2020 ADOPTED BUDGET</u>	<u>EXPENDED</u>	<u>ENCUMBERED</u>	<u>BALANCE</u>	<u>% EXPEND</u>
GARBAGE					
OTHER EXPENSES	160,000.00	109,941.53	14,572.63	35,485.84	0.78
BLDGS & GROUNDS					
OTHER EXPENSES	60,250.00	22,146.87	14,408.46	23,694.67	0.61
OE-OUTSIDE	0.00	0.00	0.00	0.00	0.00
SEWER					
OTHER EXPENSES	17,500.00	16,824.97	0.00	675.03	0.96
BOARD OF HLTH					
SALARY & WAGES	0.00	0.00	0.00	0.00	#DIV/0!
DOG ACCOUNT					
OTHER EXPENSES	4,250.00	2,700.00	339.00	1,211.00	0.72
MUNICIPAL ALLIANCE					
OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00
AID TO POINT HOSP					
OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00
ADMIN OF BEACH ACCESS					
SALARY & WAGES	215,375.00	190,583.92	0.00	24,791.08	0.00
OTHER EXPENSES Note 2	24,252.00	22,327.45	1,277.89	646.66	0.97
BEACH MAINTENANCE					
OTHER EXPENSES	122,000.00	36,235.14	0.00	85,764.86	0.30
BEACH MAINT-O/CAP					
OTHER EXPENSES	14,000.00	6,731.59	0.00	7,268.41	0.48
UTILITIES:					
ELECTRIC	47,000.00	28,550.05	0.00	18,449.95	0.61
TELEPHONE	31,500.00	23,371.81	177.83	7,950.36	0.75
WATER	5,500.00	3,391.66	0.00	2,108.34	0.62
FIRE HYDRANT	35,000.00	20,608.00	0.00	14,392.00	0.59
NATURAL GAS	17,500.00	8,441.38	0.00	9,058.62	0.48
GASOLINE	35,000.00	12,919.42	0.00	22,080.58	0.37
GASOLINE-OUTSIDE CAPS	0.00	0.00	0.00	0.00	0.00

BOROUGH OF MANTOLOKING

2020 CURRENT YEAR APPROPRIATIONS

AS OF SEPTEMBER 30, 2020

<u>APPROP TITLE</u>	<u>2020 ADOPTED BUDGET</u>	<u>EXPENDED</u>	<u>ENCUMBERED</u>	<u>BALANCE</u>	<u>% EXPEND</u>	
OC UTILITY AUTH						
OTHER EXPENSES	149,100.00	90,877.50	0.00	58,222.50	0.61	
SICK LEAVE TRUST	0.00	0.00	0.00	0.00	0.00	
PERS	72,846.00	70,846.00	0.00	2,000.00	0.97	
SOCIAL SECURITY	99,500.00	87,149.23	0.00	12,350.77	0.88	
PFRS	258,078.00	256,078.00	0.00	2,000.00	0.99	
DCRP	10,000.00	1,903.27	0.00	8,096.73	0.19	
UNEMPLOYMENT INSURANC	0.00	0.00	0.00	0.00	0.00	
GRANTS:						
BODY ARMOR	1,319.00	1,319.00	0.00	0.00	0.00	
RECYCLING TONNAGE	608.00	608.00	0.00	0.00	0.00	
DRUNK DRIVING	0.00	0.00	0.00	0.00	0.00	
CLEAN COMMUNITIES	8,000.00	8,000.00	0.00	0.00	0.00	
SUSTAINABLE NEW JERSEY	1,096.80	1,096.80	0.00	0.00	0.00	Chapter 159
ALC REHAB	482.00	482.00	0.00	0.00	0.00	
CLICK IT OR TICKET	0.00	0.00	0.00	0.00	0.00	
2015 PEDESTRIAN SAFETY	0.00	0.00	0.00	0.00	0.00	
DRIVE SOBER	0.00	0.00	0.00	0.00	0.00	
NJ DOT TRUST	0.00	0.00	0.00	0.00	0.00	
POLICE VEST GRANT	0.00	0.00	0.00	0.00	0.00	
MUNICIPAL COURT						
SALARY & WAGES	46,137.00	32,556.84	0.00	13,580.16	0.71	
OTHER EXPENSES	3,660.00	110.50	249.00	3,300.50	0.10	
PUBLIC DEFENDER						
OTHER EXPENSES	1,000.00	600.00	0.00	400.00	0.60	
CAPITAL IMPROVEMENT						
CAPITAL IMPR FUND	100.00	100.00	0.00	0.00	0.00	
CIF-POLICE SUV	0.00	0.00	0.00	0.00	0.00	
CIF-BEACH EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
CIF-POLICE ATV	0.00	0.00	0.00	0.00	0.00	
CIF-BOROUGH WEBSITE	10,000.00	5,000.00	5,000.00	0.00	0.00	
CIF-AUDIO VISUAL EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
CORONAVIRUS COST- ST EMERC	30,000.00	11,273.12	32.36	18,694.52	0.00	

**BOROUGH OF MANTOLOKING
BILL LIST
NOVEMBER 30, 2020**

INVOICES PAID THROUGH THE MEETING

	<u>AMOUNT</u>
2019 CURRENT FUND RESERVE	205.87
2020 CURRENT FUND	136,509.25
ANIMAL CONTROL ACCOUNT	0.00
PAYROLL ACCOUNT	15,628.26
GENERAL CAPITAL	0.00
TRUST OTHER	0.00
UNEMPLOYMENT TRUST	0.00
DEVELOPERS TRUST	0.00
INSURANCE PROCEEDS-CURRENT FUND REVENUE	0.00
TOTAL ALL FUNDS	<u>152,343.38</u>

MANUAL CHECKS

<u>VENDOR</u>	<u>DATE</u>	<u>CK#</u>	<u>AMOUNT</u>
CURRENT FUND - PAUL DAVIS RESTORATION	10/23/2020	32026	1,899.86
CURRENT FUND - AT&T	10/28/2020	32027	2.02
CURRENT FUND - COMCAST - XFINITY	10/28/2020	32028	676.19
CURRENT FUND - GREAT AMERICAN LEASING CORP	10/28/2020	32029	144.00
CURRENT FUND - JCP&L	10/28/2020	32030	2,282.67
CURRENT FUND - JCP&L - STREET LIGHTING	10/28/2020	32031	730.82
CURRENT FUND - NEW JERSEY AMERICAN WATER CO.	10/28/2020	32032	311.59
CURRENT FUND - VERIZON	10/28/2020	32033	344.94
CURRENT FUND - NJ NATURAL GAS CO	10/28/2020	32034	440.10
CURRENT FUND - NELSON, ANN ELIZABETH	10/28/2020	32035	37.53
CURRENT FUND - VERIZON WIRELESS	10/28/2020	32036	792.58
CURRENT FUND - WINDSTREAM COMMUNICATIONS, LL	10/28/2020	32037	829.70
CURRENT FUND - STATE OF NEW JERSEY	10/15/2020	WIRE	32,226.72
PAYROLL FUND - AFLAC - CV190	10/22/2020	2408	423.41
PAYROLL FUND - EQUITABLE	10/22/2020	2409	200.00
PAYROLL FUND - MANTOLOKING CURRENT FUND	10/22/2020	2410	10,659.08
PAYROLL FUND - MANTOLOKING POLICE ASSOCIATION	10/22/2020	2411	1,120.00
PAYROLL FUND - OCTOBER 30, 2020 PAYROLL	10/30/2020	WIRE	86,495.09
TOTAL			<u>139,616.30</u>
GRAND TOTAL			<u>291,959.68</u>

P.O. Type: All
Range: First to Last
Format: Condensed

Open: N Paid: N Void: N
Rcvd: Y Held: Y Aprv: N
Bid: Y State: Y Other: Y Exempt: Y

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
20-00157	02/25/20	W0053	WAGE WORKS	HEALT CARE BENEFIT: 2020	Open	100.00	0.00 B
20-00534	06/23/20	M0027	MGL PRINTING SOLUTIONS	2021 DOG LICENSES	Open	339.00	0.00
20-00585	07/10/20	S0050	STAPLES ADVANTAGE	HAND SANITIZER REFILLS	Open	72.96	0.00
20-00720	08/21/20	L0010	NEW JERSEY STATE LEAGUE	PERSONNEL DURING A PANDEMIC	Open	75.00	0.00
20-00732	08/25/20	L0017	LONG'S AIR CONDITIONING	MAINT/SERVICE HEATER-3 BLDGS.	Open	475.87	0.00
20-00733	08/26/20	G0087	GALLS LLC	UNIFORMS	Open	298.34	0.00
20-00735	08/27/20	V0010	VITAL COMMUNICATIONS, INC	2021 TA/TC BINDERS	Open	194.00	0.00
20-00753	08/31/20	P0071	POINT PLEASANT BEACH	POINT PLEAS BOE SEPT-DEC 2020	Open	7,402.30	0.00 B
20-00762	08/31/20	P0029	PROFESSIONAL GOVERNMENT	BANKRUPTCY WEBINAR	Open	90.00	0.00
20-00769	09/02/20	W0059	WB MASON	SUPPLIES	Open	18.87	0.00
20-00778	09/08/20	B0080	BROWNELLS, INC.	WEAPON CLEANING SUPPLIES	Open	613.53	0.00 B
20-00815	09/21/20	S0050	STAPLES ADVANTAGE	CHAIRS FOR COUNCIL	Open	678.93	0.00
20-00818	09/21/20	E0012	EXECUTIVE COMPUTER SYS., INC.	POLICE LAPTOP	Open	1,438.00	0.00
20-00833	09/24/20	J0052	JPMONZO, MUNICIPAL CONSULTING	BEST PRACTICE WEBINAR	Open	50.00	0.00
20-00850	09/30/20	S0050	STAPLES ADVANTAGE	2021 PLANNERS	Open	112.25	0.00
20-00851	10/01/20	S0050	STAPLES ADVANTAGE	CLERK'S NEW SHELF	Open	67.29	0.00
20-00866	10/07/20	A0217	ACTION UNIFORM COMPANY, LLC.	POLICE UNIFORMS	Open	232.00	0.00
20-00876	10/08/20	M0027	MGL PRINTING SOLUTIONS	TAX COLLECTOR STAMP	Open	61.00	0.00
20-00878	10/08/20	E0012	EXECUTIVE COMPUTER SYS., INC.	SERVICE ON-SITE 09/08/2020	Open	141.50	0.00
20-00881	10/13/20	D0035	DUNPHEY-SMITH COMPANY	AIR FILTERS	Open	107.10	0.00
20-00883	10/14/20	C0133	CANON SOLUTIONS AMERICA, INC.	MONTHLY PRINTER OCTOBER 2020	Open	723.34	0.00
20-00887	10/14/20	J0052	JPMONZO, MUNICIPAL CONSULTING	CARES REIMBURSEMENT WEBINAR	Open	50.00	0.00
20-00889	10/14/20	B0042	BOLLINGER, INC. - DENTAL	DENTAL PREMIUM NOVEMBER 2020	Open	1,781.04	0.00
20-00890	10/14/20	B0001	BEAVER DAM HARDWARE, INC	SUPPLIES	Open	65.89	0.00
20-00891	10/14/20	V012	VAN WICKLE AUTO SUPPLY	SUPPLIES AND VEHICLE MAINT	Open	408.05	0.00
20-00892	10/14/20	S0050	STAPLES ADVANTAGE	MEETING ROOM CHAIRS	Open	387.96	0.00
20-00893	10/14/20	M0107	MONTENEGRO, THOMPSON,	ESCROW ADS MATHEWS, JANE	Open	70.00	0.00
20-00894	10/14/20	U0016	UNITED RENTALS	RENTAL AGREEMENT	Open	2,296.50	0.00
20-00895	10/15/20	L0030	LOWES LAR ACCOUNT	PAINT SUPPLIES FOR DPW BUILDING	Open	200.33	0.00
20-00896	10/15/20	R0063	RICCORDI'S BROTHERS	PAINT FOR BOROUGH HALL	Open	53.99	0.00
20-00897	10/15/20	W0028	WATCHUNG SPRING WATER	WATER DELIVERY 09/10-10/07	Open	515.48	0.00
20-00900	10/15/20	S0149	SCHINDLER ELEVATOR CORP.	ADDED MONITORING SERVICE	Open	224.00	0.00
20-00901	10/15/20	A0008	AMAOC	2020 AMAOC/AMANJ DUES	Open	200.00	0.00
20-00902	10/15/20	W0059	WB MASON	SUPPLIES OCTOBER 2020	Open	292.64	0.00
20-00904	10/16/20	C0002	COSTCO COMPANY	SUPPLIES 2020 OCTOBER	Open	394.43	0.00
20-00909	10/20/20	U0015	ULINE, INC	POLICE UNIFORMS	Open	292.81	0.00
20-00916	10/21/20	O0013	OSPREY TECHNOLOGY	WEBSITE MAINT: OCTOBER 2020	Open	233.75	0.00
20-00917	10/21/20	S0149	SCHINDLER ELEVATOR CORP.	INSTALLATION OF SCHINDLER	Open	2,200.00	0.00
20-00920	10/21/20	B0001	BEAVER DAM HARDWARE, INC	SUPPLIES	Open	22.46	0.00
20-00921	10/21/20	V012	VAN WICKLE AUTO SUPPLY	SUPPLIES & VEHICLE MAINT	Open	125.37	0.00
20-00922	10/22/20	A0182	ATLANTIC TACTICAL OF NJ, INC	PLASTIC VERSIONS OF DUTY GUNS	Open	112.77	0.00
20-00923	10/23/20	B0001	BEAVER DAM HARDWARE, INC	CRAFTSMAN MOWER	Open	339.99	0.00
20-00924	10/26/20	L0030	LOWES LAR ACCOUNT	SUPPLIES	Open	365.94	0.00
20-00926	10/27/20	K0021	KONOPADA, BEVERLEY ANN	REIMBURSE LOG ME IN PRO	Open	349.99	0.00
20-00927	10/27/20	M0148	MOTT MacDONALD LLC	PROFESSIONAL SERVICES	Open	30,008.66	0.00
20-00929	10/27/20	L0052	LUX SCI	SUPPLEMENTAL SERVICE USAGE	Open	4.50	0.00
20-00930	10/27/20	P0027	BOROUGH OF PT PLEASANT BEACH	GASOLINE & DIESEL Q3 2020	Open	3,428.04	0.00
20-00931	10/27/20	A0207	APRIL YEZZI	REIMBURSE FOR CLOUD SERVICE	Open	799.99	0.00
20-00932	10/27/20	O0053	OLIWA & COMPANY	INTERIM 2019 AUDIT BILLING #1	Open	18,500.00	0.00
20-00933	10/27/20	G0087	GALLS LLC	POLICE UNIFORMS	Open	157.23	0.00

