

DRAFT NO.1–1/15/2021

THE BOROUGH OF MANTOLOKING
MAYOR AND COUNCIL
JANUARY 19, 2021

MINUTES – CAUCUS AND REGULAR BUSINESS MEETING
MANTOLOKING ZOOM MEETING- 5:30 P.M.

Copy and paste the link below into your web browser or go directly to the zoom website at <https://zoom.us/> and download to your computer. You will be asked to enter the Meeting ID # and passcode provided below.

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CAUCUS MEETING

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

OPEN PUBLIC MEETING STATEMENT: Mayor E. Laurence 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 Nelson,

Dialed in: Councilman Amarante, Councilman Batcha, Councilwoman O'Mealia

Absent: none

Also Present: Beverley A. Konopada, Borough Clerk, Jean Cipriani, Borough Attorney, Lynne Hazelet, Deputy Clerk, April Yezzi, CFO, Stacy Ferris, Chief of Police, Scott Hulse, Public Work's Manager

A. REVIEW OF REGULAR MEETING AGENDA

Mayor White reviewed the agenda. The council nominated a new council member who was sworn in so they may participate during the caucus conversation.

RESOLUTION NO. 2021-40

**RESOLUTION OF THE BOROUGH OF MANTOLOKING,
COUNTY OF OCEAN, STATE OF NEW JERSEY, APPOINTING BARBARA BENZ AS
COUNCILMEMBER OF THE BOROUGH OF MANTOLOKING**

WHEREAS, on the 28th of December, 2020, D’Arcy Rohan Green submitted correspondence resigning as a member of the Borough Council of the Borough of Mantoloking, and

WHEREAS, such resignation created a vacancy in D’Arcy Rohan Green’s position of Councilmember of the Borough of Mantoloking, pursuant to N.J.S.A. 40A:16-3; and

WHEREAS, N.J.S.A. 40A:16-1 et seq. sets forth the procedures pursuant to which a vacancy in the office of Councilmember shall be filled; and

WHEREAS, in accordance with N.J.S.A. 40A:16-11, the Republican Organization of Mantoloking submitted three names for consideration by the governing body for appointment to the office of Councilmember; and

WHEREAS, in accordance with said procedures, the governing body has selected Barbara Benz for appointment to the to the office of Councilmember, pursuant to N.J.S.A. 40A:16-5 and

WHEREAS, in accordance with N.J.S.A. 40A:16-5(b), as the term of D’Arcy Rohan Green as Councilmember expires December 31, 2022, this appointment shall be a temporary one as the seat will be filled at the next general election for the remainder of the unexpired term of D’Arcy Rohan Green and the person elected at that time shall take office immediately upon certification of the results of that election pursuant to N.J.S.A. 40A:16-21.

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 Barbara Benz is hereby temporarily appointed to the to the office of Council member of the Borough of Mantoloking, pursuant to N.J.S.A. 40A:16-1 et seq.
2. That Barbara Benz shall hold office as Council member until the certification of the results of the next general election, pursuant to N.J.S.A. 40A:16-21.

ROLL CALL VOTE RESOLUTION 2021-40

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

OATH OF OFFICE: Borough Attorney Cipriani administered the Oath of Office to Barbara Benz.

Clerk Konopada called Councilwoman Benz into the record at 5:35p.m. as present.

Mayor White congratulated Councilwoman Benz and expressed how thrilled they are to have her.

B. BOROUGH COUNCIL DISCUSSION ITEMS FOR NEXT MONTHS AGENDA.

1. Municipal Administrator Advisory Committee Report
2. Review and discussion of proposed revised monthly financial reports

Administration & Legal Committee- Councilwoman O'Mealia, Councilman Gillingham, Councilman Batcha

Finance Committee - Councilman Amarante and Councilman Gillingham

Land Use Committee- Councilman Nelson and Councilman Batcha

Public Safety Committee – Councilman Gillingham and Councilwoman O'Mealia

Public Works Committee- Councilman Amarante and Councilman Nelson

Recreation Committee-Councilman Batcha, Councilwoman O'Mealia, Councilman Amarante

Discussion item: Municipal Administrator Advisory Committee Report

Mayor White introduced advisory committee members Peter Fasolo, Nancy Van Duyne, Susan Voorhees, Councilman Brad Batcha and Councilman Doug Nelson. He thanked the committee for putting together a lot of information and a tremendous report which was comprehensive and full of pertinent information.

Peter Fasolo:

- Thanked the committee members for their participation over the last 60 days.
- Reviewed the initial Cotter report
- Talked to Department Heads, council, residents and some business administrators in other municipality.
- Spent a lot of time with Department Heads. Thanked Stacy, Scott, April and Beverley for their participation, dedicated leadership, hard work and effort on behalf of all the town residents. Kelly Hatfield who was part of the journey as well.
- No preconceived notions. The committee had no particular options that they were considering.
- The recommendation for an experienced part time business administrator for Mantoloking.
- There were generally strong alignments that the we hire an experienced part time business administrator on behalf of our town.
- Discussions with department heads were very influential in thought process.
- The committee did not want to layer a particular manager over the department heads.
- Very important to councilmembers and department heads to continue to have access to the town council and the Mayor.
- Even though the borough is small, it still deals with the same state requirements that increase in complexity as larger towns do.
- The recommendation in the report is to have this individual be Chief of Staff, a leader among peers of our department heads, liaison between the town council and the department heads.
- By talking with most people, there is a clear desire for Mayor White and department heads to continue to spend their time and their energy on more strategic issues.
- These items listed below are incredibly important to the town. They all have administrative components and they all have issues that cut across our various departments.

Long term planning

State requirements to grant proposals

Beach Replenishment

Zoning requirements

Flood planning

- Recommendation to hire a part time experienced business administrator to act as a liaison with the town council and department heads.
- The Mayor is effectively Chief Executive Officer of Mantoloking and serves as the legislative body and voice of all residents in Mantoloking.
- Regardless of who is in the role of town council or Mayor, there will be continuity of government.
- Recommendation that an experienced business administrator be part time, no pension or health care benefits.

Nancy Van Duyne:

- Agreed with Peter Fasolo
- The committee learned a tremendous amount and came in to the process with an open mind. They actually came in to process a little skeptical that there was a need to hire a part time business administrator at all.
- Meetings with department heads were incredibly valuable, April, Stacy, Scott and Beverley are doing a wonderful job day to day, we are looking to help them.
- This position will not be layering over them. The position would be supportful, a facilitator, a collaborator, consensus builder, this person is supposed to help them.
- Everyone who was interviewed said the same thing. It is the detail of how this gets rolled out that makes a difference to everybody.
- The committee has confidence that the job description that Jean will work on can be tweaked to reflect what the town needs to maintain our culture, but also maintain its efficiency.
- Interested in finding people who have retired, who want to take on a part time position to help set this up and set the town up for success.
- What is required in the city of Camden and Newark is really required of the Borough of Mantoloking. That was a real eye opener.

Councilman Batcha thanked the Mayor for deciding that it was worthy of a committee to look at this as it was somewhat of a controversial issue when it was first raised. Stacking the committee with people who were very professional and dedicated. He is impressed with the resident's dedication, time spent and the efforts they put in. He learned a lot through this process and got to understand what all department heads do. A part time administrator will solve a lot gaps. He thanked the committee for a great job and solid recommendation.

Councilman Nelson echoed everything said by the committee and thanked the residents for the time and effort put into this project. Having a fresh set of eyes of this was something that really helped crystalized the role of this business administrator. He was convinced going in that we needed this, but he didn't quite understand how it would function. We need continuity and this person can help the department heads build the continuity that the town needs, not for today, but going forward. He thanked Mayor White for forming the committee.

Mayor opened the floor for public comments:

Jan O'Malley, 1231 Bay Ave., the way the committee has presented this role is very benign.

The statute enables the Mayor and Council to delegate all or portions of the executive responsibility that the Mayor and Council have. The sample ordinance that is out on the web for potential functions toward this business administrator includes hiring and firing all personnel, annual reviews, reprimands including police officers. It includes negotiating all labor contracts and other contracts for the borough.

It includes implementing shared services agreements. It really is quite extensive.

Nancy Van Dyne responded, Jean Cipriani, town attorney, was involved in all of the interviews and they have been talking with her throughout the process. The borough can design this job the way they want through the job description. The job description guides what the process is.

- There will be an agreement what this person is going to do prior to them being hired
- Statute- The committee, council, department heads and Mayor believe this will not be necessary.
- It is also important to know that this position is at will, and if for some reason it fails, the town would have the ability to fire that person at any period for whatever the cause might be.

Borough Attorney Cipriani, Mantoloking is not a civil service town; none of the employees are covered through civil service. The administrator position is an at will position in all towns including civil service towns because it is the only truly at will position as structured through the statutes.

Peter Fasolo added that it is not the committees' intention in terms of their recommendation to have this role be as heavy as perhaps the statute might suggest. Their thoughts are more of a facilitator and connector between town council and the department heads. In those areas where he or she can be very helpful, as opposed to additive boss, performance reviews layer. That is not the intention of the recommendation at all.

Councilman Batcha added that they are very cognoscente of it and will be very careful tailoring the job description. There will be very limited if any rights to this position. He added that Mrs. O'Malley had very good points and that there is no intention to bring in a new boss who's going to run the police department or hire or fire people. Borough Attorney Cipriani will ultimately be putting together a description for the job. The council has every right to limit the powers of the Business Administrator to suit their needs and it came up many times throughout our discussions with the committee that this was not the intention.

Councilman Nelson asked Jan O'Malley what job description she was referring to. She explained it was a sample ordinance for a Borough Administrator that appeared on the web. She thought the public was going to get the job description when they got management report. Combined with the recommendations in the management report, they certainly led her to believe that the borough would be going towards shared services and that this person would do performance review and be the boss of our department heads. The committee is coming with a different approach than what the management report says and she thinks that is great.

Mayor White made a comment regarding the job description. It is crucial and vitally important that job description be extremely precise and straight forward. Having a full understanding of who is doing what and making it extremely clear so nobody will misunderstand what someone is supposed to do or not do is very important.

Nancy Van Dyne added that one of the reasons they didn't hone in on the job description was because they wanted to hear what everybody had to say to make sure they were going in the same direction.

Jan O'Malley, 1231 Bay Avenue was curious why the committee did not choose the option of combining the business administrator role with the borough clerk. Peter Fasolo replied that the work that Beverley does and the unique aspect of her role stands by itself and she does extraordinarily great work. The committee felt that as they listened to the people that there was a lot of work that each of the department heads could benefit if they had some help and support with regards to administrative and or issues that maybe common across all 4 departments. There was enough to warrant a unique and distinct job on a part time basis, that even Beverley could benefit from in

arms of all the work.

Nancy Van Duyne – There is a passion that all four of our department heads bring to their jobs. It was very evident in our conversations with them.

- After we listened to them there were administrative tasks that sometimes took them away from their core missions which they are all completely devoted to, they like and execute well.
- That's why we came to this position that it could stand on its own.
- Susan Voorhees –
- When we wrote the recommendations, the words that we used were chosen very carefully. Some of the key points and takeaways is the concept of chief of staff of facilitator of collaborative work environment, which she is really happy to see.
- The department heads have used the words family a lot. In looking at would best serve Mantoloking and still preserve the small town feel that we all love, is if we could create a role which would enable all of these people who are very talented who put a lot of passion into their jobs, if we can create a position that would allow them to be significantly more effective at the jobs that they do just based on the conversations that we had with each of them.
- In speaking with council, it also appeared that there were deficiencies that we could find at the council level by having someone who could be this chief of staff or this facilitator or this avenue of communication which would more than pay for itself.

Mayor White makes a couple of comments

- he was very much against this process several months ago
- We have never had an administrator before, so this is a mammoth decision on the part of the town. We decided to learn more than we already know; we need to know more now. That's when thought of the committee came up. He is really happy it turned out the way it did.
- He learned a tremendous amount, as many of us have. He was concerned that we might have some issues with micromanaging or overlap, but then the committee talked about a facilitator,
- This is something that would allow, not just the department heads and all of the governing body to work together and be efficient with their communication, the learning curve here is incredibly steep. .
- The idea of continuity is vitally important. As you have your new council, and your new mayor, this administrator is in a position to say ok, here's what we've been dealing with, and some of the things on plate that are really important and I want to get you caught up. That is invaluable information and really helpful and this person can also talk about resolutions and ordinances, which would be very helpful.
- This administrator could be very helpful in that regard, communication amongst governing body. The idea of a wider range, a long range planning, a more or a global way of looking at things is important, and several of the reasons for that did come up tonight, whether it is beach replenishment, shared services, and all kinds of things out there that need to be taken care of.
- It is vitally important that we do this the right way to and be working together on the same page. That is the way it has to go and also it is obviously incredibly important that we if we do this we take on the right person.
- two things that are important for him is #1 - the job description that it be put together in such a way that we are clear on what is going on and #2 thing is that we get the right person who comes into this town who fits who knows what they are doing, and can work well with everybody, governing body, department heads, etc.

Councilman Gillingham – said this was pretty well explained.

Councilwoman O'Mealia –

- Has been a part of this conversation since October 2017. When Mayor White and her sat down to discuss this having made some observations over the course 2017 and 2018 that there may be some efficiencies to be gained and the overall philosophy of we can always do better. We are confronted with the same issues that towns larger than us confront. Nancy made that clear. The Mayor and council come and go. The issues come at us and the question is how do we know what to do, when those issues come at us. So we looked at a municipal consultant as an aid to tell us some of the things we could do better.
- In November 2019 an initial report was given to the council with 22 recommendations. Recommendations across the board of our administration. In an effort to be efficient the council asked the consultant to give us the top 10. In the report most members of council were interviewed as well as members of the borough staff.
- The consultant came back with top 12 and he prioritized them and the question that he proposed to the council was do we need to create a position of borough administrator to facilitate the process of administration in the town of Mantoloking.
- That was the report called phase 11 that was sent to the council in March of 2020. Unfortunately Covid descended on the municipality and we were not able to discuss the report in executive session and it was put aside for the time being.
- When we were able to focus on the report in August, it coincided with the long range planning committee report and it coincides with the strategic plan, which was developed hand and glove with the management report. The staff sat down with 2 members of council, Tony Amarante and Chris Nelson to take the recommendations and show that staff and council how they could be implemented. Jean has redacted names from the strategic plan because we cannot discuss specific employees with responsibilities, but those duties are listed in that strategic plan that was the appendix of the second phase 11 report of management plan.
- Here we are today with a good sense of where the gaps are an understanding on the part of the council of what the report from the advisory committee recommends and an understanding that the administrative department heads agree that there are efficiencies that can be achieved through the addition of chief of staff or business administrator.
- Her absolute thanks to the advisory committee for taking their time to perform their due diligence some of which had been done by council, we have arrived at the same place for the most part and thank Susan, Peter, Nancy, Brad and Doug who took on the leadership role here for their contributions to this journey.
- If the council does go ahead to create this position, it is entirely the intention of the municipality to hire a person that has the qualities and characteristics that would fit into our municipality. It would not make sense to hire someone that we were not comfortable with. We would make that a priority and hope that the fit is good, and if it isn't good, we change course and start all over again as far as looking for another person. You don't always know exactly what you are getting until you really get into the environment of the work place.
- It is absolutely the intention to find someone that is comfortable with us and that we would be comfortable working with all of us - The governing body, the department heads, and rest of the administrative staff.

Dan Hurley, 1106 Barnegat Lane, thanked the committee for their detailed reports and efforts. He thanked Councilman Gillingham for his opposition report which was thorough and very convincing and certainly up to task exactly where we are at and what we are doing, this is very helpful to everybody. His recommendation is to not go forward with any vote for this job unless they have a job description. We really don't know what this person is supposed to do, allowed to do or authorized to do.

Councilman Amarante:

- He thanked the committee. They covered every aspect in detail in their report. The department heads were very instrumental in their decision and he appreciates that.
- Personally when he came on council three years ago, Beverley, April, Jean and Stacy all spent time with him to try and get him up to speed. It is a lot and he appreciated it.
- It would be better if someone could take over that. Items that can be discussed personally with council. This person could definitely take the burden off them. The Open Public Meetings Act makes it very difficult. Council cannot discuss items in a group of more than 3.
- The next item on the caucus agenda is revisions on the monthly report. The public doesn't have it because council can't discuss that. If we have an administrator, that is something that person could coordinate. There are countless other items that fall in that same category.
- He is supportive and again thanked the committee for all their work.

Discussion item: Proposed Revised Monthly Financial Reports

Councilman Amarante

- Apologized that the public does not have this revised report.
- The report is the summary page of our budget. What it does is it takes the financial reports that normally given out with each month's council meeting, which currently are about 12 pages and include the performance in both revenue and expenses for our current appropriations and appropriation reserves separately. It reduces that to a one page report; it provides precise information as to performance vs our budget, both in the current year and prior year.
- Intended to make the report easier to read, while useful and it was disseminated to all council members. We could not have a discussion so it is only on the agenda to see if anybody on council has questions.
- He added that going back to what currently presented each month there is one existing report that will remain and that is the capital improvements that have been approved by council, that will remain along with one page summary of our budget performance.

Councilman Amarante added the document was created by the finance committee which includes, April Yezzi, Mayor White, Steve Gillingham and himself. There were three members of the governing body on that along with April and the members of the finance committee.

Councilwoman O'Mealia:

- She likes like the financial report and particularly likes that the previous year budget numbers are in actual expense monies.
- The 2020 budget and the current year budget are also in actual dollars and the percentage expended.
- This tells the council how close you are to your target in November. That is incredibly useful to the finance committee in its next year budget. Using actual numbers you can see throughout the course of the year how those monies are expended. Either you budgeted too much or not enough.

Councilman Amarante advised that there are situations where the budget for the year gets expended not portion ally, so by doing this and presenting this every month there probably will be more discussion. That is the intent.

B. PUBLIC COMMENT PERIOD- State your name and address for the record. Once you have finished speaking, please place your phone or computer audio on mute.

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 6:28 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 Nelson, Councilwoman Benz

Dialed in: Councilman Amarante, Councilman Batcha, Councilwoman O'Mealia,

Absent: none

Also Present: Beverley A. Konopada, Borough Clerk, Jean Cipriani, Borough Attorney, Lynne Hazelet, Deputy Clerk, April Yezzi, CFO, Stacy Ferris, Chief of Police, Scott Hulse, Public Work's Manager

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

5. **RESOLUTION NO. 2021-33**

RESOLUTION: MINUTES OF PREVIOUS MEETINGS

Special Meeting- December 1, 2020

Caucus/Regular Business Meeting- December 15, 2020

Reorganization Meeting- January 5, 2021

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

ROLL CALL VOTE RESOLUTION 2021-33

Moved by Councilman Gillingham, seconded by Councilman Nelson and approved by roll call vote.
Councilwoman Benz abstained.

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 or computer audio on mute.

No comments were made.

7. **FINANCE COMMITTEE (Budget, Grants, Reports, FEMA)-** Chairman Amarante presented the monthly reports.