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type	
20-00936	10/27/20	E0012	EXECUTIVE COMPUTER SYS., INC. IT SERVICES 8/3-8/7-8/26	Open	487.00	0.00		
20-00937	10/27/20	E0012	EXECUTIVE COMPUTER SYS., INC. IT SERVICE 7/29 & 8/26	Open	283.00	0.00		
20-00939	10/28/20	R0063	RICCORDI'S BROTHERS PAINT	Open	227.95	0.00		
20-00940	10/28/20	D0077	DRAEGER, INC. PROBE AND SIM FOR RECALIBRATE	Open	179.00	0.00		
20-00944	10/30/20	C0002	COSTCO COMPANY SUPPLIES OCTOBER 2020	Open	113.64	0.00		
20-00947	10/30/20	M0050	MANTOLOKING FIRE CO #1 Q1,Q2 & Q3 QUARTERLY PAYEMNTS	Open	19,500.00	0.00		
20-00949	11/02/20	C0131	COAST BUICK INC VEHICLE MAINT: PD VEHICLE	Open	472.61	0.00		
20-00950	11/02/20	J0044	JCP&L - MASTER BILL ACCT MASTER ACCT 9/18-10/17/2020	Open	154.98	0.00		
20-00951	11/02/20	R0058	REPUBLIC SERVICES, INC RESIDENTIAL SERVICE 11/1-11/30	Open	14,572.63	0.00		
20-00952	11/02/20	A0053	AFLAC - CV190 AFLAC PREMIUMS OCTOBER 2020	Open	423.41	0.00		
20-00953	11/02/20	A0007	ASBURY PARK PRESS, INC ADS 10/23/2020	Open	165.40	0.00		
20-00954	11/02/20	C0118	COMCAST - XFINITY POLICE INTERNET 10/28-11/27	Open	67.28	0.00		
20-00955	11/02/20	M0001	MANTOLOKING CURRENT FUND OCT DEN & MED REIMBURSEMENT	Open	10,377.36	0.00		
20-00956	11/02/20	E0026	EQUITABLE DEFF COMP OCT 2020	Open	4,400.00	0.00		
20-00957	11/02/20	T0003	TIRE CRAFT, INC VEH MAINT: PD VEHICLES	Open	183.81	0.00		
20-00958	11/04/20	B0114	B SAFE, INC. FIRE MONITOR 11/01-4/30/2021	Open	185.40	0.00		
20-00959	11/04/20	T0002	THE COAST STAR NEWSPAPERS ADS FOR OCTOBER 2020	Open	203.50	0.00		
20-00961	11/04/20	W0059	WB MASON POLICE SUPPLIES	Open	253.74	0.00		
20-00962	11/06/20	U0015	ULINE,INC POLICE EQUIPMENT	Open	432.46	0.00		
20-00965	11/10/20	N0004	VERIZON OEM PHONE LINE 10/29-11/28	Open	193.18	0.00		
20-00966	11/10/20	A0199	AT&T OEM LONG DISTANCE NOV 2020	Open	2.02	0.00		
20-00967	11/10/20	N0003	NEW JERSEY AMERICAN WATER CO WATER SERVICE OCT 2020	Open	438.21	0.00		
20-00968	11/10/20	N0003	NEW JERSEY AMERICAN WATER CO 56 HYDRANTS OCT 2020	Open	2,576.00	0.00		
20-00969	11/10/20	N0035	NEW ERA CAR WASH CAR WASH SEPT 2020	Open	11.00	0.00		
20-00970	11/10/20	F0001	FEDERAL EXPRESS CORP FEDEX OVERNIGHT SERIVCE	Open	39.29	0.00		
20-00972	11/12/20	C0002	COSTCO COMPANY SUPPLIES - COVID 19	Open	256.80	0.00		
20-00973	11/12/20	W0028	WATCHUNG SPRING WATER WATER DELIVERY 10/08-11/04	Open	196.77	0.00		
20-00974	11/12/20	B0117	BRUNAS, BRIAN REIMBURSE FOR SUPPLIES	Open	26.63	0.00		
20-00975	11/12/20	R0060	ROTHSTEIN, MANDELL, STROHM LEGAL SERVICE OCTOBER 2020	Open	10,000.00	0.00		
20-00976	11/12/20	A0219	AUTOMATIC TEMPERATURE TWO CIRCUIT TEMP CONTROL PARTS	Open	179.50	0.00		
20-00977	11/12/20	B0001	BEAVER DAM HARDWARE, INC SUPPLIES	Open	128.89	0.00		
20-00978	11/12/20	V012	VAN WICKLE AUTO SUPPLY SUPPLIES/VEHICLES/COVID	Open	358.52	0.00		
20-00979	11/12/20	M0144	MUSKRAT JACK ANIMAL SERVICES NOVEMBER ANIMAL CONTROL 2020	Open	300.00	0.00		
20-00980	11/12/20	C0133	CANON SOLUTIONS AMERICA, INC. MONTHLY PRINTER NOVEMBER 2020	Open	705.77	0.00		
20-00981	11/12/20	P0080	PRUDENTIAL RETIREMENT DCRP OCTOBER 2020	Open	742.24	0.00		
20-00982	11/13/20	P0061	POLARIS GALAXY INSURANCE LLC FLOOD INSURANCE 203 DOWNER AVE	Open	4,015.00	0.00		
20-00983	11/13/20	S0143	SHERMAN'S BOAT BASIN LLC BOAT MAINTENANCE	Open	2,317.30	0.00		
Total Purchase Orders:		87	Total P.O. Line Items:	0	Total List Amount:	152,343.38	Total Void Amount:	0.00

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	0-01	136,509.25	0.00	136,509.25	0.00	0.00	136,509.25
	0-14	15,628.26	0.00	15,628.26	0.00	0.00	15,628.26
Year Total:		152,137.51	0.00	152,137.51	0.00	0.00	152,137.51
CURRENT FUND	9-01	205.87	0.00	205.87	0.00	0.00	205.87
Total of All Funds:		152,343.38	0.00	152,343.38	0.00	0.00	152,343.38

Phone (732) 295-1401



Fax (732) 295-1469

MANTOLOKING POLICE DEPARTMENT

Chief of Police
Stacy S. Ferris

11/04/2020

Mayor & Council

Please accept the following as the monthly report for the Mantoloking Police Department & Emergency Management.

OEM:

- NJ Covid – 19 information - <https://covid19.nj.gov> and [Covid19.nj.gov/safe](https://covid19.nj.gov/safe)
- Face covers are **required**, outdoors where social distancing is not able to be maintained.
- Face covers are **required** in the Borough Hall in all common areas....hallways, lobbies, bathrooms, breakroom and offices if more than one person is present.
- **Executive order 192** – requires health screenings for all employees, we the Borough will also be requiring the health screening of all entering wishing to go past the ground floor lobby to have their temperature taken. Anyone with a temperature over 99 degrees will not be permitted to pass the ground floor lobby.
- As per EO 192 masks, gloves and hand sanitizer has been made available to all staff and visitors.
- Borough Hall; the ground floor lobby and police department are open 24/7.
- The 2nd floor Administration, Construction and Finance are available by appointment only. Phone number, extensions and emails for scheduling an appointment are available on the front door and Borough website.

Covid Reimbursement:

- We have submitted two Reimbursement packages to FEMA totaling more than \$100,000 dollars.
- We have are also working with Ocean County on an additional reimbursement of Covid specific expenses that are include materials, supplies and staffing in response to Covid through Cares Act funding which is separate from the FEMA funds.

Dispatch Report:

- September of 2020 under a National, State, County & Local emergency we have responded to 455 incidents.
- Incidents include; 1 fraud, 12 first aid calls 68 traffic details 147 property check, 85 beach checks, 1 disorderly person arrest and 1 mulch fire.

Alerts:

- Traffic lights are on blink, please use caution.
- The speed limit has gone back up to 40 MPH.
- Anyone interested in applying for a fire arm ID card or permit can contact dryburgh@mantoloking.org or policeservices@mantoloking.org as the process starts online.

Property Checks:

- Residents leaving town that wish to have the police department check their property can do so by emailing policeservices@mantoloking.org. Please let us know time away, how many times you would like the house checked and a point of contact you would like us to use.

Directed Patrols:

- ❖ Property checks / beach checks

2021 Summer Season:

- ❖ SLEO I applications are available for pick up at the police department window for the 2021 season.
- ❖ Badge checker / seller applications can be picked up or be requested by emailing policeservices@mantoloking.org. They must be returned by March 1st.

Contact Information for the Police Department:

- **732-295-1465 is the 24 hour phone number** to the police department. It is manned by the Ocean County Sheriff's Department. This is for non-emergency calls, for example; animals, parking and noise complaints. **911** is for all emergency calls.
- **732-295-1401** is the inside administration line that is manned from 9 AM to 4 PM, Monday thru Friday.

Fleet:

#	Year	Make / Model	Mileage	Mechanical / Logistics	Primary Use	
1900	2017	Ford / Explorer	11,013		Chief	
1901	2011	Chevy / Tahoe	73,870	Road jobs	Fleet / Admin	Preparing for auction
1902	2015	Chevy/ Tahoe	91,021	Dash board camera	Patrol	A & B Afternoon
1903	2020	Chevy/ Tahoe	8,153		Patrol	A & B Squad day
1904	2015	Chevy/Tahoe	97,879	Dash board camera	Patrol	SLEO IIs
1905	2016	Chevy / Caprice	87,875	Dash board camera	Patrol	SLEO IIs
1906	2017	Chevy/ Tahoe	59,672	Dash board camera	Patrol	A & B Afternoons
1908	2018	Chevy / Tahoe	53,454	Dash board camera	Patrol	A & B Squad night
1909	1995	Safe Boat		Saturday & Sunday	Summer	Trim motor broken
1914	2018	Polaris Ranger XP 1000			Beach	
1916 & 1922	2012	2- ATV		1 lifeguard / 1 patrol	Beach	Being sold at auction

Respectfully submitted,

Chief Stacy Ferris

Construction Permit Activity Report

RANGE: 10/01/2020 To 10/31/2020

November 04, 2020 12:03:46PM

SUMMARY**CONSTRUCTION COSTS**

Cost Of Construction: \$24,585.00
 Cost Of Alteration: \$142,150.00
 Cost Of Demolition: \$29,500.00
 Total Cost: \$196,235.00

Cubic Footage: 0 Cu.ft
 Square Footage: 0 Sq.ft

COUNT
 Permit Issued: 10
 Updates Issued: 7
 All Fees Waived: 1
 Municipal Fees Waived: 0

<u>PERMIT FEES</u>		<u>ADMIN FEES</u>		<u>WAIVED FEES</u>		<u>TOTAL FEES</u>	
Building:	\$3,730.00	Building:	\$0.00	Building:	\$0.00	Building Fees:	\$3,730.00
Electrical:	\$665.00	Electrical:	\$0.00	Electrical:	\$0.00	Electrical Fees:	\$665.00
Fire :	\$225.00	Fire :	\$0.00	Fire :	\$0.00	Fire Fees:	\$225.00
Plumbing:	\$960.00	Plumbing:	\$0.00	Plumbing:	\$0.00	Plumbing Fees:	\$960.00
Elevator:	\$46.00	Elevator:	\$0.00	Elevator:	\$46.00	Elevator Fees:	\$0.00
Mechanical:	\$0.00	Mechanical:	\$0.00	Mechanical:	\$0.00	Mechanical Fees:	\$0.00
				* Total Waived:	\$46.00	Technical Fees:	\$5,580.00

DCA

	Calculated Fees	Waived Fees	Collected Fees
Volume Training Fee:	\$0.00	\$0.00	\$0.00
Alteration Training Fee:	\$278.00	\$0.00	\$278.00
DCA Minimum Fee:	\$0.00	\$0.00	\$0.00
Sub total Training Fee:	\$278.00	\$0.00	\$278.00