RESOLUTION NO. 2021-34**RESOLUTION THE REPORT OF THE MUNICIPAL FINANCE OFFICER**

BOROUGH OF MANTOLOKING
Financial Report for the Month of November 30, 2020

Status of the Budget on November 30, 2020

FUND	APPROPRIATION	CURRENT BALANCE	EXPENDED DURING MONTH	EXPENDED YEAR TO DATE	ENCUMBERED BALANCE	APPROPRIATION BALANCE
2020 ADOPTED BUDGET	\$5,662,952	\$1,083,325	\$209,028	\$4,788,655	\$120,167	\$754,130
2019 RESERVE BUDGET - CURRENT	\$656,271	\$369,152	\$0	\$286,370	\$750	\$369,152
2020 CAPITAL FUND	\$1,543,000	\$1,098,305	\$0	\$329,854	\$114,841	\$1,098,305
SANDY EMERGENCY FUNDS	\$146,568	\$139,968	\$0	\$0	\$0	\$139,968
TOTAL	\$8,008,791	\$2,690,750	\$209,028	\$5,404,878	\$235,758	\$2,361,555

	APPROPRIATION	CURRENT BALANCE	EXPENDED DURING MONTH	EXPENDED YEAR TO DATE	ENCUMBERED BALANCE	APPROPRIATION BALANCE
(Subcategory of Capital Fund)						
Construction - Municipal Building	\$890,832	\$591,030	\$0	\$174,967	\$121,787	\$591,030

Receipts, Disbursements and Changes in Cash Balance During the Month of November 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	\$2,373,570	\$1,601,977	\$352,949	\$3,622,598
CAPITAL FUND	\$2,567,262	\$2,237,508	\$0	\$0	\$2,237,508
ANIMAL CONTROL FUND	\$223	\$257	\$0	\$0	\$257
OTHER TRUST FUNDS	\$524,694	\$560,483	\$1,500	\$0	\$561,983
PAYROLL ACCOUNT	\$56,176	\$66,519	\$175,895	\$159,571	\$82,843
UNEMPLOYMENT ACCOUNT	\$34,091	\$38,747	\$2	\$0	\$38,749
LAW ENFORCEMENT TRUST	\$2,848	\$2,850	\$0	\$0	\$2,850
TOTAL	\$6,511,358	\$5,279,933	\$1,779,374	\$512,519	\$6,546,788

RESOLUTION NO. 2021- 35

RESOLUTION: PAYMENT OF BILLS

WHEREAS, the municipal finance officer has presented

- A list of bills in the amount of \$1,670,389.50 with the recommendation they be paid, and
- A list of bills in the amount of \$134,249.91 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. 2021- 36

RESOLUTION: AUTHORIZATION TO APPOINT MEMBERS TO THE FINANCE ADVISORY COMMITTEE

WHEREAS, Article I of Chapter 2 of the Borough Code of the Borough of Mantoloking, was amended and supplemented to create §2-2.3.2, entitled, “Advisory Committees; and

WHEREAS, Pursuant to N.J.S.A. 40A:60-7, the Council may create such advisory councils to the municipality as it may choose, including councils for the functions absorbed by it of any heretofore existing boards, commissions or districts. Members of such advisory committees shall be nominated by the Mayor and established by advice and consent of Council by resolution; and

WHEREAS, it is the desire of the Finance Committee to establish a Finance Advisory Committee; and

BE IT FURTHER RESOLVED by the Borough Council of the Borough of Mantoloking the following appointments be and are hereby made to the Finance Advisory Committee for 2021.

Members

Harry O’Mealia
Carl Beck
JoAnn Lygas
Jack Snyder

RESOLUTION NO. 2021- 37

RESOLUTION AUTHORIZING A FULL REFUND OF \$8,150.00 TO LUIGI CARULLI FOR TWO (2) ATVs PURCHASED AT MANTOLOKING BOROUGH, OCEAN COUNTY, NEW JERSEY AT AN AUCTION HELD ON NOVEMBER 13, 2020 BY MUNICIBID

WHEREAS, the Borough of Mantoloking held a public auction through our agent, Municibid, on November 13, 2020; and

WHEREAS, there were two (2) ATVs sold at auction as follows:

2013 Honda ATV (2) (32043134) VIN#1HFTE3301D4801584	\$ 4,100.00
2013 Honda ATV (1) (32040542) VIN#1HFTE3303D4801585	\$ 4,050.00

WHEREAS, there was an administrative error in listing the mileage on these two vehicles; and
WHEREAS, purchaser, Luigi Carulli, notified the Borough of Mantoloking of the error and requested a full refund in the amount of \$8,150.00 and is returning the two (2) aforementioned ATVs; and
NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Mantoloking, County of Ocean, State of New Jersey, that the Chief Financial Officer be hereby authorized to issue a check in the amount of \$8,150.00 for said administrative error to Luigi Carulli, 767 Old Farm Road, Bridgewater, New Jersey 08807;
BE IT FINALLY RESOLVED, that a certified copy of this Resolution be forwarded to the Chief Financial Officer and said purchaser, Luigi Carulli, of the two ATVs.

Councilman Amarante explained to the public that there was a mile discrepancy with both ATV's and the buyer decided he did not want them. We will sell them at a future auction.

ROLL CALL VOTE RESOLUTIONS 2021-34 - 37

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

8. **PUBLIC SAFETY COMMITTEE** (Police, Fire, First Aid, OEM, Court)- Chairman Gillingham will present the monthly reports.

RESOLUTION NO. 2021- 38

RESOLUTION: AUTHORIZATION TO ENTER INTO A SHARED SERVICE AGREEMENT FOR THE LEASE OF LAVALLETTE MUNICIPAL COURT FACILITIES FOR MANTOLOKING MUNICIPAL COURT SESSIONS

WHEREAS, there is a need for Mantoloking Municipal Court to enter into a Shared Service Agreement with the Borough of Lavallette for use of their Municipal Court facilities; and
WHEREAS, the Borough of Lavallette has agreed to lease their Municipal Court facilities for a term, of two (2) years, at a monthly rate of \$660.00 for 2021 and a monthly rate of \$700.00 for 2022, which includes two (2) hours of services by the Court Clerk; and
WHEREAS, if any court sessions are cancelled, there will be no rent payment required for that month; and
WHEREAS, this agreement is subject to cancellation by either party upon 90 days' written notice.
NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Mantoloking, County of Ocean, State of New Jersey, that a shared service agreement with the Borough of Lavallette for the lease of their court facilities for a term of two (2) years is hereby approved.

Councilman Gillingham felt this is mistakenly referred to as a shared service agreement. He thinks that we are just renting the Lavallette court facility.

ROLL CALL VOTE RESOLUTIONS 2021-38

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

9. **LAND USE COMMITTEE** (Building, Zoning, Land Use Board, Flooding)- Chairman Nelson will present the monthly reports.

RESOLUTION NO 2021-39 : APPOINTMENT OF PERSONNEL PART- TIME

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

Name	Position	Effective Date	Rate
Kevin McGarvey	Deputy Electrical Sub-Code Official	January 19, 2021	\$38.50 per hour
Stephen Grenley	Deputy Construction Official & Deputy Building Subcode Official	January 19, 2021	\$38.50 per hour
Todd Morgano	Deputy Plumbing Inspector	January 19, 2021	\$38.50 per hour
Ronald Pizar	Fire Subcode Official	January 1, 2021	\$6,020.85 per year

ROLL CALL VOTE RESOLUTIONS 2021-39

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

10. PUBLIC WORKS COMMITTEE (Public Works, Engineering, Code Enforcement)- Chairman Amarante stated no reports.

11. ADMINISTRATION & LEGAL COMMITTEE (Administration, Personnel and Law, Insurance, Technology)- Chairwoman O'Mealia will present the monthly reports.
Councilwoman O'Mealia asked Clerk Konopada to give a brief update on new website.

Clerk Konopada read the following into the record:

On September 24th we signed off on the design. The project was then moved into the next phase of the process. CivicCMS developers built a staging website (implement design without content) and ran through a testing protocol. Migration began in mid-November and stopped for a brief period of time due to the holidays and preparing for year end.

Staff members who will be responsible for posting to the new website received training on Friday, January 15th. Training covered the basics of updating the new website, creating new webpages, uploading files, meeting agendas & minutes etc.

The staff will be provided access to the site within the next day or two.

CivicCMS has been migrating content from our current site to the new one. During the migration process the staff will be reviewing their department pages for accuracy and correcting any information that has not migrated properly. They will also be adding new content.

Our Anticipated "Go Live" date for the website will be February 18th.

Councilwoman O'Mealia asked Clerk Konopada to give a brief description for council and members of the community regarding looking into digitizing our records.

Clerk Konopada responded that Councilwoman O'Mealia and Councilman Amarante had approached her about a funding, a grant that was available for digitizing records. Some municipalities such as Point Pleasant Borough as well as Bay Head had received funding for digitizing their construction records. She is in the early stages of reaching out to possible vendors to discuss what the current volume of records to see what we can do in order to get that project under way so we can receive grant money for those purposes.

Councilwoman O'Mealia asked Borough Attorney Cipriani to give a quick update on progress to date on the breach on the first week of November.

Borough Attorney Cipriani responded the progress has been that we were finally able to enter into the agreement with the firm and subsequently Trace Point as recommended and required by the insurance carrier. Trace Point has come in; they have placed some software to monitor the activities. We had a status call last week and there is additional information that they had just received and were going to process that they were hoping would benefit them in determining what had happened. We have another call scheduled this week for a status update. We discussed at our last call that when they have completed their activities, it would be reduced to a written report and available to the governing body.

Councilwoman O'Mealia, there is one other legal item that we are discussing which is updating our borough code. She asked Borough Attorney Cipriani to give a brief overview of what that entails.

Borough Attorney Cipriani answered this is something that is really important. Our code has not been through a full recodification process in some time. The purpose of recodification is twofold:

1. Go through and make sure the structure is correct. There are numerous areas where we may have duplication.
2. We want to make it more user friendly and want to make sure that all of our ordinances are in compliance with what we do, that there is no discrepancy between the practices of the borough and the requirements of the code. The law changes frequently and a lot of these areas and it is important that we periodically look at those ordinances to make sure that our ordinances are in compliance with state laws, so that the end of the process the code has been organized and reviewed for compliance with state and federal law and with our actual practices. Hopefully the results of that are actually simplifying it and make it easier to use for residents and staff.

12. RECREATION COMMITTEE (Recreation, Beach, Beautification)- Chairman Batcha will present the monthly reports.

Councilman Batcha reported that the beach committee/recreation committee met last week. They took a look at the budget for the year and talked about badge prices. They identified the lowest bid for the lifeguards. They are meeting again next week to have a discussion with representatives from that lowest bid. By February they should be able to provide a more comprehensive report on what they want.

13. MAYOR AND COUNCIL COMMENTS:

Councilwoman O'Mealia welcomed Barbara Benz to the council. She has worked with Barbara in the past and have tremendous respect for her attention to detail and willingness to work very hard. She looks forward to working with her this year.

Councilwoman Benz, thanked Councilwoman O'Mealia. She is excited at the prospect of working with this particular team and looks forward to adding her voice.

Councilman Batcha also welcomed Barbara. He had a great experience working with her before as well and thinks she will do a great job.

14. 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.

15. **NEXT MEETING:** Caucus and Regular Business Meeting, Tuesday, February 16, 2021 Zoom Meeting.

16. **ADJOURNMENT** :

There being no further business for the meeting, it was motioned by Councilman Gillingham to adjourn, seconded by Councilman Nelson and approved by unanimous voice vote at 6:43 p.m.

Respectfully submitted,

Beverley A. Konopada
Borough Clerk

**BOROUGH OF MANTOLOKING
BILL LIST
JANUARY 15, 2021**

INVOICES PAID THROUGH THE MEETING

	<u>AMOUNT</u>
2020 CURRENT FUND RESERVE	69,597.57
2021 CURRENT FUND APPROPRIATIONS	1,599,319.35
ANIMAL CONTROL ACCOUNT	0.00
PAYROLL ACCOUNT	0.00
GENERAL CAPITAL	1,472.58
TRUST OTHER	0.00
UNEMPLOYMENT TRUST	0.00
DEVELOPERS TRUST	0.00
INSURANCE PROCEEDS-CURRENT FUND REVENUE	0.00
TOTAL ALL FUNDS	<u>1,670,389.50</u>

MANUAL CHECKS

<u>VENDOR</u>	<u>DATE</u>	<u>CK#</u>	<u>AMOUNT</u>
CURRENT FUND - AMAZON.COM SERVICES, INC.	12/31/2020	32143	159.98
CURRENT FUND - BEAVER DAM HARDWARE, INC.	12/31/2020	32144	37.43
CURRENT FUND - COSTCO COMPANY	12/31/2020	32145	459.75
CURRENT FUND - COOPER ELECTRIC SUPPLY CO.	12/31/2020	32146	556.07
CURRENT FUND - COMCAST XFINITY	12/31/2020	32147	579.31
CURRENT FUND - CANON SOLUTIONS AMERICA, INC.	12/31/2020	32148	762.86
CURRENT FUND - CORONATO LAW	12/31/2020	32149	1,400.00
CURRENT FUND - EAGLE POINT GUN	12/31/2020	32150	1,734.17
CURRENT FUND - CMRS-FP	12/31/2020	32151	1,000.00
CURRENT FUND - JCP&L	12/31/2020	32152	1,994.13
CURRENT FUND - JCP&L STREET LIGHTING	12/31/2020	32153	730.84
CURRENT FUND - LOWES LAR ACCOUNT	12/31/2020	32154	396.52
CURRENT FUND - MANTOLOKING FIRE COMPANY #1	12/31/2020	32155	6,500.00
CURRENT FUND - NEW JERSEY AMERICAN WATER CO	12/31/2020	32156	3,051.03
CURRENT FUND - VERIZON	12/31/2020	32157	349.48
CURRENT FUND - NJ NATURAL GAS CO	12/31/2020	32158	1,564.44
CURRENT FUND - PETERSON, BONNIE	12/31/2020	32159	1,875.00
CURRENT FUND - VERIZON WIRELESS	12/31/2020	32160	631.40
CURRENT FUND - VAN WICKLE AUTO SUPPLY	12/31/2020	32161	1,034.02
CURRENT FUND - WAGE WORKS	12/31/2020	32162	200.00
CURRENT FUND - WB MASON	12/31/2020	32163	344.95
ANIMAL FUND - NJ DEPT OF HEALTH & SR SERVICES	12/31/2020	2521	5.40
SUI FUND - STATE OF NEW JERSEY	12/31/2020	2540	1,476.70
PAYROLL FUND - EQUITABLE	12/31/2020	2419	8,600.00
PAYROLL FUND - MANTOLOKING CURRENT FUND (HEALTH INSURANCE)	12/31/2020	2420	10,457.40
PAYROLL FUND - MANTOLOKING POLICE ASSOCIATION	12/31/2020	2421	1,200.00
PAYROLL WIRE - DECEMBER 30, 2020	12/30/2020	WIRE	87,149.03

TOTAL	<u>134,249.91</u>
GRAND TOTAL	<u>1,804,639.41</u>

January 14, 2021
4:17 PM

Borough Of Mantoloking
Bill List 2021 By PO Number

Page 1

PO #	PO Date	Vendor	Description	Status	Amount	Void Amount	
20-00057-012	1/14/2021	G0078	Great American	Monthly Postage Service 12-2020	Open	\$ 144.00	0
20-01057	12/10/2020	B0110	Burdge, Kelly	Reimburse for Phone	Open	\$ 500.00	
20-01061	12/11/2020	A0207	April Yezzi	Reimburse for Confer. Speaker	Open	\$ 241.90	
20-01115	12/31/2020	M0148	Mott MacDonald LLC	ENG SVCS Through 12/13/2020	Open	\$ 6,603.44	0
20-01116	12/31/2020	M0148	Mott MacDonald LLC	SVCS DPW Bay Ave Contamination	Open	\$ 1,472.58	
20-01117	12/31/2020	M0148	Mott MacDonald LLC	Planning Board SVCS Thru 12/13/2020	Open	\$ 790.00	
20-01118	12/31/2020	M0148	Mott MacDonald LLC	Cosatal ENG SVCS thru 12/13/2020	Open	\$ 11,136.08	
20-01119	12/31/2020	C0118	Comcast	Services for Dec 2020	Open	\$ 64.62	
20-01120	1/5/2021	N0003	New Jersey American Water	Water SVCS - Dec 2020	Open	\$ 3,258.59	
21-00003	1/14/2021	J044	JCP&L Master Bill Account	Master Account 11/12-12/15	Open	\$ 123.46	0
21-00004	1/14/2021	W0066	Windstream	PD/BH Telephones 12-2020	Open	\$ 857.56	0
21-00005	1/14/2021	C0118	Comcast	Telephone Service 2020/2021	Open	\$ 257.72	0
21-00006	1/14/2021	A0199	AT&T	Long Distance OEM Jan 2021	Open	\$ 2.02	0
21-00007	1/14/2021	T0041	Treasurer of State of NJ	Marriage Licenses Q3 & Q4 2020	Open	\$ 100.00	0
21-00008	1/14/2021	R0058	Republic Services	Garbage Service 01-2021	Open	\$ 14,572.63	0
21-00009	1/14/2021	T0058	NJ Dept. Of Community Affairs	DCA Training Fees Q4 2020	Open	\$ 3,042.00	0
21-00010	1/14/2021	N0004	Verizon	OEM Phone Jan 2021	Open	\$ 191.27	0
21-00011	1/14/2021	N0003	New Jersey American Water	Water Service 203 Downer Fire Dec 2020	Open	\$ 79.57	0
21-00012	1/14/2021	O0010	Ocean County-Taxes	2021 Q 1 County Taxes	Open	\$ 1,576,570.65	0
21-00013	1/14/2021	O0010	Ocean County-Taxes	2020 Added & Ommltted Taxes	Open	\$ 32,494.00	0
21-00014	1/14/2021	R0060	Rothstein, Mandell, Strohm	Legal Services Dec 2020	Open	\$ 10,000.00	0
21-00015	1/14/2021	C0037	Condon Skelly	2021 FireTruck Renewal PolICY	Open	\$ 151.62	0
21-00016	1/14/2021	M0144	Muskrat Jack Animal Service	January Animal Control 2021	Open	\$ 300.00	0
21-00017	1/14/2021	P0071	Point Pleasant Beach BOE	School Taxes Jan 2021	Open	\$ 7,402.30	0
21-00018	1/15/2021	D0084	Doug Nelson	Reimburse of Mailing	Open	\$ 33.49	

Total Purchase Orders: 22 Total P.O. Line Item: 0 Total List Amount : \$1,670,389.50 Total Void Amount: 0.00

Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
Current Fund	0-01	\$ 69,597.57	\$ -	\$ 69,597.57	\$ -	\$ -	\$ 69,597.57
Current Fund	1-01	\$ 1,599,319.35	\$ -	\$ 1,599,319.35	\$ -	\$ -	\$ 1,599,319.35
Capital	C	\$ 1,472.58	\$ -	\$ 1,472.58	\$ -	\$ -	\$ 1,472.58
Total of All Funds:		\$ 1,670,389.50	\$ -	\$ 1,670,389.50	\$ -	\$ -	\$ 1,670,389.50

Phone (732) 295-1401



Fax (732) 295-1469

MANTOLOKING POLICE DEPARTMENT

Chief of Police
Stacy S. Ferris

1/12/2021

Mayor & Council

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

OEM:

- Vaccine Pre-registration can be done at: covidvaccine.nj.org
- NJ Covid App – Covid Alert NJ is available to download for free to your phone.
- NJ Covid – 19 information - <https://covid19.nj.gov> and [Covid19.nj.gov/safe](https://covid19.nj.gov/safe)
- Borough Hall; the ground floor lobby and police department are open 24/7. Masks are required upon entering Borough Hall. Masks are available at the front door along with gloves for anyone in need.
- 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.