TECHNICAL ISSUES

Building Technical: 6
 Electrical Technical: 8
 Fire Protection Technical: 3
 Plumbing Technical: 9
 Elevator Technical: 1
 Mechanical Technical:

Certificate of Occupancy Fee: \$0.00
 Waived Certificate Fees: \$0.00
 Sub Total Certificate Fees: \$0.00

CERTIFICATE ISSUES

Certificate of Occupancy: 2
 Certificate of Approval: 13
 Certificate of Continued Occupancy: 0

PERMIT FEES:	\$5,580.00
FEES:	\$278.00
CERTIFICATE FEES:	\$0.00
MIN FEES:	\$0.00
NET TOTAL FEES:	\$5,858.00
PENALTIES COLLECTED:	\$0.00
CCO FEES:	\$0.00
OTHER FEES:	\$0.00
GRAND TOTAL FEES:	\$5,858.00

* By State law (see N.J.S. 52:27D-126c): \$46.00

* By Municipality (see N.J.S. 52:27D-126b): \$0.00

Permit #	Permit Date	Census	Control #	Description Of Work									
Block & Lot	Costs	Use Group	Bldg	Elec	Fire	Plmb	Elev	Mech	AltFee	CoFee	Cubic Feet		
Work Site		Waived Fees	Badm	Eadm	Fadm	Padm	VAdm	MAdm	VolFee	CcoFee	Square Feet		
Owner Name		Minimum Fees	Btotl	Etotl	Ftotl	Ptotl	Vtotl	Mtotl	TFTotl	CertTotl	Total Fee		
20170107	10/14/2020	101	7439	9 backflow preventer									
23 43		\$150.00	R-5	\$0.00	\$0.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00		
1105 OCEAN AVE		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00		
Dheri, Raiesh & Marina		\$0.00		\$0.00	\$0.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00		
20190052	10/14/2020	101	7457	6 Alterations									
24 17		\$250.00	R-5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00		
1051 Barnegat Lane		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00		
Frank Donaldson		\$0.00		\$0.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00		
20190085	10/19/2020	101	7451	6 Fire Alarm									
23 49		\$2,500.00	R-5	\$0.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00		
1117 OCEAN AVENUE		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00		
Ring, George M. & Dorothy		\$0.00		\$0.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00		
20200025	10/19/2020	101	7468	3 Elevator Inspection									All Fees Wvd.
23 53		\$21,685.00	R-5	\$0.00	\$0.00	\$0.00	\$46.00	\$0.00	\$0.00	\$0.00	0.00		
1125 OCEAN		\$46.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00		
Diamond, Brett & Erica		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
20200071	10/19/2020	434	7410	0 Water and Sewer Disconnect									
39 11		\$1,000.00	R-5	\$0.00	\$0.00	\$75.00	\$0.00	\$0.00	\$2.00	\$0.00	0.00		
1540 RUNYON LANE		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00		
Voloe, Christopher & Jean Marie		\$0.00		\$0.00	\$0.00	\$75.00	\$0.00	\$0.00	\$2.00	\$0.00	\$77.00		
20200072	10/19/2020	434	7466	0 Air Conditioner and heat pump									
7 11		\$5,200.00	R-5	\$0.00	\$75.00	\$170.00	\$0.00	\$0.00	\$11.00	\$0.00	0.00		
986 EAST AVE		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00		
robert and Carrie Stanlev		\$0.00		\$0.00	\$75.00	\$170.00	\$0.00	\$0.00	\$11.00	\$0.00	\$256.00		
20200073	10/23/2020	999	7474	0 Demolition Single Family									
40 12		\$10,000.00	R-5	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00		
1544 Ocean Avenue		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00		
Berardino, William		\$0.00		\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00		
20200074	10/23/2020	434	7456	0 Air Conditioner									
27 23		\$5,000.00	F-2/R-5	\$0.00	\$75.00	\$95.00	\$0.00	\$0.00	\$11.00	\$0.00	0.00		
1208 Ocean Avenue		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00		
Jim Daly		\$0.00		\$0.00	\$75.00	\$95.00	\$0.00	\$0.00	\$11.00	\$0.00	\$181.00		

Permit #	Permit Date	Census	Control #	Updates	Description Of Work									
Block & Lot	Costs	Use Group	Bldg	Waived Fees	Badm	Elec	Fire	Plmb	Elev	Mech	AltFee	CoFee	Cubic Feet	
Work Site						Eadm	Fadm	Padm	VAdm	MAdm	VolFee	CcoFee	Square Feet	
Owner Name			Minimum Fees	Btotl		Etotl	Ftotl	Ptotl	Vtotl	Mtotl	TFTotl	CertTotl	Total Fee	
20190075	10/26/2020	101	7446	6	Deck at-grade around pool									
37 15		\$3,500.00	R-5	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7.00	\$0.00	0.00	
6 CARPENTER LANE		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	
Owens, Walter & Regina		\$0.00		\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7.00	\$0.00	\$127.00	
20200075	10/26/2020	434	7467	0	Alterations									
17 13		\$4,550.00	R-5	\$0.00	\$75.00	\$0.00	\$0.00	\$75.00	\$0.00	\$0.00	\$9.00	\$0.00	0.00	
214 CHANNEL LANE		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	
Critchlev, Michael		\$0.00		\$0.00	\$75.00	\$0.00	\$0.00	\$75.00	\$0.00	\$0.00	\$9.00	\$0.00	\$159.00	
Grand Total	\$196,235.00	\$46.00	\$3,730.00	\$665.00	\$225.00	\$960.00	\$0.00	\$0.00	\$0.00	\$0.00	\$278.00	\$0.00	\$5,858.00	



MANTOLOKING FIRE COMPANY No. 1

Serving the
Borough of Mantoloking

Downer Avenue

P.O. Box 213

Mantoloking, New Jersey 08738

11/5/20

Mayor & Council

During the month of October 2020 the Mantoloking Fire Company responded to 11 fire calls, held 2 drills and held our regularly scheduled business meeting. The table below provides a list of the calls for the month.

Date	Time	Location	Town	Incident Type
10/02/20	09:39	184 Squan Beach Dr.	Brick	CO Alarm
10/04/20	11:43	904 Barnegat Lane	Mantoloking	Mulch Fire
10/06/20	10:24	160 Osborne Ave.	Bay Head	Fire Alarm
10/07/20	15:27	Johnson St. Beach	Bay Head	Water Rescue
10/09/20	11:33	109 Grove St.	Bay Head	Fire Alarm
10/13/20	19:47	149 Park Ave.	Bay Head	Gas Leak
10/16/20	21:58	809 East Ave.	Bay Head	Fire Alarm
10/17/20	09:41	13 Edgewater Dr.	Bricktown	Gas Leak
10/20/20	03:50	345 Main Ave.	Bay Head	Fire Alarm
10/23/20	16:52	155 Bay Ave.	Bricktown	Fire Alarm
10/23/20	17:41	41 Mount St.	Bay Head	Fire Alarm

Submitted By,

Chief Scott Hulse



BOROUGH of MANTOLOKING
DEPARTMENT OF PUBLIC WORKS
203 Downer Ave., Mantoloking, NJ 08738
PHONE: 732-801-8298 FAX: 732-295-1465



DATE: 11/05/20

Mayor and Council

Listed below are the tasks undertaken by DPW during the Month of October 2020.

1. Swept Streets
2. Winterized street sweeper.
3. Painted street end barriers.
4. Generator tests on DPW Garage and Boro Hall.
5. Detailed and did maintenance on beach ATVS.
6. Cleaned up DPW Yard.
7. Multiple mark outs.
8. Addressed AC problem in Borough Hall.
9. Cleaned buildings.
10. Cleaned beaches.
11. Painted DPW garage.
12. Started painting firehouse.
13. Set up and attended 1 council meeting.
14. Changed batteries in Dump truck.
15. Worked on paperwork for auction items.
16. Put chairs together for meeting room.
17. Changed and cleaned all air filters in Borough Hall.
18. Attended Mayors meetings.

Submitted by,

Scott Hulse

Mantoloking Municipal Court
PO Box 247
Mantoloking, NJ 08738
1-732-475-7398

James A. Liguori
Municipal Court Judge

Elizabeth L. Boettger
Court Administrator

TO: Mayor White
Chief Ferris
B Konopada, B Clerk

Court Activity for the Month of September 2020

CRIMINAL COMPLAINTS FILED

Indictable Offenses	0
Disorderly Persons	1
Special Complaints/	4

TRAFFIC COMPLAINTS FILED

Driving Under the Influence	0
Traffic (Moving)	16
Parking	18

Tickets issued in the month of September 39

COMPARISON OF COURT RECEIPTS

	TO BOROUGH	TO ALL AGENCIES
2020 year to date receipts—TOTAL	\$14,820.07	\$26,762.09
2019 year to date receipts—TOTAL	\$16,802.66	\$33,573.44
Difference Total Receipts Payable	-\$1,982.59	-\$6,811.35

Mantoloking Municipal Court
PO Box 247
Mantoloking, NJ 08738
1-732-475-7398

James A. Liguori
Municipal Court Judge

Elizabeth L. Boettger
Court Administrator

TO: Mayor White
Chief Ferris
B Konopada, B Clerk

Court Activity for the Month of October 2020

CRIMINAL COMPLAINTS FILED

Indictable Offenses	0
Disorderly Persons	0
Special Complaints/	1

TRAFFIC COMPLAINTS FILED

Driving Under the Influence	0
Traffic (Moving)	8
Parking	10

Tickets issued in the month of October 19

COMPARISON OF COURT RECEIPTS

	TO BOROUGH	TO ALL AGENCIES
2020 year to date receipts—TOTAL	\$16,301.33	\$29,320.02
2019 year to date receipts—TOTAL	\$19,740.56	\$39,763.94
Difference Total Receipts Payable	-\$3,439.23	-\$10,443.92

RECEIPT COMPARISON 2020

MONEY DISTRIBUTED TO THE BOROUGH OF MANTOLOKING

	JAN.	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
BORO FINES & COSTS	\$1,364.38	\$2,312.63	\$1,729.00	\$349.00	\$916.50	\$973.00	\$2,316.00	\$2,656.50	\$2,019.00	\$1,481.00	\$0.00	\$0.00	\$16,117.01
CONTEMPT OF COURT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PUBLIC DEFENDER	\$20.00	\$159.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$179.00
GENERAL FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SPINAL MUNICIPAL	\$0.42	\$0.32	\$0.26	\$0.14	\$0.40	\$0.64	\$0.98	\$1.00	\$0.90	\$0.26	\$0.00	\$0.00	\$5.32
INTEREST GENERAL ACCT	\$0.44	\$0.78	\$0.71	\$0.21	\$0.05	\$0.09	\$0.09	\$0.20	\$0.34	\$0.43	\$0.00	\$0.00	\$3.34
INTEREST BAIL ACCT	\$0.04	\$0.20	\$0.09	\$0.02	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.00	\$0.00	\$0.00	\$0.40
INSPECTION REBATE 8-1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
POAA***FTA	\$2.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.00
OVERPAYMENTS***	\$0.00	\$1.00	\$22.00	(\$23.00)	\$5.00	\$0.00	\$0.00	\$15.00	\$0.00	(\$5.00)	\$0.00	\$0.00	\$15.00

***POAA IS A FUND AND IS NOT INCLUDED IN THE TOTAL PAID TO BOROUGH AMT *** OP'S ARE LISTED FOR AUDITING PURPOSES ONLY - NOT IN TOTAL

TOTAL PAID 2020	\$1,384.80	\$2,471.95	\$1,729.26	\$349.14	\$916.90	\$973.64	\$2,316.98	\$2,657.50	\$2,019.90	\$1,481.26	\$0.00	\$0.00	\$16,301.33
TOTAL PAID 2019	\$2,321.44	\$1,090.85	\$1,104.20	\$2,112.36	\$1,610.71	\$1,655.36	\$3,665.40	\$3,567.96	\$1,329.74	\$2,937.90	\$1,846.17	\$821.20	\$24,063.29
TOTAL PAID 2018	\$7,641.06	\$2,486.90	\$1,100.26	\$3,520.06	\$1,868.39	\$4,225.02	\$5,738.40	\$7,833.17	\$5,465.17	\$3,759.76	\$3,563.70	\$640.22	\$47,842.11
TOTAL PAID 2017	\$2,024.80	\$3,113.57	\$1,605.20	\$3,698.28	\$1,886.27	\$5,588.62	\$2,784.46	\$3,784.66	\$3,863.58	\$2,005.08	\$2,174.02	\$1,257.94	\$33,786.48
TOTAL PAID 2016	\$1,769.30	\$1,632.82	\$3,317.28	\$2,027.45	\$795.72	\$2,648.97	\$6,520.87	\$9,041.48	\$7,639.88	\$3,700.05	\$2,794.58	\$2,237.68	\$44,126.08
TOTAL PAID 2015	\$1,496.84	\$1,578.43	\$1,539.24	\$1,291.22	\$2,303.18	\$4,052.52	\$4,581.20	\$6,495.56	\$7,184.82	\$2,574.62	\$2,676.14	\$2,837.88	\$38,611.65
TOTAL PAID 2014	\$2,943.43	\$4,538.88	\$2,806.72	\$3,562.47	\$1,838.18	\$6,874.24	\$5,233.48	\$6,670.86	\$3,515.64	\$4,399.74	\$1,767.43	\$1,324.82	\$45,475.89
TOTAL PAID 2013	\$3,047.94	\$4,681.52	\$6,098.70	\$4,397.48	\$4,634.16	\$2,954.23	\$6,204.70	\$8,590.31	\$5,158.95	\$3,763.00	\$4,583.33	\$4,022.42	\$58,136.74
TOTAL PAID 2012	\$3,376.26	\$3,040.37	\$5,245.15	\$3,152.38	\$4,063.39	\$4,834.77	\$5,842.37	\$8,154.11	\$7,889.15	\$5,691.92	\$2,286.25	\$1,821.05	\$55,397.17
TOTAL PAID 2011	\$3,215.69	\$3,822.29	\$6,196.02	\$3,052.73	\$4,700.11	\$6,355.73	\$9,415.30	\$8,985.12	\$5,220.30	\$4,397.67	\$2,809.42	\$2,781.97	\$60,932.35
TOTAL PAID 2010	\$5,142.25	\$5,160.17	\$4,340.50	\$4,098.09	\$4,783.16	\$4,013.34	\$6,419.24	\$9,455.31	\$7,404.02	\$6,183.66	\$4,145.36	\$3,601.82	\$64,746.92
TOTAL PAID 2009	\$4,962.43	\$6,954.24	\$4,737.06	\$3,341.90	\$5,716.81	\$7,701.70	\$10,725.24	\$9,631.36	\$9,586.15	\$6,542.74	\$2,977.25	\$3,411.90	\$76,288.78
TOTAL PAID 2008	\$8,973.87	\$5,200.85	\$4,993.47	\$4,321.86	\$8,525.49	\$6,245.79	\$15,051.82	\$10,822.69	\$9,531.37	\$7,922.76	\$4,664.86	\$4,082.82	\$89,337.65
TOTAL PAID 2007	\$7,227.88	\$4,154.42	\$6,348.85	\$5,283.44	\$7,287.55	\$11,485.88	\$8,080.23	\$10,841.73	\$9,632.30	\$8,676.13	\$6,382.00	\$4,915.91	\$91,296.32
TOTAL PAID 2006	\$6,288.89	\$7,001.25	\$5,039.01	\$5,860.42	\$5,308.56	\$5,760.39	\$8,474.38	\$12,535.01	\$7,430.51	\$7,889.29	\$6,845.13	\$5,863.41	\$86,296.25
TOTAL PAID 2005	\$1,563.34	\$4,476.03	\$2,875.83	\$5,620.60	\$5,843.06	\$5,949.82	\$5,064.38	\$10,971.10	\$10,485.97	\$11,554.70	\$7,119.27	\$10,836.36	\$82,360.46
2020/2019 DIFF	(\$936.64)	\$1,381.10	\$625.06	(\$1,763.22)	(\$693.81)	(\$681.72)	(\$1,348.42)	(\$910.46)	\$690.16	(\$1,456.64)			

SPCA TO BORO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FISH & GAME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00
TOTAL TO MISC AG.	\$432.07	\$467.02	\$121.47	\$54.05	\$145.93	\$206.47	\$405.33	\$390.35	\$458.90	\$141.93	\$0.00	\$0.00	\$0.00	\$0.00	\$2,823.52	
TOTAL REC 2020	\$2,825.07	\$4,561.02	\$3,062.47	\$631.05	\$1,613.93	\$1,704.47	\$4,073.83	\$4,318.35	\$3,971.90	\$2,557.93	\$0.00	\$0.00	\$0.00	\$0.00	\$29,320.02	
TOTAL RECEIPTS 2019	\$4,462.00	\$1,867.00	\$3,116.00	\$4,860.00	\$2,896.00	\$3,107.06	\$7,109.81	\$6,819.11	\$2,443.52	\$6,190.50	\$4,071.54	\$1,598.70			\$48,541.24	
TOTAL RECEIPTS 2018	\$5,141.00	\$4,841.46	\$2,163.00	\$6,555.00	\$3,773.48	\$8,286.00	\$11,256.00	\$16,123.00	\$9,658.00	\$7,511.00	\$6,925.00	\$947.91			\$87,180.85	
TOTAL RECEIPTS 2017	\$3,767.00	\$6,666.00	\$2,809.00	\$7,399.00	\$4,281.00	\$7,216.00	\$5,038.00	\$7,214.00	\$6,946.00	\$4,093.00	\$3,862.00	\$2,390.00			\$61,681.00	
TOTAL RECEIPTS 2016	\$4,006.00	\$3,190.00	\$6,292.00	\$4,694.10	\$1,533.00	\$4,702.00	\$11,381.00	\$14,670.00	\$11,950.00	\$5,297.00	\$5,670.00	\$5,299.00			\$78,684.10	
TOTAL RECEIPTS 2015	\$3,730.00	\$3,155.00	\$3,516.00	\$3,182.00	\$5,363.90	\$8,420.17	\$8,194.00	\$11,485.00	\$14,284.00	\$5,524.22	\$5,412.00	\$5,464.00			\$77,730.29	
TOTAL RECEIPTS 2014	\$7,556.00	\$8,661.00	\$6,202.00	\$8,044.00	\$3,794.00	\$12,779.00	\$9,341.00	\$12,057.00	\$6,769.00	\$7,985.00	\$3,305.00	\$3,550.00			\$90,043.00	
TOTAL RECEIPTS 2013	\$5,450.00	\$8,257.00	\$10,896.00	\$8,807.00	\$8,323.50	\$6,304.00	\$12,630.00	\$16,019.00	\$9,214.00	\$6,572.00	\$10,175.00	\$8,505.00			\$111,152.50	
TOTAL RECEIPTS 2012	\$6,607.99	\$5,989.28	\$8,841.68	\$6,490.07	\$6,915.64	\$10,267.16	\$11,533.50	\$14,224.24	\$15,093.15	\$9,880.60	\$4,601.05	\$3,670.74			\$104,115.10	
TOTAL RECEIPTS 2011	\$6,128.00	\$6,592.26	\$11,264.30	\$6,096.55	\$8,737.27	\$11,074.07	\$16,619.42	\$16,260.74	\$9,687.64	\$8,877.42	\$5,783.74	\$5,438.10			\$112,559.51	
DIF/FALL 2020-2019	(\$1,636.93)	\$2,694.02	(\$53.53)	(\$4,228.95)	(\$1,282.07)	(\$1,402.59)	(\$3,035.98)	(\$2,500.76)	\$1,528.38	(\$3,632.57)						

2020 ACTIVITY REPORT - MANTOLOKING


COMPLAINTS FILED COMPARISON

CRIMINAL OFFENSES TRAFFIC OFFENSES

	INDICTABLE OFFENSES	DISORDERLY PERSONS	BOROUGH ORDINANCES	DWI TICKETS	TRAFFIC TICKETS	PARKING TICKETS	MONTHLY TOTALS
January	0	0	0	1	21	6	28
February	0	0	1	1	22	2	26
March	0	0	4	0	16	4	24
April	0	0	2	0	0	24	26
May	0	0	2	0	2	39	43
June	0	0	1	0	6	59	66
July	1	1	2	0	28	36	68
August	0	2	1	1	23	44	71
September	0	1	4	0	16	18	39
October	0	0	1	0	8	10	19
November	0	0	0	0	0	0	0
December	0	0	0	0	0	0	0

TOTAL 2020	1	4	18	3	142	242	410
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TOTAL 2019	8	15	18	14	324	188	567
TOTAL 2018	7	10	46	11	538	259	871
TOTAL 2017	4	12	52	5	316	142	531
TOTAL 2016	11	10	35	11	332	540	939
TOTAL 2015	1	11	30	19	460	310	831
TOTAL 2014	10	20	22	11	394	241	698
TOTAL 2013	2	56	75	21	743	486	1383
TOTAL 2012	24	31	44	14	574	287	974
TOTAL 2011	31	27	55	20	706	180	1019
TOTAL 2010	6	11	79	21	636	210	963
TOTAL 2009	6	25	147	22	643	228	1071
TOTAL 2008	11	24	65	19	923	277	1319
TOTAL 2007	72	24	64	39	901	241	1341
TOTAL 2006	4	23	53	46	783	326	1235
TOTAL 2005	6	18	43	53	1002	279	1401
TOTAL 2004	4	11	36	32	696	228	1007
TOTAL 2003	2	21	48	17	588	198	874
TOTAL 2002	9	13	48	13	478	182	743
TOTAL 2001	1	10	25	13	569	269	887
TOTAL 2000	2	16	37	22	700	249	1026
TOTAL 1999	4	13	64	42	1119	356	1598

MANTOLOKING POLICE DEPARTMENT		
RULES AND REGULATIONS		
BY THE ORDER OF: Chief Stacy S. Ferris	# OF PAGES: 34	
APPROPRIATE AUTHORITY:		
EFFECTIVE DATE:	ACCREDITATION STANDARDS: 1.1.1d, 1.4.1, 1.4.3, 1.5.2a	

Borough of Code §2-22.5 needs to be repealed and replaced with "Rules and Regulations".

"The appropriate authority shall, from time to time as may be necessary, adopt and amend the rules and regulations for the government and discipline of the Police Department and employees thereof. Said rules and regulations may fix and provide for the enforcement of such rules and regulations and the enforcement of penalties for the violation of such rules and regulations. All employees of the Police Department shall be subject to such rules and regulations and penalties."

Borough of Code §2-22.9 and 2-22.12 should be repealed because of redundant or conflicting language with the NEW Rules and Regulations.

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CHAPTER 1

INTRODUCTION

1:1. ESTABLISHMENT OF THE MANTOLOKING POLICE DEPARTMENT

1:1.1 Legal Authorization

The Police Department of the Borough of Mantoloking is established pursuant to N.J.S.A. 40A:14-118 and the Borough of Mantoloking Municipal Code §2-22.1 and shall hereafter be referred to as the "Mantoloking Police Department."

1:1.2 Rules and Regulations Established

The "Appropriate Authority" of the Borough of Mantoloking hereby adopts and promulgates the Department Rules and Regulations, in accordance with the Borough of Mantoloking Municipal Code §2-22.1 and shall be known as the "Mantoloking Police Department Rules and Regulations."

1:1.3 Right to Amend or Revoke

In accordance with N.J.S.A. 40A:14-118, the right is reserved by the appropriate authority, as the representative of the governing body, to amend or revoke any of the rules and regulations contained herein.

1:1.4 Previous Rules, Policies and Procedures

All rules and regulations previously issued, and written directives that conflict with the rules and regulations contained herein, are hereby revoked to the extent of any such inconsistency. All other rules and regulations, and written directives not in conflict with those contained herein shall remain in full force unless expressly revoked by competent authority.

1:2 THE NUMBERING SYSTEM

1:2.1 Chapter, Section and Subsection Designation

Title and number shall designate each chapter, section and subsection. All numbering breakdowns shall be arranged according to a decimal sequence.

1:2.2 Chapter and Section Sequence

The number preceding the colon shall enumerate the chapter, while the number placed immediately to the right of the colon shall indicate the section.

1:2.3 Subsection Sequence

The number placed to the right of the decimal point shall designate the subsection.

1:2.4 Series Lettering

Letters listed in series under sections and subsections shall be enclosed within parentheses.

1:2.5 Flexibility of System

This system shall provide a simple and quick method of referral to material contained herein. This format has been designed to make specific reference to particular sections or subsections possible and to facilitate expansion and revision of the contents.

1:3 RULES AND REGULATIONS MANUAL

1:3.1 Application

These rules and regulations are applicable to all sworn employees, including special law enforcement officers, and to all civilian employees of the department, where appropriate.

1:3.2 Distribution

One copy of these rules and regulations shall be electronically distributed to each employee of the department through the PowerDMS software, similar software and/or manual distribution.

1:3.3 Responsibility for Maintenance

Employees shall be responsible for maintaining a current copy of the rules and regulations, including all additions, revisions, and amendments as issued.

1:3.4 Familiarization

Employees shall thoroughly familiarize themselves with the provisions of the rules and regulations. Ignorance of any provision of these rules and regulations will not be a defense to a charge of a violation of these rules and regulations.

1:3.5 Severability

If for any reason any section of these Rules and Regulations shall be questioned in any court and shall be held unconstitutional or invalid, the same shall not be held to affect any other sections or provisions of this document. No section of these Rules and Regulations shall supersede any current collective bargaining agreements.

1:4 DEFINITION OF TERMS

1:4.1 Acting

Serving temporarily in a position to which the employee is not ordinarily assigned, usually in a position of higher rank. All the authority, responsibilities and duties of the employee in the higher position devolve upon the acting employee.

1:4.2 Administrative Leave

Paid leave from regular duty that is authorized by the Chief of Police.

1:4.3 Appropriate Authority

In accordance with the provisions of N.J.S.A. 40A:14-118, and the Borough of Mantoloking Municipal Code §2-22.1, the Borough Council shall be the Appropriate Authority to whom the

Chief of Police will be directly responsible.

1:4.4 Authority

Authority is the statutory or written directive vested right to give commands, enforce obedience, initiate action and make necessary decisions. Authority may be delegated by those so designated. Acts performed without proper authority or authorization shall be considered in violation of the rules and regulations, and those persons in violation shall be subject to disciplinary action.