Dispatch Report:

- December of 2020 under a National, State, County & Local emergency we have responded to 470 incidents.
- Incidents include; 11 first aid calls 73 traffic details 149 property check, 47 beach checks, 64 motor vehicle stops and 86 traffic details.
- Total incidents in 2020 that were responded to – 4,779

Alerts:

- Stolen cars from surrounding towns are on the rise again. Please continue to lock and secure your vehicles when not in use and remove any keys, fobs or valuables.
- With temperatures dropping we are entering the season where we start seeing broken water pipes. Maintaining a minimum temperature in your house will help prevent some of these incidents. Having a We Care Form on file with the police department helps both police and fire when responding to your home. Forms are available on the website and or by contacting the police department at policeservices@mantoloking.org.

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:

- ❖ Speeding on East Ave
- ❖ Speeding on Barnegat Lane
- ❖ Property checks
- ❖ Vehicles driving on the beach

2021 Summer Season:

- ❖ Pre-Season Badges will go on sale April 1st for \$80, badges can be purchased by check or credit card (credit cards will be assessed a processing fee. Purchasing forms will be available on March 1st.
- ❖ 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	11,251		Chief	
1901	2011	Chevy / Tahoe	73,921	Road jobs	Fleet	
1902	2015	Chevy/ Tahoe	92,051	Dash board camera	Patrol	A & B Afternoon
1903	2020	Chevy/ Tahoe	10,525	Dash board camera	Patrol	A & B Squad day
1904	2015	Chevy/Tahoe	99,810	Dash board camera	Patrol	B Swing
1905	2016	Chevy / Caprice	87,945	Dash board camera	Patrol	SLEO IIs - summer
1906	2017	Chevy/ Tahoe	61,883	Dash board camera	Patrol	A & B Afternoons
1908	2018	Chevy / Tahoe	55,723	Dash board camera	Patrol	A & B Squad night
1909	1995	Safe Boat		Thursday - Sunday	Summer	Trim motor broken
1914	2018	Polaris Ranger XP			Beach	SLEO II – beach
1916	2020	ATV		Beach patrol	Beach	Mobile badge checker

Respectfully submitted,

Chief Stacy Ferris



MANTOLOKING FIRE COMPANY No. 1

Serving the
Borough of Mantoloking
Downer Avenue
P.O. Box 213
Mantoloking, New Jersey 08738

1/10/21

Mayor & Council

During the month of December 2021 the Mantoloking Fire Company responded to 10 fire calls, held 1 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
12/12	20:28	215 Dune Ave.	Brick	Fire Alarm
12/16	20:57	Park & Bay Aves.	Bay Head	Wires Down
12/16	21:46	937 Ocean Ave.	Mantoloking	Fire Alarm
12/16	22:29	640 Lake Ave.	Bay Head	Wires Down
12/17	09:52	168 Grove St.	Bay Head	Gas Leak
12/17	17:41	54 Twilight Road	Bay Head	Fire Alarm
12/19	16:14	31 Goetze St.	Bay Head	Gas Odor
12/24	21:08	Stephens & Ocean	Mantoloking	Arching Wires
12/31	10:53	186 Bridge Ave	Bay Head	Fire Alarm
12/31	11:39	1003 East Ave.	Mantoloking	CO Alarm

Submitted By,

Chief Scott Hulse

OFFICE OF CONSTRUCTION OFFICIAL**Construction Permit Activity Report**

RANGE: 12/01/2020 To 12/31/2020

January 04, 2021 3:02:53PM

SUMMARY**CONSTRUCTION COSTS****COUNT**

Cost Of Construction:	\$144,851.00	Cubic Footage:	0 Cu.ft	Permit Issued:	8
Cost Of Alteration:	\$56,537.00	Square Footage:	0 Sq.ft	Updates Issued:	7
Cost Of Demolition:	\$6,000.00			All Fees Waived:	1
Total Cost:	\$207,388.00			Municipal Fees Waived:	0

PERMIT FEES**ADMIN FEES****WAIVED FEES****TOTAL FEES**

Building:	\$1,370.00	Building:	\$0.00	Building:	\$0.00	Building Fees:	\$1,370.00
Electrical:	\$1,360.00	Electrical:	\$0.00	Electrical:	\$75.00	Electrical Fees:	\$1,285.00
Fire :	\$1,150.00	Fire :	\$0.00	Fire :	\$0.00	Fire Fees:	\$1,150.00
Plumbing:	\$2,475.00	Plumbing:	\$0.00	Plumbing:	\$0.00	Plumbing Fees:	\$2,475.00
Elevator:	\$0.00	Elevator:	\$0.00	Elevator:	\$0.00	Elevator Fees:	\$0.00
Mechanical:	\$0.00	Mechanical:	\$0.00	Mechanical:	\$0.00	Mechanical Fees:	\$0.00
* Total Waived:				\$75.00	Technical Fees:	\$6,280.00	

DCA

	Calculated Fees	Waived Fees	Collected Fees
Volume Training Fee:	\$0.00	\$0.00	\$0.00
Alteration Training Fee:	\$114.00	\$0.00	\$114.00
DCA Minimum Fee:	\$0.00	\$0.00	\$0.00
Sub total Training Fee:	\$114.00	\$0.00	\$114.00

TECHNICAL ISSUES

Building Technical:	5
Electrical Technical:	7
Fire Protection Technical:	5
Plumbing Technical:	9
Elevator Technical:	
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:	7
Certificate of Continued Occupancy:	0

PERMIT FEES:	\$6,280.00
FEES:	\$114.00
CERTIFICATE FEES:	\$0.00
MIN FEES:	\$0.00
NET TOTAL FEES:	\$6,394.00
PENALTIES COLLECTED:	\$0.00
CCO FEES:	\$0.00
OTHER FEES:	\$0.00
GRAND TOTAL FEES:	\$6,394.00

* By State law (see N.J.S. 52:27D-126c): \$75.00

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

OFFICE OF CONSTRUCTION OFFICIAL

Permit Activity Report

Mantoloking

Range From 12/01/2020 To 12/31/2020

January 04, 2021 3:02:55PM

Permit #		Permit Date	Census	Control #	Updates		Description Of Work								
Block & Lot	Work Site	Costs	Use Group	Bldg	Waived Fees	Badm	Elec	Fire	Plmb	Elev	Mech	AltFee	CoFee	Cubic Feet	
							Eadm	Fadm	Padm	VAdm	MAdm	VolFee	CcoFee	Square Feet	
Owner Name			Minimum Fees	Btotl	Etotl	Ftotl	Ptotl	Vtotl	Mtotl	TFTotl	DCA Min.	CertTotl	Total Fee		
20200091	12/1/2020	434	7385	0	Alterations										
23 42			\$300.00	R-5	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00	\$0.00	\$0.00	\$1.00	\$0.00	0.00	
1103 OCEAN AVE			\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	
Clifford Finkle			\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$75.00	\$0.00	\$0.00	\$1.00	\$0.00	\$76.00	
20200080	12/3/2020	101	7485	1	New Single-Family										
39 6			\$114,850.00	R-5	\$75.00	\$800.00	\$100.00	\$0.00	\$1,360.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	
1520 Runvon Lane			\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	
Robbins, Ronald			\$0.00		\$75.00	\$800.00	\$100.00	\$0.00	\$1,360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,335.00	
20200080	12/3/2020	101	7486	2											
39 6			\$11,000.00	R-5	\$0.00	\$0.00	\$300.00	\$0.00	\$380.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	
1520 Runvon Lane			\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	
Robbins, Ronald			\$0.00		\$0.00	\$0.00	\$300.00	\$0.00	\$380.00	\$0.00	\$0.00	\$0.00	\$0.00	\$680.00	
20200080	12/3/2020	101	7487	3	Fire Alarm										
39 6			\$1,000.00	R-5	\$0.00	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	
1520 Runvon Lane			\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	
Robbins, Ronald			\$0.00		\$0.00	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00	
20200092	12/8/2020	999	7494	0	Demolition Single Family										
27 8			\$6,000.00	R-5	\$200.00	\$0.00	\$0.00	\$0.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	
1215 Bav Ave			\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	
Agnew, Brian & Laurea			\$0.00		\$200.00	\$0.00	\$0.00	\$0.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$275.00	
20200093	12/8/2020	434	7473	0	Temporary Service										
40 12			\$500.00	R-5	\$0.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$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	\$0.00	0.00	
Berardino, William			\$0.00		\$0.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$0.00	\$76.00	
20200001	12/10/2020	101	7507	4	change location of generator										All Fees Wvd.
23 40			\$1.00	R-5	\$0.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	
1099 Ocean Ave			\$75.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	
Zimmer Frank and Hildegard			\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Report Run For Mantoloking