1:4.5 Chain of Command

The unbroken line of authority extending from the Chief of Police through one or more subordinates at each level of command down to the level of execution and vice versa.

1:4.6 Chief of Police

The Chief of Police of the Borough of Mantoloking Police Department shall be the highest-ranking officer of the department.

1:4.7 Commanding Officer

Any rank of Lieutenant and above.

1:4.8 Days Off

Those days on which a given employee is excused from duty by the Chief of Police or designee or is not required to report to duty.

1:4.9 Department

The Police Department of the Borough of Mantoloking.

1:4.10 Detail

A temporary assignment of personnel for a specialized activity.

1:4.11 Employee

All employees of the department, whether sworn officers or civilian employees.

1:4.12 Gender

The use of the masculine gender in any written directive or rules and regulations includes the female gender, when applicable.

1:4.13 Incompetence

Incapable of satisfactory performance of police duties.

1:4.14 Insubordination

Failure or deliberate refusal of any employee to obey a lawful order given by a superior officer. Ridiculing a superior officer or his order, whether in or out of his presence, is also

insubordination. Disrespectful, mutinous, insolent, or abusive language towards a superior officer is insubordination.

1:4.15 Lawful Order

Any written or verbal directive issued by a superior officer to any subordinate or group of subordinates in the course of police duty which is not in violation of any law, ordinance, or any department rule or regulation.

1:4.16 May/Should

As used herein, the words "may" and "should" mean that the action indicated is permitted, expected or encouraged.

1:4.17 Member

Any duly appointed police officer of the department.

1:4.18 Military Leave

The period of time during which an employee is excused from duty for service with the active or reserve armed forces of the United States or of the State of New Jersey, as provided by law, ordinance or collective bargaining agreement.

1:4.19 Neglect of Duty

Neglect of duty is the failure to give suitable attention to the performance of duty. Examples include, but are not limited to, failure to take appropriate action on the occasion of a crime, disorder, or other act or condition deserving police attention; absence without leave; failure to report for duty at the time and place designated; unnecessary absence from the zone/post during the tour of duty; failure to perform duties or comply with provisions prescribed in the rules and regulations and written directives, and failure to conform to the department operating procedures.

1:4.20 Off-Duty

The status of an employee during the period he/she is free from the performance of specified duties. Members are subject to recall at all times.

1:4.21 Officer-in-Charge

Ranking member of the department on duty. Rank is determined first by grade, and second by seniority. Any member in charge of a shift, detail, etc.

1:4.22 On-Duty

The status of an employee during the period of day when he is actively engaged in the performance of his duties.

1:4.23 Order

Any written or oral directive issued by a supervisor to any subordinate or group of subordinates in the course of police duty.

1:4.24 Post

A geographical area of coverage by a police officer.

1:4.25 Plurality of Words

The singular includes the plural and the plural includes the singular.

1:4.26 Probationary Period

Each member shall be required to serve a probationary period of one year in accordance with the provisions of the Borough of Mantoloking Municipal Code §2-22.4.

1:4.27 Senior Officer

Seniority in the Department is established first by rank and second by time served in rank. Where conflict occurs because of identical service or dates of appointment, the member with the highest position on the eligibility list from which the appointments were made is deemed to be the senior.

1:4.28 Shall/Will

As used herein, the words "shall" and "will," mean the action required is mandatory.

1:4.29 Shift

Any assigned tour of duty in accordance with existing collective bargaining agreements.

1:4.30 Sick Leave

The period of time during which an officer is excused from active duty by reason of illness and/or injury.

1:4.31 Special Assignment

A member being excused from the performance of his/her regular duties and assigned a special detail.

1:4.32 Special Law Enforcement Officer

Persons vested with special police authority pursuant to N.J.S.A. 40A:14-146.8 et seq. and the Borough of Mantoloking Municipal Code §2-22.15.

1:4.33 Staff Supervision

Staff supervision is an advisory relationship, outside the regular hierarchy of command and responsibility in which a supervisor may review the work of another employee who is responsible to another superior officer.

1:4.34 Subordinate

A member lower in rank than his superior officer.

1:4.35 Superior Officer

A member holding the rank of Sergeant or any rank above Sergeant.

1:4.36 Supervisor

An employee, usually holding the appropriate rank, assigned to a position requiring the exercise of immediate supervision over the activities of other employees.

1:4.37 Tense of Words

The words used in the present tense include the future.

1:4.38 Tour of Duty

The number of days of work on a given shift during which an individual member is on duty.

1:4.39 Unpaid Leave of Absence

The period of time during which an employee is excused from duty and during which time no pay is received.

1:5 CODE OF ETHICS

1:5.1 All employees shall read and abide by the Law Enforcement Code of Ethics.

1:5.2 AS A LAW ENFORCEMENT EMPLOYEE, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I WILL keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I WILL never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I RECOGNIZE the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice. I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence. I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession...**LAW ENFORCEMENT.**

1:5.3 All employees of the Police Department shall read and abide by The New Jersey Ethics Law. (N.J.S.A. 40A:9-22.1 et. seq.)

1:6 MISSION STATEMENT AND CORE VALUES

1:6.1 Mission Statement and Core Values

It is the mission of the Mantoloking Police Department to serve our citizens by enforcing the laws of the State of New Jersey and the ordinances of the Borough of Mantoloking, preserving the public peace, protecting life and property, promoting traffic safety, and engaging in activities that benefit all in our community, from our youth to our senior citizens through programs of education and crime prevention, and to accomplish these goals by adhering to a core set of values that include integrity, honesty, fairness, respect, and compassion.

1:6.2 Core Values

The Mantoloking Police Department's core values are **Integrity, Honesty, Fairness, Respect, and Compassion.**

Integrity: Is the hallmark of the Mantoloking Police Department and we are committed to the highest performance and moral standards, ethical conduct, and trustworthiness in all relationships. We hold ourselves accountable for our actions both on and off duty and take pride in a professional level of service and fairness to all.

Honesty: Department members are committed to this character quality that includes integrity, truthfulness in our relationships with others, investigations and report writing, and testifying in court.

Fairness: We treat all people impartially, justly and unbiased, with consideration, empathy and compassion. We are equally responsive to our employees and the community we serve.

Respect: We treat all persons impartially in a dignified and courteous manner, and exhibit understanding of ethnic and cultural diversity, both in our professional and personal endeavors. We guarantee to uphold the principles and values embodied in the Constitution of the United States and the State of New Jersey.

Compassion: We understand that we come to the aid of many people that are physically injured, emotionally scarred, or are victims of crime and these people need to be treated with sympathy, kindness, and concern for their well-being.

CHAPTER 2

ORGANIZATION

2:1 GENERAL DUTIES AND RESPONSIBILITIES

2:1.1 Chief of Police

1. Pursuant to N.J.S.A. 40A:14-118 and Borough of Mantoloking Municipal Code §2-22.6, the Chief of Police shall be the head of the Police Department, and shall be directly responsible to the Borough Council for the efficiency and routine day-to-day operation of the Mantoloking Police Department.

2:1.2 Commanders and Supervisors

Commanders and supervisors shall be able to perform all of the general duties of a police officer. Commanders and supervisors shall:

1. Enforce department rules and ensure compliance with department policies and procedures.
2. Exercise proper use of their command, within the limits of their authority, to assure efficient performance by their subordinates.
3. Exercise necessary control over their subordinates to accomplish the objectives for the department.
4. Guide and train subordinates to gain effectiveness in performing their duties.
5. Use department disciplinary procedures when necessary.
6. When using discipline, comply strictly with the provisions of the department disciplinary process.
7. Conduct themselves in accordance with high ethical standards, on and off-duty.

2:1.3 Police Officers

Police officers shall:

1. Exercise authority consistent with the obligations imposed by the oath of office and in conformance with the policies of the department.
2. Abide by all rules, regulations and department procedures and directives governing police officer employees.
3. Be accountable and responsible to their supervisor for obeying all lawful orders.
4. Coordinate their efforts with other employees of the department to achieve department objectives.
5. Conduct themselves in accordance with high ethical standards, on and off-duty.

6. Strive to improve their skills and techniques through study and training.
7. Familiarize themselves with the area of authority and responsibility for their current assignment.
8. Perform their duties promptly, faithfully and diligently.
9. Perform all related work as required in a timely fashion.
10. Take appropriate action to:
 - a. Protect life and property;
 - b. Preserve the peace;
 - c. Detect and arrest violators of the law;
 - d. Enforce all federal, state, and local laws and ordinances coming within department jurisdiction;
 - e. Safeguard the rights of individuals as provided by the United States Constitution and Constitution of the State of New Jersey;
 - f. Safely and expeditiously regulate traffic;
 - g. Aid citizens in matters within police jurisdiction;
 - h. Take appropriate police action in aiding fellow officers as needed;
 - i. Provide miscellaneous services.

2:1.4 Civilian Employees

Civilian employees shall:

1. Take appropriate action to perform the duties of their positions promptly, faithfully and diligently.
2. Exercise authority consistent with the obligations imposed by their position and in conformance with the policies of the department.
3. Be accountable and responsible to their supervisors for obeying all lawful orders.
4. Coordinate their efforts with other employees of the department to achieve department objectives.
5. Conduct themselves in accordance with high ethical standards, on and off-duty.
6. Strive to improve their skills and techniques through study and training.
7. Familiarize themselves with the area of authority and responsibility for the current assignment.
8. Abide by all rules, regulations and department procedures and directives governing civilian employees.
9. Perform all related work as required.

CHAPTER 3

RULES OF CONDUCT

3:1 PROFESSIONAL AND GENERAL CONDUCT

3:1.1 Standards of Conduct

Employees shall conduct their private and professional lives in such a manner as to avoid bringing the department into disrepute.

3:1.2 Loyalty

Loyalty to the department and to associates is an important factor in department morale and efficiency. Employees shall maintain loyalty to the department, their associates, and the Borough of Mantoloking as is consistent with the law and personal ethics.

3:1.3 Cooperation

Cooperation between the ranks and units of the department is essential to effective law enforcement. Therefore, all employees are strictly charged with establishing and maintaining a high spirit of cooperation within the department.

3:1.4 Assistance

All members are required to take appropriate action toward aiding a fellow employee exposed to danger or in a situation where danger might be impending.

3:1.5 Performance of Duty

All employees shall promptly perform their duties as required or directed by law, rules and regulations or written directive, or by lawful order of a superior officer.

3:1.6 Action Off-Duty

While off-duty, police officers shall take appropriate action as needed in any police matter that comes to their attention within their jurisdiction as authorized by New Jersey law and department written directive.

While off-duty, police officers who take any police related action or any other action which may touch upon or reflect upon their position with the Mantoloking Police Department shall notify the highest ranking officer on duty as soon as possible and shall submit a written report to the Chief of Police as soon as practical.

3:1.7 Obedience to Laws, Ordinances, Rules, and Written Directives

Employees shall obey all laws, ordinances, rules, and written directives of the department.

3:1.8 Withholding Information

Employees shall report any and all information concerning suspected criminal activity of others.

3:1.9 Reporting Violations of Laws, Ordinances, Rules, and Written Directives

Employees knowing of other employees violating laws, ordinances, rules and written directives of the department, shall report same to the Chief of Police through the chain of command. If the employee believes the information is of such gravity that it must be brought to the immediate, personal attention of the Chief of Police, the chain of command may be bypassed.

Employees charged with violating laws or ordinances shall report same immediately to the Chief of Police through the chain of command.

3:1.10 Neglect of Duty

Members and employees shall not commit any act nor shall they be guilty of any omission that constitutes neglect of duty.

3:1.11 Insubordination

Employees shall not:

1. Fail or refuse to obey a lawful order given by a supervisor;
2. Use any disrespectful or abusive language/action towards a supervisor.

3:1.12 Conduct Toward Other Department Employees

Employees shall treat other department employees with respect. They shall be courteous and civil at all times in their relationships with one another. When on-duty and in the presence of the public, an officer shall be referred to by rank.

3:1.13 Compromising Criminal or Traffic Cases/Investigations

Employees shall not interfere with the proper administration of justice.

3:1.14 Recommending Attorney and Bail Bond Brokers Prohibited

Employees shall not suggest, recommend, or advise the retention of any attorney or bail bond broker to any person as a result of police business.

3:1.15 Posting Bail

Employees shall not post bail for any person in custody, except relatives.

3:1.16 Use of Force

Members shall follow New Jersey State Law and department written directive on the use of force.

3:1.17 Physical and Mental Fitness for Duty

Police officers are required to be capable of performing the essential functions of their assigned positions without posing a direct threat to their own health and safety, or that of others. Officers, who are aware of any reason why they are incapable of performing the essential functions of their assigned positions without posing a direct threat to their own health and safety, or that of others, shall notify their supervisors. The department reserves the right to take appropriate

action in such circumstances, which may include deeming the member unfit for duty, placing the employee on sick leave status, or other action. The department reserves the right in appropriate cases to require medical clearance before allowing the member to return to regular duties. Nothing contained herein shall supersede any current collective bargaining agreements.

3:1.18 Driver's License

Employees operating department motor vehicles shall possess a valid New Jersey driver's license. Whenever a driver's license is revoked, suspended, or lost the employee shall immediately notify the appropriate supervisor giving full particulars.