RISON 2018

MONEY DISTRIBUTED TO THE BOROUGH OF MANTOLOKING

	JAN.	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
BORO FINES & COSTS	\$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
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	\$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
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
INTEREST GENERAL ACCT	\$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
INTEREST BAIL ACCT	\$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
STATE INSPECTION REBATE 8-1													
POAA***-FTA	\$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
OVERPAYMENTS***	\$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 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 2018	\$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
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	\$8,965.12	\$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	\$8,531.37	\$7,922.76	\$4,664.86	\$4,082.82	\$89,337.65
TOTAL PAID 2007	\$7,227.88	\$4,154.42	\$8,348.85	\$5,283.44	\$7,267.55	\$11,485.88	\$8,080.23	\$10,841.73	\$8,632.30	\$8,676.13	\$6,382.00	\$4,915.91	\$91,296.32
TOTAL PAID 2006	\$8,288.89	\$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
2018/2017 DIFF	(\$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)

MONEY DISBURSED TO THE COUNTY SPLIT		Y	\$870.50	\$1,285.00	\$709.50	\$1,431.00	\$1,153.50	\$1,881.00	\$2,690.00	\$3,825.50	\$2,196.50	\$2,260.00	\$1,236.50	\$172.00	\$19,711.00
MONEY DISBURSED TO THE STATE															
TRAFFIC SIGN	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00
FINES	\$0.00	\$0.00	\$0.00	\$322.00	\$0.00	\$100.00	\$100.00	\$100.00	\$120.00	\$0.00	\$100.00	\$100.00	\$0.00	\$0.00	\$742.00
INSPECTION VIOLATIONS	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	\$300.00	\$194.00	\$200.00	\$194.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$894.00
EMTFF	\$14.50	\$12.00	\$6.50	\$26.00	\$15.50	\$40.50	\$55.50	\$72.00	\$55.50	\$20.00	\$33.50	\$33.50	\$20.00	\$4.00	\$352.00
BODY ARMOR	\$28.00	\$21.00	\$13.00	\$52.00	\$33.00	\$82.00	\$107.00	\$139.00	\$107.00	\$139.00	\$102.00	\$63.00	\$40.00	\$9.00	\$689.00
DNA TESTING 12/21/03	\$56.00	\$44.00	\$26.00	\$106.00	\$66.00	\$164.00	\$214.00	\$278.00	\$214.00	\$278.00	\$204.00	\$126.00	\$80.00	\$18.00	\$1,382.00
MARINE POLICE	\$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
CELL PHONE	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$500.00	\$0.00	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$700.00
SPINAL RESEARCH	\$27.44	\$21.56	\$12.74	\$51.94	\$32.34	\$80.36	\$104.86	\$136.22	\$99.96	\$61.74	\$40.18	\$61.74	\$40.18	\$8.82	\$678.16
DRUG EDUCATION	\$0.00	\$0.00	\$30.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
DOM. VIOLENCE SC	\$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
POAA-SUSPENSION	\$0.00	\$3.00	\$0.00	\$3.00	\$0.00	\$3.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00
UNINSURED MOTORIST	\$125.00	\$84.00	\$25.00	\$91.00	\$75.00	\$125.00	\$25.00	\$100.00	\$25.00	\$100.00	\$150.00	\$150.00	\$75.00	\$0.00	\$1,025.00
AUTISM 22004	\$28.00	\$21.00	\$13.00	\$52.00	\$33.00	\$82.00	\$107.00	\$139.00	\$107.00	\$139.00	\$102.00	\$63.00	\$40.00	\$9.00	\$689.00
BRAIN INJURY 6/30/04	\$28.00	\$21.00	\$13.00	\$52.00	\$33.00	\$82.00	\$107.00	\$139.00	\$107.00	\$139.00	\$102.00	\$63.00	\$40.00	\$9.00	\$689.00
UNSAFE DRIVING 7/1/2004	\$270.00	\$45.00	\$20.00	\$70.00	\$84.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$500.00	\$0.00	\$1,239.00
DWI-GENERAL FUND	\$12.50	\$50.00	\$0.00	\$50.00	\$6.25	\$1.37	\$22.24	\$59.86	\$70.12	\$12.50	\$32.37	\$12.50	\$32.37	\$2.62	\$319.83
DWI ENFORCEMENT	\$25.00	\$100.00	\$0.00	\$100.00	\$12.50	\$2.75	\$44.50	\$119.75	\$140.25	\$25.00	\$64.75	\$25.00	\$64.75	\$5.25	\$639.75
TOTAL PAID TO STATE	\$684.44	\$522.56	\$209.24	\$1,095.94	\$540.59	\$1,562.98	\$1,151.10	\$1,582.83	\$1,122.33	\$947.74	\$988.30	\$65.69	\$10,453.74		
MONEY DISBURSED TO MISC. AGENCIES															
ATS	\$180.00	\$125.00	\$65.00	\$265.00	\$155.00	\$425.00	\$580.00	\$780.00	\$530.00	\$335.00	\$210.00	\$45.00	\$3,695.00		
VCCB	\$0.00	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$150.00	\$50.00	\$50.00	\$50.00	\$50.00	\$0.00	\$450.00		
DEDR	\$200.00	\$188.00	\$0.00	\$40.00	\$0.00	\$80.00	\$80.00	\$60.00	\$0.00	\$0.00	\$500.00	\$0.00	\$748.00		
COUNTY LAB	\$0.00	\$10.00	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$100.00		
SN	(\$65.00)	\$140.00	\$0.00	\$75.00	\$0.00	\$0.00	\$214.50	\$85.50	\$0.00	\$44.50	\$105.50	\$0.00	\$600.00		
WEB FEES - INTERNET PAYMENTS	\$46.00	\$34.00	\$37.00	\$76.00	\$56.00	\$112.00	\$146.00	\$188.00	\$174.00	\$104.00	\$70.00	\$21.00	\$1,064.00		
PED SAFETY	\$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		
CONDITIONAL DISCHARGE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00	\$0.00	\$75.00		
RESTITUTION	\$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		
STATE LAB	\$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		
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		
FISH & GAME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$1,700.00	\$100.00	\$0.00	\$60.00	\$0.00	\$2,360.00		
TOTAL PAID TO MISC AG.	(\$39.00)	\$547.00	\$142.00	\$506.00	\$211.00	\$617.00	\$1,670.50	\$2,863.50	\$854.00	\$533.50	\$1,120.50	\$56.00	\$9,092.00		
TOTAL REC 2018	\$1,495.94	\$2,354.56	\$1,060.74	\$3,032.94	\$1,905.09	\$4,060.98	\$5,511.60	\$8,271.83	\$4,172.83	\$3,741.24	\$3,345.30	\$303.69	\$39,256.74		
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		

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 December 2020

CRIMINAL COMPLAINTS FILED

TRAFFIC COMPLAINTS FILED

Indictable Offenses	0	Driving Under the Influence	0
Disorderly Persons	1	Traffic (Moving)	16
Special Complaints/	4	Parking	18

Tickets issued in the month of December 39

COMPARISON OF COURT RECEIPTS

	TO BOROUGH	TO ALL AGENCIES
2020 year to date receipts—TOTAL	\$17,123.61	\$31,002.65
2019 year to date receipts—TOTAL	\$24,063.29	\$48,541.24
Difference Total Receipts Payable	-\$6,939.68	-\$17,538.59

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	\$521.00	\$301.00	\$16,939.01
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	\$0.14	\$0.14	\$5.60
INTEREST GENERAL ACCT	\$0.44	\$0.78	\$0.71	\$0.21	\$0.05	\$0.09	\$0.09	\$0.20	\$0.34	\$0.43	\$0.11	\$0.00	\$3.45
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	(\$15.00)	\$0.00

***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	\$521.14	\$301.14	\$17,123.61
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	\$840.22	\$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	\$4,083.39	\$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	\$8,965.12	\$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	\$4,793.16	\$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	\$9,973.87	\$5,200.85	\$4,993.47	\$4,321.86	\$8,525.49	\$6,245.79	\$15,051.82	\$10,822.69	\$8,531.37	\$7,922.76	\$4,664.86	\$4,082.82	\$89,337.65
TOTAL PAID 2007	\$7,227.88	\$4,154.42	\$8,348.85	\$5,283.44	\$7,267.55	\$11,485.88	\$8,080.23	\$10,841.73	\$8,632.30	\$8,676.13	\$6,382.00	\$4,915.91	\$91,296.32
TOTAL PAID 2006	\$8,288.89	\$7,001.25	\$5,039.01	\$5,860.42	\$5,308.56	\$5,760.39	\$8,474.38	\$12,535.01	\$7,430.51	\$7,899.29	\$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
2020/2015 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)	(\$1,325.03)	(\$520.06)	(\$6,939.68)