3:1.19 Address and Telephone Numbers

Employees are required to have a telephone or cellular phone in the place where they reside. Changes in address or telephone number shall be reported in writing to the appropriate supervisor within twenty four (24) hours of the change. Upon receipt of this information, the supervisor will immediately forward the change to the Office of the Chief of Police.

3:2 ISSUING ORDERS

3:2.1 Manner of Issuing Orders

Orders from a supervisor to a subordinate shall be in clear and understandable language.

3:2.2 Unlawful Orders

No supervisor shall knowingly issue an order, which is in violation of any law or ordinance.

3:2.3 Improper Orders

No supervisor shall knowingly issue an order, which is in violation of any department rules and regulations or written directive.

3:3 RECEIVING ORDERS

3:3.1 Questions Regarding Orders

Employees, in doubt as to the nature or detail of an order, shall seek clarification from their supervisors by going through the chain of command.

3:3.2 Obedience to Unlawful Orders

Employees are not required to obey any order, which is contrary to any law or ordinance. Responsibility for refusal to obey rests with the employee, who will be required to justify the refusal to obey.

3:3.3 Obedience to Unjust or Improper Orders

Employees, who are given any order which is contrary to department rules and regulations or written directive, must first obey the order to the best of their ability, and then report the improper order as provided in 3:3.5.

3:3.4 Conflicting Orders

Upon receipt of an order, conflicting with any previous order, the employee affected will advise the person issuing the second order of this fact. Responsibility for countermanding the original order rests with the individual issuing the second order. If so directed, the latter order shall be obeyed first. Orders will be countermanded, or conflicting orders will be issued, only when reasonably necessary for the good of the department.

3:3.5 Reports of Unlawful or Improper Orders

An employee receiving an unlawful or improper order shall advise the issuing supervisor of his/her belief that the order in question is unlawful or improper. If the matter is not resolved, the officer shall at first opportunity, report in writing to the next highest-ranking supervisor above the supervisor who issued the unlawful or improper order. Action regarding such a report shall be conducted at the direction of the Chief of Police or his/her designee.

3:3.6 Criticism of Official Acts or Orders

Employees shall not criticize the actions or orders of any department employee in a manner which is defamatory, obscene, or which tends to impair the efficient operation of the department.

3:4 POLICE RECORDS AND INFORMATION

3:4.1 Release of Information

Employees shall not release any information nor reveal any confidential business of the department to the public or the press except as provided in department written directives.

3:4.2 Department Records

Contents of any record or report filed within the department shall not be exhibited or divulged to any person other than a duly authorized police officer, except with the approval of the appropriate supervisor, or under due process of law, or as permitted under department written directives.

3:4.3 Reports

No employee shall knowingly falsify any official report or enter or cause to be entered any inaccurate, false, or improper information on records of the department.

3:5 GIFTS, REWARDS, ETC.

3:5.1 Soliciting Gifts, Gratuities, Fees, Rewards, Loans, Etc.

Except as stated herein, employees shall not under any circumstances solicit any gift, gratuity, fees, rewards, loans, etc. where there is any direct or indirect connection between solicitations and their department membership or employment. All solicitations must stay within the parameters of Federal and State law, directives from the Office of the New Jersey Attorney General and the Ocean County Prosecutor's Office. Employees shall not solicit for any organization that in anyway references their employment as an employee of the Borough of

Mantoloking without the knowledge of the Chief of Police pursuant to the standards set forth above. Nothing herein is meant to prevent action authorized by N.J.S.A. 45:17A-18 et seq.

3:5.2 Acceptance of Gifts, Gratuities, Fees, Rewards, Loans, Etc.

Employees shall not accept either directly or indirectly any gift, gratuity, fees, rewards, loans, etc. or any other thing of value arising from or offered because of his police employment or any activity connected with said employment or employment with the Borough or which might tend to influence directly or indirectly the actions of said employee or any other employee in any matter of police business; or which might tend to cast an adverse reflection on the department or any employee thereof. No employee of the department shall receive any gift, gratuity, fees, rewards, loans, etc. from other employees without the express prior written permission of the Chief of Police. Employees shall not accept any gift, gratuity or reward in money or other consideration for services rendered in the line of duty to the community or to any person, business or agency except lawful salary and that which may be authorized by the law and the Chief of Police.

3:5.3 Other Transactions

Every employee is prohibited from buying or selling anything of value from or to any complainant, suspect, witness, defendant, prisoner, or other person involved in any case which has come to his attention or which arose out of his department employment, except as may be specifically authorized by the Chief of Police.

3:5.4 Disposition of Unauthorized Gifts and/or Gratuities

Any unauthorized gift, gratuity, loan, fee, reward, or other object coming into the possession of any employee shall be forwarded to the Chief of Police together with a written report explaining the circumstances.

3:5.5 Debts - Incurring and Payment

1. No employee shall borrow any money or otherwise become indebted to any other employee.
2. Employees shall not solicit other members or employees to co-sign or endorse any promissory note or other loan.
3. No employee shall offer to act as a co-signer or endorser of any promissory note or other loan for another employee.
4. Paragraphs 1-3 do not apply to transactions among employees related to each other.
5. Employees shall promptly pay all just debts and legal liabilities incurred by them.

3:5.6 Intercession – Soliciting

Employees shall not attempt to circumvent, undermine or improperly influence department procedures for determining promotions, assignments, disposition of disciplinary charges, appeals from department hearings, or related matters. Examples of circumventing, undermining or improperly influencing such procedures include, but are not limited to, soliciting unauthorized persons to intercede in such procedures, communicating or supplying information in a manner not authorized or permitted under such procedures, refusing to participate and/or cooperate in any investigation into alleged improper behavior. Members and employees may utilize the

review, appeal and grievance procedures provided by statute, department rules and procedures, Borough ordinance or policy, and collective bargaining agreements. Nothing in this section shall prohibit employees from lawful consultation with attorneys and union representatives. Any lawyer or union representative consulted shall not be permitted to speak on behalf of the employee and shall not interfere in any investigatory process, including a prohibition against delaying the process.

3:6 ALCOHOLIC BEVERAGES AND DRUGS

3:6.1 Alcoholic Beverages and Drugs

1. No employee of the department will appear for, or be on duty, under the influence of an alcoholic beverage (any beverage containing alcohol) (hereinafter "alcohol") or illegal drugs (including the illegal use of prescription drugs) (hereinafter "drugs"), or be unfit for duty because of use of drugs or an alcoholic beverage. The reasonable opinion of a supervising officer that the employee is under the influence of, or has alcohol or drugs in the employee's system shall be sufficient to establish a violation of this provision. In addition, the presence of detectable level of alcohol or drugs as tested by blood, urine or other medical test shall constitute a violation of this provision. Superior officers shall not assign to duty any employee in an unfit condition due to the use of alcohol or drugs and shall immediately relieve of duty and service weapon any employee found on duty in such condition. Supervisors shall not allow to remain on duty, any employee whose fitness for duty is questionable due to the use of alcohol or drugs. The superior officer shall submit a written report of the incident to the Chief of Police. (See Procedures for Employees Using Prescription Drugs in a Legal Manner Under Section 3 below)
2. Employees of the department, shall not drink alcohol while on duty, or take any drug as defined herein, except on special assignment authorized by the Chief of Police. Sworn employees shall not drink alcohol or take drugs while in uniform or during any activity where the employee is acting as a representative or has identified himself as an employee of the Department. An employee, while assigned to duty in civilian clothes, may use alcohol or drugs only when absolutely necessary in the performance of duty, provided such use does not render them unfit for proper and efficient performance of duty. Employees should not, to the extent possible, engage in any behavior that could put him/herself in danger or the public in danger after consuming alcohol or drugs, for example, driving. All use of alcohol or drugs used in the performance of an employee's duty must be documented in writing, detailing the reasons therefore and the amounts consumed as soon as possible after such consumption. An employee may be subject to testing to confirm the level of alcohol/drugs in their system.
3. Taking Prescription or other Medication While on Duty/Notification about Medication – Pursuant to the Americans with Disabilities Act, 42 U.S.C. §12112, ("ADA") employees of the department shall disclose to the Chief of Police or his/her designee that they are taking medication (prescription or non-prescription) that may affect their ability to perform their duties, including but not limited to using a firearm, operating a radio, or operating a motor vehicle. Such employee shall also disclose the expected duration of their use of such medication. Medical information may be disclosed to supervisors where they need such information to provide a reasonable accommodation or to meet an employees work restrictions. The department reserves the right in appropriate cases to require medical clearance before allowing the employee to return to regular duties. The department reserves the right to take appropriate action in the case of any employee who is impaired on duty for any reason, including the use of prescription or non-prescription medication who has failed to give proper advance notification.

4. Alcohol may not be consumed at or in the police station or ancillary facilities.
5. No uniformed employee shall, at any time when in uniform, or any part thereof, except in the performance of duty, enter any place in which alcohol is served or sold, unless authorized by a supervisor. This provision does not include establishments with a separate dining area where the serving of alcohol is not the primary function (e.g. certain diners and restaurants which have a liquor license). If an employee is unclear whether an establishment would violate this section, he should contact his supervisor.
6. Employees shall not bring into or keep any alcohol or drugs on department premises except when necessary in the performance of a police related task. Alcohol or drugs brought into department premises in the furtherance of a police related task shall be properly identified and stored according to department written directives.
7. Any employee reporting for duty with the odor of alcohol on his breath or appearing to be under the influence may be subject to testing as set forth in Section 3:6.1.
8. No liquor license shall be held by any police officer, or by any profit corporation or association in which any police officer is interested, directly or indirectly.
9. Pursuant to law, members of the Mantoloking Police Department may not be employed by a business located in the Borough, which is licensed to sell alcoholic beverages in New Jersey. Members of the Mantoloking Police Department may be employed by such licensed businesses, which are located outside the Borough of Mantoloking with prior notice to the Chief of Police and under the following legal conditions:
 - a. Police officers so employed shall not, while engaged in the selling, serving, possessing or delivering of any alcoholic beverages: (1) have in his possession any firearm, or; (2) wear or display any uniform, badge or insignia which would identify them as a police officer.
 - b. No police officer so employed shall be permitted to work in excess of twenty-four (24) hours per week in any such establishment.

When a licensee has circumstances that require the use of trained police officers to provide crowd or traffic control or security for money, the municipality may assign regular police officers to the licensed premises for these purposes. The municipality may either bill the licensee for such cost or may require the licensee to prepay for the services. In no event, however, may the licensee directly hire or pay these police officers. (See N.J.A.C. 13:2-23.31; N.J.S.A. 33:1-26.1).

The Chief of Police retains the right to advise any police officer that for the good of the department or for other operational reasons (including but not limited to the ability to work overtime), the officer cannot obtain or retain such employment.

3:6.2 Substance Testing

1. Members will be ordered to submit to drug testing when there is a reasonable suspicion to believe that the member is using drugs illegally, in accordance with the Office of the New Jersey Attorney General's Guidelines on Drug Testing and any policy mandated by the Ocean County Prosecutor.

2. Random drug screening shall be ordered by the Chief of Police from time to time. If the Chief of Police orders random drug screening it shall be in accordance with the Office of the New Jersey Attorney General's Guidelines on Drug Testing and any policy mandated by the Ocean County Prosecutor.

3:7 DUTY CONDUCT

3:7.1 Reporting for Duty

Employees shall report for duty at the time and place specified, properly uniformed and equipped.

3:7.2 Absence from Duty

Every member who fails to appear for duty at the date, time and place specified without the consent of competent authority, is "absent without leave". Such absence must be reported in writing to the supervisor immediately. Supervisors shall immediately report to their supervisor in writing any employee who is absent without leave. Absences without leave in excess of one day must be reported in writing to the Chief of Police. Except as otherwise provided by law, any member who is absent from duty without just cause or leave of absence, for a continuous period of 5 days shall cease to be a member of the Department, pursuant to N.J.S.A. 40A:14-122.

3:7.3 Harassment in the Workplace

All employees of the department shall adhere to the written directive established by the Chief of Police and the Borough of Mantoloking regarding Harassment in the Workplace.

3:7.4 Civil Rights

All employees shall observe and respect the civil rights of all persons.

3:7.5 Work Expectation

Employees are expected to perform their duties to the best of their abilities at all times.

3:7.6 Retaliation

No employee shall take any official action or initiate or engage in any conduct with the intention to retaliate against any person for criticizing or complaining about any employee. This shall not apply to situations where employees are disciplined for engaging in actions, which constitute insubordination.

3:7.7 Personal Relationships

If a supervisor and subordinate enter into a dating relationship, marital relationship or civil union during the course of employment, and the department reasonably believes the relationship may create a conflict of interest, one of the employees may be transferred to another shift or assignment. A supervisor or subordinate involved in a relationship as described within shall report the relationship to the Chief of Police. Failure to report such a relationship may subject the involved employees to discipline.

3:7.8 Smoking

P.L. 2009, C.182 "NJ Smoke-Free Air Act" approved July 20, 2010, provides for an employer's obligation to establish a policy protecting the health, welfare and comfort of employees from those employees who smoke tobacco, to include electronic smoking devices. That written directive must establish designated non-smoking areas. It is the policy of this department not to allow smoking in any office or vehicle assigned to the Mantoloking Police Department. Employees desiring to smoke may do so outside or in an area designated for smoking. It is the rule of this department not to allow smoking in any designated crime scene area.

3:7.9 Distracters

The use of any item or object that distracts an employee from the performance of duty other than equipment authorized by the department is prohibited while on duty.

3:7.10 Relief

Employees are to remain at their assignments and on duty until properly relieved by other employees or until dismissed by competent authority.

3:7.11 Meals/Breaks

All meals/breaks are to be consumed within authorized areas, or if properly signed out and acknowledged on police radio at a known location subject to modification by the supervisor.

3:7.12 Training

Employees shall attend training at the direction of the appropriate supervisor. Such attendance is considered a duty assignment, unless the prevailing collective bargaining agreements provides otherwise.

3:7.13 Military Courtesy

When meeting in public, officers shall conform to normal courtesy standards and refer to each other by rank.

3:7.14 National Colors and Anthem

Uniformed members will render full military honors to the National Colors and Anthem at appropriate times. Members and employees in civilian dress shall render proper civilian honors to the National Colors and Anthem at appropriate times.

3:7.15 Inspections

Employees directed to attend full dress inspections shall report in the uniform prescribed, carrying the equipment specified. Unauthorized absence from such inspection shall be considered absence without leave.

3:7.16 Prohibited Activity On-Duty

Employees who are on-duty are prohibited from engaging in activities, which are not directly related to the performance of their duty with exceptions as noted:

1. Meeting with other officers (except in performance of their police duties) without permission of supervisor, sleeping, loafing, idling;

2. Reading material other than department required materials (except at meals);
3. Conducting private business while on duty;
4. Unlawful gambling, unless to further a police purpose such as conducting an investigation of suspected criminal activity as authorized through the chain of command;
5. Smoking in public view;
6. Sexual activity of any kind;
7. Pursuing personal relationships with or without coercion created by an officer's official authority;
8. Leaving the Borough without supervisory approval;
9. Soliciting or otherwise enhancing secondary employment interests while on duty or as a result of an official duty;
10. Conducting secondary employment activities while on duty;
11. Taking any photographs, pictures, digital images that are not related to the job, including but not limited to pictures of any crime scenes, traffic crashes, people, or job related incidents or occurrence with any personal analog or digital device, camera or cellular telephone, except as may be necessary for the furtherance of official duties, and only in accordance with established department procedures pertaining to preservation of evidence and chain of custody;
12. Releasing any personal or department photographs, pictures, digital images of any crime scenes, traffic crashes, people, or job related incident or occurrence taken with a personal or department analog or digital device, camera or cellular phone to any person, entity, business, or media/Internet outlet without the express written permission of the Chief of Police;
13. Video or audio recording, which is not connected with an official investigation or duties, is prohibited;
14. Employees are forbidden to video or audio record conversations with other employees unless related to the job and approved in advance by the Chief of Police. This prohibition does not apply to video recorded interviews of witnesses or suspects where two or more employees may be present, the routine recording of telephone calls over or through the department telephone system via any recording system approved by the Chief of Police, or to the use of mobile video recorders as authorized by the Chief of Police. The exception to this is for an Internal Affairs investigation as authorized by the Chief of Police or representatives of the involved prosecutorial authorities.
15. Any other activity deemed inappropriate by the Chief of Police.

3:7.17 All Other Conduct

Misconduct by a police officer need not be predicated on the violation of any particular department rule or regulation. Police officers are called upon to exercise tact, restraint and good judgment in their relationship with the public and must present an image of personal integrity and dependability in order to have the respect of the public. The department will take

appropriate disciplinary action against any officer whose actions violate this standard of good behavior.

3:8 UNIFORMS, APPEARANCE, AND IDENTIFICATION

3:8.1 Regulation Uniforms Required

All uniformed personnel of the department shall maintain in good order a regulation uniform. All uniformed personnel shall be neat appearing, and well groomed while in uniform. All articles of uniform shall conform to the department uniform regulations. Uniforms shall be made of the material and the style prescribed in police orders, and such style shall not be altered or changed in any manner, whatsoever, unless authorized by the Chief of Police. Uniforms shall be made of the material and style prescribed in police orders, and such style shall not be altered or changed in any manner, whatsoever, unless authorized by the Chief of Police.

3:8.2 Manner of Wearing the Uniform

All uniformed personnel of the department shall wear the uniform on duty as prescribed by department written directive for the employee's current assignment. However, commanding officers may prescribe other clothing as required by the nature of the duty to which a particular employee is assigned.

3:8.3 Manner of Wearing Civilian Attire

Members and employees permitted to wear civilian clothing while on duty shall wear clothing that is suitable for a business environment and neat in appearance. Commanding officers may prescribe other types of clothing when necessary to meet a particular police objective.

3:8.4 Change of Apparel

Members of the Department must be prepared to change from both uniform and civilian clothes relative to the need of their services and as required for investigation. Distinguished police uniforms shall not, at any time, be worn on the street in conjunction with civilian clothing.

3:8.5 Wearing or Carrying Identification

Members shall wear or carry their department identification at all times, provided that it is practical for the circumstances.

3:8.6 Identification as Police Officer

Wearing and carrying badge and official Department identification card. A member, when in uniform, shall wear the regulation badge on the outside of the outermost garment over the left breast and always in sight. When not in uniform or off duty, he/she shall carry his/her badge and official police identification. Only those badges issued and approved by the Chief of Police may be worn and carried on and off duty.

3:8.7 Personal Appearance

Every employee of the department, while on duty, must at all times be neat and clean in person, their clothes cleaned and pressed, and their uniform in conformity with the rules and regulations of this department. Commanding officer may prescribe other clothing as required by the nature of the duty, which a particular member is assigned. Non-uniformed civilian employees may be permitted deviations from this section as directed by the Chief of Police or designee and in keeping with a professional appearance.

1. Male Employees

- a. Hair shall be neatly trimmed and groomed. Hair shall be cut to present a tapered appearance on the side and back and when combed, shall not fall over the ears or eyebrows, or extend over the shirt or coat collar when standing with the head in a normal position. There shall be no designs cut into the head hair. Designs such as numbers, insignias, or other inscriptions are strictly forbidden. Hair coloring, if used, must appear natural.
- b. Sideburns shall not extend below the bottom of the earlobe. The width shall not exceed one and one quarter inches at the broadest point. The growth shall not be more than a quarter inch in depth.
- c. Mustaches shall be neatly trimmed and the extent of the growth shall be limited to being even with the line of the corner of the mouth. Length of the hair shall be no more than one quarter inch, nor appear bushy. The ends may not be waxed or twisted.
- d. Beards shall not be permitted. Personnel with a medical condition, which precludes shaving, shall be required to present a written statement, signed by a medical doctor, verifying such condition. Beards may be permitted for religious reasons upon approval of the Chief of Police. Non-uniformed employees may deviate from the above beard standard as authorized by the Chief of Police or designee. This regulation does not prevent the Chief of Police from authorizing deviation for fund raising purposes, such as (No Shave November).
- e. Hair growing from the chest, neck, ears or nose shall be neatly trimmed. Chest hair shall not extend over the collar, tie or exposed t-shirt.
- f. Fingernails shall be clean and trimmed. Nails shall not extend beyond the tips of the fingers.

2. Female Employees

- a. Hair shall not be worn longer than the bottom of the shirt or coat collar at the back of the neck when standing with the head in a normal position. Hair may be worn slightly over the ears, but in no case shall the bulk or length of hair interfere with the wearing of the authorized uniform headgear. A bun or twist will be permitted on the back of the head, provided it is worn in a neat manner and does not interfere with the wearing of department headgear. No ribbons or ornaments shall be worn in the hair except for neat inconspicuous bobby pins or conservative barrettes, which blend with the hair color. Hair coloring, if used, must appear natural.
- b. Cosmetics may be worn provided they are subdued and blended to match the natural skin color of the individual. False eyelashes are not permitted.
- c. Fingernails shall be clean and trimmed. Nails shall not extend beyond the tips of the fingers. Fingernail polish, if worn, shall be clear.

3. Jewelry and Apparel (All)

- a. Police Officers on duty shall not wear loose fitting jewelry which may be grasped during a struggle or which can inflict injury or retard the mobility of the officer.

This provision shall not prohibit non-uniform employees on duty from wearing jewelry appropriate for the conditions of their current assignment in accordance with department written directive.

- b. No visible body piercing jewelry shall be worn while on duty. This shall include but not limit to nose, eyebrow and tongue piercing.

4. Tattoos or Similar Markings (All)

Definitions:

- a. Tattoo - the act or practice of marking the skin with designs, forms, figures, art, etc.
- b. Scarification - the act of intentional cutting of the skin for the purpose of creating a design, form, figure or art.
- c. Branding - the act of intentional burning of the skin for the purpose of creating a design, form, figure or art.

The following tattoos, scarifications and brands are prohibited:

- a. Any tattoo, scarification or brand located on the hand, head, face or neck. The Chief of Police reserves the right to require an officer to cover up a tattoo(s) while the officer is in uniform.
- b. Depictions of nudity or violence; sexually explicit or vulgar art, words, phrases or profane language; symbols likely to offend other members, employees, or members of the public, i.e., swastikas, pentagrams or similar symbols; initials, acronyms or numbers that represent criminal or historically oppressive organizations, (i.e., AB, KKK, SS, MM, BGF, HA, 666) or any street gang names, numbers and/or symbols; or, any language or depiction that may impair or disrupt the operations of the department, or is inconsistent with the mission of the department.

3:9 DEPARTMENT EQUIPMENT AND PROPERTY

3:9.1 Equipment On-Duty

Employees shall carry all equipment on-duty as prescribed by department written directive based on their assignment.

3:9.2 Equipment Off-Duty

Employees shall carry equipment off-duty as prescribed by department written directive.

3:9.3 Firearms

Employees shall follow department written directive on the care and handling of firearms.

3:9.4 Department Property and Equipment

All law enforcement related equipment will be maintained in an operational state and that responsibility of the maintenance of the equipment is vested with the person or position responsible for the equipment.

3:9.5 Use of Department Property and Equipment

Employees are prohibited from using any department property, equipment, consumable supplies and other resources for personal business or pleasure.

3:9.6 Damaged or Inoperative Property or Equipment

Employees shall immediately report to their supervisors any loss of or damage to department property assigned to or used by them. The supervisor shall also be notified of any defects or hazardous conditions existing in any department equipment or property.

3:9.7 Care of Department Buildings

Employees shall not mark or deface any surface in any department building. No material shall be affixed to any wall in department buildings without specific authorization from the appropriate supervisor.

3:9.8 Notices

Employees shall not mark, alter, or deface any posted notice of the department. No notices or announcements shall be posted on bulletin boards without permission of the appropriate supervisor, except those areas designated for use by the collective bargaining unit(s). No other form of communication of notices or announcements, including electronic communication of non-official police business shall be made unless authorized by the appropriate supervisor. No notices, pictures or other written communications may be posted that are degrading, obscene, or considered detrimental to the good order of the Police Department.

3:9.9 Use of Department Vehicles

Employees shall not use any department vehicle without the permission of the Chief of Police or his/her designee. The Chief of Police and command personnel may use their provided vehicles in accordance with written directives and/or current collective bargaining agreements.

3:9.10 Operation of Department Vehicles

When operating department vehicles, employees shall not violate traffic laws, except in cases of emergency and then only in conformity with state law and department written directive regarding same.

3:9.11 Transporting Non-Borough Employees

Non-Borough employees shall not be transported in department vehicles, except as necessary in the performance of official police duties. Such transportation will be done in conformance with department written directive or at the direction of the commanding officer, immediate supervisor or communications center. The Chief of Police and command personnel may transport individuals in accordance with any current collective bargaining agreements.

3:9.12 Reporting Accidents

Accidents involving department personnel, property, equipment and vehicles must be reported in accordance with department written directive.

3:9.13 Inspection

Department property and equipment is subject to entry and inspection without notice. This includes, but is not limited to any vehicle, desk, filing cabinet, and/or locker, the use of which is provided to the employee by the department.

3:9.14 Liability

If any department property is damaged or lost as result of misuse or negligence by an employee, that employee will be held liable to reimburse the department for the damage or loss and is subject to disciplinary action.

3:9.15 Presumption of Responsibility

In the event that Borough of Mantoloking property is found bearing evidence of damage which has not been reported, it shall be prima-facie evidence that the last person using the property or vehicle was responsible.

3:9.16 Surrender of Department Property

1. Upon Separation from the Department - Employees are required to surrender all department property in their possession upon separation from the service. For failure to return a non-expendable item, the employee will be required to reimburse the department for the fair market value of the article.
2. Under Suspension - Any employee under suspension shall immediately surrender their identification, firearm (if applicable), and all other department property to the appropriate supervisor pending disposition of the case.

3:10 COMMUNICATIONS, CORRESPONDENCE

3:10.1 Restrictions

1. Employees shall not use department letterheads for private correspondence.
2. Employees shall only send official correspondence out of the department under the direction of the Chief of Police or his/her designee. This includes, but is not limited to, letters, subpoenas, e-mails, memorandums, and any other type of paper or electronic written communication.

3:10.2 Forwarding Communications

Any employee who receives a written communication for transmission to another employee shall forward same without delay.

3:10.3 Use of Department Address

Employees shall not use the department as a mailing address for private purposes. The department address shall not be used for any private vehicle registration or driver's license.