MONEY DISBURSED TO THE COUNTY													
COUNTY SPLIT	\$703.50	\$986.00	\$1,102.50	\$182.50	\$310.50	\$289.00	\$838.00	\$845.00	\$934.50	\$577.00	\$228.00	\$135.50	\$7,132.00
MONEY/DISBURSED TO THE STATE													
TRAFFIC SIGN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
FINES	\$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
INSPECTION	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
EMITTF	\$11.00	\$9.00	\$6.50	\$3.50	\$10.00	\$16.00	\$24.50	\$24.50	\$22.50	\$8.00	\$5.50	\$3.00	\$144.00
BODY ARMOR	\$21.00	\$16.00	\$13.00	\$7.00	\$20.00	\$32.00	\$49.00	\$50.00	\$45.00	\$13.00	\$7.00	\$7.00	\$280.00
DNA TESTING 12/21/03	\$42.00	\$32.00	\$26.00	\$14.00	\$51.00	\$92.00	\$144.00	\$141.00	\$132.00	\$39.00	\$19.00	\$21.00	\$753.00
MARINE POLICE	\$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
CELL PHONE	\$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 RESEARCH	\$20.58	\$15.68	\$12.74	\$6.86	\$19.60	\$31.36	\$48.02	\$49.00	\$44.10	\$12.74	\$6.86	\$6.86	\$274.40
DRUG EDUCATION	\$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
DOM. VIOLENCE SC	\$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-SUSPENSION	\$3.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3.00
UNINSURED MOTORIST	\$75.00	\$14.00	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$61.00	\$25.00	\$9.00	\$25.00	\$0.00	\$234.00
AUTISM 2/2004	\$20.50	\$16.50	\$13.00	\$7.00	\$20.00	\$32.00	\$49.00	\$50.00	\$45.00	\$13.00	\$7.00	\$7.00	\$280.00
BRAIN INJURY 6/30/04	\$20.00	\$17.00	\$13.00	\$7.00	\$20.00	\$32.00	\$49.00	\$50.00	\$45.00	\$13.00	\$7.00	\$7.00	\$280.00
UNSAFE DRIVING 7/1/2004	\$0.00	\$55.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$94.50	\$155.50	\$555.50
DWI-GENERAL FUND	\$29.87	\$120.12	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$249.99
DWI ENFORCEMENT	\$59.75	\$240.25	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$500.00
TOTAL TO STATE	\$302.70	\$636.05	\$109.24	\$45.36	\$240.60	\$235.36	\$513.52	\$425.50	\$558.60	\$357.74	\$171.86	\$207.36	\$3,803.89
MONEY DISBURSED TO MISC. AGENCIES													
ATS	\$115.00	\$100.00	\$60.00	\$35.00	\$115.00	\$160.00	\$255.00	\$265.00	\$240.00	\$90.00	\$60.00	\$30.00	\$1,525.00
VCCB	\$100.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$300.00
DEDR	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
COUNTY LAB	\$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
SN	\$75.00	\$189.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.50	\$0.00	\$75.00	\$0.00	\$0.00	\$0.00	\$394.50
WEB FEES	\$62.07	\$28.02	\$61.47	\$19.05	\$30.93	\$46.47	\$94.83	\$85.35	\$93.90	\$51.93	\$19.38	\$8.25	\$601.65
PED SAFETY	\$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
CD	\$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
RESTITUTION	\$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
STATE LAB	\$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

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	\$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	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL TO MISC. AG.	\$432.07	\$467.02	\$121.47	\$54.05	\$145.93	\$206.47	\$405.33	\$390.35	\$458.90	\$141.93	\$79.38	\$38.25	\$2,941.15						
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	\$1,000.38	\$682.25	\$31,002.65						
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	\$9,141.00	\$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/ALL 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)	(\$3,071.16)	(\$916.45)	(\$17,538.59)						

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	3	0	1	2	6
December	1	0	0	0	16	2	19

TOTAL 2020	2	4	21	3	159	246	435
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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

BOROUGH OF MANTOLOKING
Financial Report for the Month of November 30, 2020

Status of the Budget on November 30, 2020

FUND	APPROPRIATION	CURRENT BALANCE	EXPENDED DURING MONTH	EXPENDED YEAR TO DATE	ENCUMBERED BALANCE	APPROPRIATION BALANCE
2020 ADOPTED BUDGET	\$5,662,952	\$1,083,325	\$209,028	\$4,788,655	\$120,167	\$754,130
2019 RESERVE BUDGET- CURRENT	\$656,271	\$369,152	\$0	\$286,370	\$750	\$369,152
2020 CAPITAL FUND	\$1,543,000	\$1,098,305	\$0	\$329,854	\$114,841	\$1,098,305
SANDY EMERGENCY FUNDS	\$146,568	\$139,968	\$0	\$0	\$0	\$139,968
TOTAL	\$8,008,791	\$2,690,750	\$209,028	\$5,404,878	\$235,758	\$2,361,555

(Subcategory of Capital Fund)	APPROPRIATION	CURRENT BALANCE	EXPENDED DURING MONTH	EXPENDED YEAR TO DATE	ENCUMBERED BALANCE	APPROPRIATION BALANCE
Construction-Municipal Building	\$890,832	\$591,030	\$0	\$174,967	\$121,787	\$591,030

Receipts, Disbursements and Changes in Cash Balance During the Month of November 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	\$2,373,570	\$1,601,977	\$352,949	\$3,622,598
CAPITAL FUND	\$2,567,262	\$2,237,508	\$0	\$0	\$2,237,508
ANIMAL CONTROL FUND	\$223	\$257	\$0	\$0	\$257
OTHER TRUST FUNDS	\$524,694	\$560,483	\$1,500	\$0	\$561,983
PAYROLL ACCOUNT	\$56,176	\$66,519	\$175,895	\$159,571	\$82,843
UNEMPLOYMENT ACCOUNT	\$34,091	\$38,747	\$2	\$0	\$38,749
LAW ENFORCEMENT TRUST	\$2,848	\$2,850	\$0	\$0	\$2,850
TOTAL	\$6,511,358	\$5,279,933	\$1,779,374	\$512,519	\$6,546,788

**BOROUGH OF MANTOLOKING
CASH RECEIPTS
NOVEMBER 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	3,501.93	16,998.99 0.00	0.00
INT & COST ON TAXES	2,583.34	16,959.35	0.00
INT ON INVESTMENTS	287.59	5,853.74	0.00
SEWER REVENUE	11,317.99	211,918.71	0.00
STATE AID:			
LEG INT BLK GRANT		0.00	0.00
CMPTRA		0.00	0.00
ENERGY TAX	7,051.29	140,388.70	0.00
SUPPL ENERGY TAX		0.00	0.00
FEMA		0.00	
HOMESTEAD REBATE		0.00	0.00
CONSTRUCTION CODE	44,595.00	127,248.00	0.00
CONSTRUCTION CODE FINES		0.00	
DCA FEES	2,650.00	6,192.31	
ZONING	1,450.00	13,600.00	
BEACH BADGES		281,264.47	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
NOVEMBER 30, 2020**

<u>REVENUE SOURCE</u>	<u>REVENUE THIS MONTH</u>	<u>YEAR TO DATE</u>	<u>2020 AMOUNT</u>
RECEIPT FROM DELINQUENT TAXES	0.00	38,192.83	0.00
CURRENT TAXES RECEIVABLE	1,383,564.65	10,117,771.11	0.00
VETS & SR	3,825.00	3,825.00	0.00
PREPAID TAXES	13,031.43	202,790.65	0.00
M.R.N.A.:			
COPIES	30.00	271.31	0.00
CABLE TV FRANCHISE		5,607.65	0.00
INSURANCE		0.00	0.00
MISC.		1,778.15	0.00
PLANNING		0.00	0.00
FEES AND PERMITS	1,000.00	5,165.00	0.00
BUDGET REFUNDS	12,884.86	131,414.28	0.00
FLAGS		0.00	0.00
POLICE		251.00	0.00
SALE OF MUN ASSETS	113,925.00	113,925.00	0.00
RECYCLING		0.00	0.00
MAR LICENSE	28.00	150.00	0.00
LEA		209.95	0.00
MrNA - Off Duty	250.75	1,364.22	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	1,601,976.83	11,450,112.69	0.00

BOROUGH OF MANTOLOKING
CAPITAL IMPROVEMENTS
AS OF NOVEMBER 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 NOVEMBER 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 EXPENSES 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 NOVEMBER 30, 2020

ORD # ORD NAME	BALANCE AS OF 1/1/2019	2014 AUTH/ CANCELLED	ENCUMBERED	PAID TO DATE	BALANCE	BAL FUNDED	BAL UNFUNDED
#656 CONSTR. MUNI BLDG	890,832.45	0.00	114,840.51	184,961.92	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	0.00	1,242.82	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	114,840.51	329,854.33	1,098,305.01	461,437.12	636,867.89

BOROUGH OF MANTOLOKING

2019 RESERVE YEAR APPROPRIATIONS

FOR THE MONTH OF : NOVEMBER 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 : NOVEMBER 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 : NOVEMBER 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	4,885.87	0.00	11,369.46
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 : NOVEMBER 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 : NOVEMBER 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	286,369.54	750.00	369,151.92

BOROUGH OF MANTOLOKING

2020 CURRENT YEAR APPROPRIATIONS

AS OF NOVEMBER 30, 2020

<u>APPROP TITLE</u>	<u>2020 ADOPTED BUDGET</u>	<u>EXPENDED</u>	<u>ENCUMBERED</u>	<u>BALANCE</u>	<u>% EXPEND</u>	<u>TRANSFERS IN AND (OUT)</u>
MUNICIPAL CLERK						
SALARY & WAGES	167,723.00	152,654.60	0.00	15,068.40	0.91	
OTHER EXPENSES	90,012.00	51,121.74	1,443.00	37,447.26	0.58	(\$3,500.00)
FINANCE						
SALARY & WAGES	153,365.00	136,000.95	0.00	17,364.05	0.89	
OTHER EXPENSES	45,700.00	25,374.29	321.50	20,004.21	0.56	
AUDITING						
OTHER EXPENSES	29,500.00	29,100.00	0.00	400.00	0.99	
TAX COLLECTOR						
SALARY & WAGES	3,150.00	2,887.68	0.00	262.32	0.00	
OTHER EXPENSES	2,500.00	910.00	271.19	1,318.81	0.47	
TAX ASSESSOR						
SALARY & WAGES	20,100.00	18,393.76	0.00	1,706.24	0.92	
OTHER EXPENSES	4,000.00	528.86	0.00	3,471.14	0.13	
LEGAL						
OTHER EXPENSES (Note 1)	182,500.00	138,531.05	0.00	43,968.95	0.76	
OE-OUTSIDE CAPS	0.00	0.00	0.00	0.00	0.00	
ENGINEERING						
OTHER EXPENSES	164,000.00	123,665.37	0.00	40,334.63	0.75	(\$9,000.00)
PLANNING						
SALARY & WAGES	20,610.00	18,721.35	0.00	1,888.65	0.91	
OTHER EXPENSES	31,500.00	17,572.45	0.00	13,927.55	0.56	
SW-OUTSIDE CAPS	0.00	0.00	0.00	0.00	0.00	
CONSTRUCTION						
SALARY & WAGES	128,372.00	99,212.05	0.00	29,159.95	0.77	
OTHER EXPENSES	15,000.00	10,002.26	2,696.00	2,301.74	0.85	
PLUMBING SUB-CODE						
SALARY & WAGES	9,009.00	8,258.36	0.00	750.64	0.92	
S&W-OUTSIDE CAPS	0.00	0.00	0.00	0.00	0.00	