3:10.4 Telephones

Department telephone equipment may not be used for personal use involving toll charges without the express approval of a supervisor. Department telephone numbers may not be given out as numbers for police officer's personal use or contact.

3:10.5 Radio Discipline

Employees operating the police radios shall strictly observe the procedures and restriction for such operations as set forth in department written directive and by the Federal Communications Commission.

3:11 PUBLIC ACTIVITIES

3:11.1 Publicity

Employees may identify themselves as employees of the Mantoloking Police Department. However, members and employees shall not use or refer to their affiliation with the Mantoloking Police Department for purposes of furthering or gaining advantage in personal pursuits or for any other reason that has or reasonably may have an adverse impact on the department or of the Borough of Mantoloking. The Chief of Police shall determine whether an employee's conduct has violated this standard. Nothing herein is meant to prevent action authorized by N.J.S.A. 45:17A-18 et seq. or the New Jersey State Constitution.

3:11.2 Commercial Testimonials

Employees shall not permit their names or photographs to be used to endorse any product or service without the permission of the Chief of Police. They shall not, without the permission of the Chief of Police, allow their names or photographs to be used in any commercial testimonial, which alludes to their position or employment with this department or their position as a police officer or employee of a police department.

3:11.3 Public Appearance Requests

All requests for public speeches, demonstrations, etc., will be forwarded to the Chief of Police for approval and processing. Employees directly approached for this purpose shall suggest that the party submit his request to the Chief of Police.

3:11.4 Courtesy

Employees shall be courteous and orderly in all dealings with the public. They shall perform their duties professionally, avoiding harsh, violent, profane or insolent language, and always remain calm regardless of provocation to do otherwise. Upon request, employees are required to supply their name and identification in a courteous manner. They shall attend to requests from the public quickly and accurately, avoiding unnecessary referral to other parts of the department.

3:11.5 Impartial Attitude

All employees must remain completely impartial toward all persons coming to the attention of the department. Violations of the law are against the people of the state and not against the individual officer. All citizens are guaranteed equal protection under law. Exhibiting partiality for or against a

person because of race, creed, color, national origin, ancestry, age, sex, gender identity or expression, affectional or sexual orientation, marital status, domestic partner or civil union status, familial status, liability for service in the Armed Forces of the United States, disability, atypical hereditary cellular or blood trait, genetic information, nationality, pregnancy or other protected class (N.J.S.A. 10:5-1 et seq.) is conduct unbecoming a public employee. Similarly, unwarranted interference in the private business of others when not in the interests of justice is conduct unbecoming a public employee.

3:11.6 Disparaging Comments Regarding Protected Personal Characteristics

Courtesy and civility toward the public is required of all employees of the department. Employees shall not use words which humiliate, disparage, demean, degrade, ridicule, or insult a person because of their race, creed, color, national origin, ancestry, age, sex, gender identity or expression, affectional or sexual orientation, marital status, domestic partner or civil union status, familial status, liability for service in the Armed Forces of the United States; disability, atypical hereditary cellular or blood trait, genetic information, nationality, pregnancy or other protected class (N.J.S.A. 10:5-1 et seq.).

3:11.7 Public Statements

Employees of the department shall not make public statements concerning the work, plans, policies, or affairs of the department which may impair or disrupt the operation of the department or which are obscene, unlawful, or defamatory. While employees have a right to maintain personal webpages, websites, and blogs, their status as employees of the police department requires that the content of those webpages and websites not be in violation of existing department written directives. The right of the collective bargaining unit(s) representative to make public statements regarding the improvement of working conditions or the betterment of the department shall be upheld.

3:11.8 Subversive Organizations

No employee shall knowingly become a member of or connected with a subversive organization, except when necessary in the performance of duty, and then only under the direction of the Chief of Police.

3:11.9 Affiliation with Certain Organizations Prohibited

Police officers shall not join or affiliate with any organization, or enter into any business relationships that would interfere with the officer's ability to fulfill his or her obligations to the department, that may impair or disrupt the operations of the department, or that is inconsistent with the mission of the department. This section shall not apply to active or reserve service in the armed forces of the United States or the State of New Jersey.

3:11.10 Affiliation with Radical Groups

No employee, except in the discharge of police duties, shall knowingly associate with or have any dealings with any person or organization which advocates or which is instrumental in fostering hatred, prejudice, or oppression against any group set forth in Section 3:11.7 or any political entity.

3:12 POLITICAL ACTIVITIES

3:12.1 Political Activities Prohibited

Employees should not be permitted to engage in political activity while on duty, and no employee shall be permitted to use his official position to influence another person's partisan or non-partisan political activity.

3:12.2 Election to Public Office

Police officers may run for public office, but may not campaign, nor engage in any activity connected with candidacy for such office, during any tour of police duty.

3:12.3 Soliciting Prohibited

Employees of the department shall not solicit contributions for political purposes while on duty or when such activity prevents the employee from performing his job with the department, nor shall any employee interfere with or use the influence of his office for political reasons.

3:12.4 Contributions

Employees may contribute funds or any other thing of value to candidates for public office subject to the provision of law governing such contributions.

3:12.5 Displaying of Political Material

Employees shall not display any political material on any government property or on their person while on duty or in uniform or while representing the department or the Borough.

3:13 JUDICIAL APPEARANCE AND TESTIMONY

3:13.1 Court Appearances

Employees must attend court or quasi-judicial hearings as required by a subpoena. Permission to omit this duty must be obtained from the prosecuting attorney handling the case or other competent court official. When appearing in court, either the official uniform or appropriate business attire shall be worn. Weapons will not be displayed unless wearing the uniform. Members shall present a neat and clean appearance, avoiding any mannerism, which might imply disrespect to the court.

3:13.2 Testifying for the Defendant

Any employee subpoenaed to testify for the defense in any trial or hearing, or against the Borough of Mantoloking in any hearing or trial shall notify the Chief of Police through the chain of command upon receipt of the subpoena. He shall also notify the appropriate prosecutorial authority handling the case.

3:13.3 Duty of Employees to Appear and Testify

It shall be the duty of every employee to appear and testify upon matters directly related to the conduct of his office, position or employment before any court, grand jury, or the State

Commission of Investigation, provided such testimony does not infringe on the employee's constitutional due process protection.

3:13.4 Department Investigations – Testifying

Employees shall be required to respond to questioning, provide reports, and render materials during department investigations in accordance with the provisions of the New Jersey Attorney General's Internal Affairs Policy & Procedures currently in effect.

3:13.5 Truthfulness

Employees are required to be truthful at all times whether under oath or not.

3:13.6 Civil Action, Court Appearances – Subpoenas

An employee shall not volunteer to testify in civil actions and shall not testify unless legally subpoenaed. Employees will accept all subpoenas legally served. If the subpoena arises out of department employment or if the employee is informed that he is a party to a civil action arising out of department employment, he shall immediately notify the Chief of Police, who in turn shall notify the proper authorities. Employees shall not enter into any financial understanding for appearances as witnesses prior to any trial, except in accordance with department directives.

3:13.7 Civil Depositions and Affidavits

Employees shall notify their supervisor before giving a deposition or affidavit on a civil case. If the supervisor determines that the case is of importance to the Borough of Mantoloking, he shall inform the Chief of Police before the deposition or affidavit is given.

3:13.8 Civil Action, Expert Witness

Employees shall not volunteer or agree to testify as expert witnesses in civil actions without the prior written approval of the Ocean County Prosecutor and the Chief of Police.

3:13.9 Civil Process

Members shall not serve civil process or assist in civil cases unless the specific consent of the Chief of Police is obtained. They shall avoid entering into civil disputes, particularly while performing their police duties, but shall prevent or abate a breach of the peace or crime in such cases.

3:13.10 Internal Affairs Investigations

The Mantoloking Police Department hereby adopts and incorporates the "Internal Affairs Policy & Procedures" of the Police Management Manual promulgated by the Police Bureau of the Division of Criminal Justice in the Department of Law and Public Safety to govern the conduct of internal affairs investigations.

CHAPTER 4

DISCIPLINARY REGULATIONS

4:1 DISCIPLINARY ACTION

4:1.1 Disciplinary Action

Department employees regardless of rank or assignment, shall be subject to disciplinary action, according to the nature or aggravation of the offense, for violating their oath and trust by committing an offense, incapacity, misconduct or disobedience of established department Rules and Regulations punishable under the laws or statutes of the United States, the State of New Jersey, municipal ordinances, or failure, either willfully or through negligence or incompetence to perform the duties of their rank or assignment; or for violation of any written directive or rule or regulations of the department; or for failure to obey any lawful instruction, order, or command of a superior or supervisor. Disciplinary action in all cases will be decided on the merits of each case.

The disciplinary system established herein shall reflect the overarching emphasis for improving the quality of service being delivered by employees of this department. Discipline should not engender a strictly negative connotation. The disciplinary process is meant to correct employee actions and conduct that tend to impede the efficient and effective operation of the department. The proper use of discipline can achieve this objective without realizing a reduction in morale. Training and counseling shall be a function of the department's overall disciplinary system. In lieu of discipline, training and counseling shall be corrective actions used to modify an employee's performance.

4:1.2 Establishing Elements of Violation

Existence of facts establishing a violation of the law, ordinance, or rule is all that is necessary to support any allegation of such as a basis for disciplinary action. Nothing in these rules and regulations prohibits disciplining or charging employees merely because the alleged act or omission does not appear herein, in the department, or in laws and ordinances within the cognizance of the department.

4:2 DEPARTMENT AUTHORITY FOR CORRECTIVE ACTION/DISCIPLINE

All disciplinary procedures shall be in accordance with the laws of the State of New Jersey, Attorney General Guidelines, applicable case law, employee handbook and the Municipal Codes of the Borough of Mantoloking. Except as otherwise provided by applicable law, the department disciplinary authority and responsibility rests with the Chief of Police or designee. Basic guidelines include:

4:2.1 Corrective Action

1. In certain situations, formal discipline is not required in order to correct employee performance in various areas. Performance based issues may be corrected by using training and counseling outlined below:

Training - Training is encouraged as a means of improving employee effectiveness and performance through positive and constructive methods. Training and discipline are not mutually exclusive. Certain minor offenses may be handled through targeted training. Supervisors have an affirmative obligation to observe the conduct and appearance of

employees and detect those instances wherein corrective action (training) may be necessary. Training includes:

- Verbal Instruction - The supervisor may, depending on the circumstances, provide individual on the spot training where such is indicated.
- Peer Training - The supervisor may assign the employee to another employee with experience in the area where training is indicated.
- In-Service Training - The supervisor may refer the employee to an in-service training program.

Counseling - Counseling is indicated where personal actions or job performance are in conflict with basic police practice and agency written directives. Certain first offenses are sufficiently minor in nature and may be handled by supervisors by documenting the counseling session on a performance notice. Facts to be considered in making these decisions will include, but are not limited to the person's intent, receptivity of the supervisory consulting and their desire to correct the problem. More serious infractions may indicate the need for a stronger response in place of, or in addition to, counseling. There is no right to a hearing for counseling notices except as may exist under applicable collective bargaining agreements. The final disposition notice regarding the corrective action shall be filed in the employee's personnel file.

2. All training and counseling resulting from a performance issue shall be documented and forwarded through the appropriate chain of command to the Chief of Police or designee.

4:2.2 Discipline

1. Repeat performance based issues or minor misconduct issues may be corrected through formal discipline by using the following actions:

Oral Reprimand - They are intended to be the least intrusive form of discipline. To be effective, however, written oral reprimands must be timely. Otherwise, the employee may believe future infractions will be tolerated. In some cases, a minor infraction may warrant more than counseling, but less than a written reprimand. In those instances, a report of the offense shall be documented and issued to the employee as a written verbal reprimand. There is no right to a hearing for a written oral reprimand, unless provided for in the current collective bargaining agreement. The disciplinary document shall be filed in the employee's personnel file.

Written Reprimand - In some cases, the misconduct may warrant more stringent measures. In these instances, a report of the offense shall be documented and issued to the employee as a written reprimand. There is no right to a hearing for written reprimands except as may exist under applicable collective bargaining agreements. The final disposition notice regarding the discipline shall be filed in the employee's personnel file.

2. Serious violations and those committed as one in a series of repeated violations require swift and certain punitive measures in order to maintain proper discipline within the department. The final disciplinary action notice shall be filed in the employee's personnel file pursuant to department policy. The following disciplinary actions may be taken in accordance with the laws of the State of New Jersey:

- Voluntary surrender of time off in lieu of other action;

- Suspension or Fine;
 - Demotion in rank;
 - Dismissal.
3. Such actions are taken when an employee's performance deficiency is repeated despite prior corrective action, or when a violation is serious and significant enough to require punitive action. Depending upon the seriousness of the violation, punitive disciplinary action may not always be based upon the progressive disciplinary process. It may be necessary to utilize punitive disciplinary action with the first occurrence of an act or behavior.
 4. All punitive actions applied as a result of discipline shall be documented and forwarded through the appropriate chain of command to the Chief of Police or designee. The disciplinary document shall be filed in the employee's personnel file.

4:2.3 Appeals Procedure

The appeal of discipline or corrective action imposed against an employee may be taken consistent with laws of the State of New Jersey and/or the grievance procedures of the current collective bargaining agreements, ordinances and/or employee handbook.