BOROUGH OF MANTOLOKING

2020 CURRENT YEAR APPROPRIATIONS

AS OF NOVEMBER 30, 2020

<u>APPROP TITLE</u>	<u>2020 ADOPTED BUDGET</u>	<u>EXPENDED</u>	<u>ENCUMBERED</u>	<u>BALANCE</u>	<u>% EXPEND</u>	<u>TRANSFERS IN AND (OUT)</u>
FIRE SUB-CODE						
SALARY & WAGES	9,200.00	4,910.04	0.00	4,289.96	0.53	
S&W-OUTSIDE CAPS	0.00	0.00	0.00	0.00	0.00	
ELECTRICAL SUB-CODE						
SALARY & WAGES	9,009.00	8,258.36	0.00	750.64	0.92	
S&W-OUTSIDE CAPS	0.00	0.00	0.00	0.00	0.00	
LIABILITY INS						
OTHER EXPENSES	127,825.00	123,578.79	0.00	4,246.21	0.97	
WORKMENS COMP						
OTHER EXPENSES	74,827.00	74,827.00	0.00	0.00	1.00	
GROUP HEALTH						
OTHER EXPENSES	287,010.00	263,536.10	1,837.57	21,636.33	0.92	\$25,000.00
OUTSIDE CAPS	0.00	0.00	0.00	0.00	0.00	
HEALTH WAIVERS	10,000.00	10,000.00	0.00	0.00	0.00	(\$10,000.00)
POLICE						
SALARY & WAGES	1,238,743.00	1,087,229.59	0.00	151,513.41	0.88	
OTHER EXPENSES	126,400.00	92,445.18	14,756.79	19,198.03	0.85	\$9,500.00
EMERG MNGMT						
SALARY & WAGES	5,000.00	2,287.50	0.00	2,712.50	0.00	
OTHER EXPENSES	9,480.00	6,581.91	240.00	2,658.09	0.72	
FIRST AID						
OTHER EXPENSES	5,000.00	5,000.00	0.00	0.00	0.00	
FIRE						
OTHER EXPENSES	26,000.00	19,500.00	0.00	6,500.00	0.75	
UNIFORM FIRE SAFETY						
SALARY & WAGES	4,992.00	3,834.26	0.00	1,157.74	0.77	
MUNICIPAL PROSECUTOR						
OTHER EXPENSES	7,500.00	5,625.00	0.00	1,875.00	0.75	
ROAD REPAIR						
SALARY & WAGES	238,643.00	190,973.64	0.00	47,669.36	0.80	(\$2,000.00)
OTHER EXPENSES	45,000.00	28,714.06	5,000.00	11,285.94	0.75	(\$7,500.00)

BOROUGH OF MANTOLOKING

2020 CURRENT YEAR APPROPRIATIONS

AS OF NOVEMBER 30, 2020

<u>APPROP TITLE</u>	<u>2020 ADOPTED BUDGET</u>	<u>EXPENDED</u>	<u>ENCUMBERED</u>	<u>BALANCE</u>	<u>% EXPEND</u>	<u>TRANSFERS IN AND (OUT)</u>
GARBAGE						
OTHER EXPENSES	160,000.00	139,086.79	0.00	20,913.21	0.87	
BLDGS & GROUNDS						
OTHER EXPENSES	60,250.00	39,268.79	5,814.30	15,166.91	0.75	
OE-OUTSIDE	0.00	0.00	0.00	0.00	0.00	
SEWER						
OTHER EXPENSES	17,500.00	13,324.97	3,610.10	564.93	0.97	\$3,500.00
BOARD OF HLTH						
SALARY & WAGES	0.00	0.00	0.00	0.00	#DIV/0!	
DOG ACCOUNT						
OTHER EXPENSES	4,250.00	3,639.00	0.00	611.00	0.86	
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	197,645.22	0.00	17,729.78	0.00	(\$6,200.00)
OTHER EXPENSES Note 2	24,252.00	17,505.17	3,229.20	3,517.63	0.85	\$6,200.00
BEACH MAINTENANCE						
OTHER EXPENSES	122,000.00	55,471.59	0.00	66,528.41	0.45	(\$15,000.00)
BEACH MAINT-O/CAP						
OTHER EXPENSES	14,000.00	13,308.96	0.00	691.04	0.95	
UTILITIES:						
ELECTRIC	47,000.00	35,028.74	130.39	11,840.87	0.75	
TELEPHONE	31,500.00	28,476.21	257.72	2,766.07	0.91	
WATER	5,500.00	4,301.14	0.00	1,198.86	0.78	
FIRE HYDRANT	35,000.00	25,760.00	0.00	9,240.00	0.74	
NATURAL GAS	17,500.00	9,655.68	0.00	7,844.32	0.55	
GASOLINE	35,000.00	16,347.46	0.00	18,652.54	0.47	
GASOLINE-OUTSIDE CAPS	0.00	0.00	0.00	0.00	0.00	

BOROUGH OF MANTOLOKING

2020 CURRENT YEAR APPROPRIATIONS

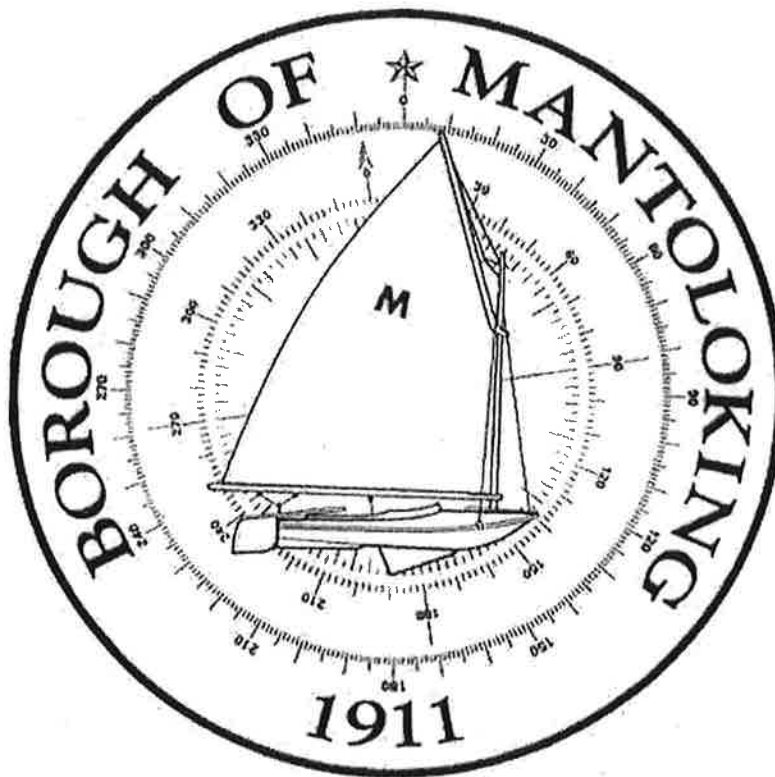
AS OF NOVEMBER 30, 2020

<u>APPROP TITLE</u>	<u>2020 ADOPTED BUDGET</u>	<u>EXPENDED</u>	<u>ENCUMBERED</u>	<u>BALANCE</u>	<u>% EXPEND</u>	<u>TRANSFERS IN AND (OUT)</u>
OC UTILITY AUTH						
OTHER EXPENSES	149,100.00	121,170.00	0.00	27,930.00	0.81	
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	90,987.42	0.00	8,512.58	0.91	\$9,000.00
PFRS	258,078.00	256,078.00	0.00	2,000.00	0.99	
DCRP	10,000.00	2,502.76	0.00	7,497.24	0.25	
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	39,750.36	0.00	6,386.64	0.86	
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	10,000.00	0.00	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	13,119.85	2,910.53	13,969.62	0.00	

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

<u>APPROP TITLE</u>	<u>2020 ADOPTED BUDGET</u>	<u>EXPENDED</u>	<u>ENCUMBERED</u>	<u>BALANCE</u>	<u>% EXPEND</u>	<u>TRANSFERS IN AND (OUT)</u>
JUDGMENTS	40,000.00	40,000.00	0.00	0.00	0.00	
DEBT SERVICE:						
BOND INTEREST	157,800.00	80,400.00	77,400.00	0.00	1.00	
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	4,788,654.61	120,167.29	754,129.90	0.87	\$0.00

TOTAL TRANSFERS	\$53,200.00
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Management Report – Phase II

Priority Actions for the Borough of Mantoloking
Aligning recommendations of the Management Report
with the Borough Strategic Plan

March 2020

Cotter Strategies, LLC
752 Springfield Avenue
Summit, NJ 07901

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Introduction

During 2019, the Borough of Mantoloking engaged Cotter Strategies, LLC to perform two distinct projects: Facilitation of a strategic plan and later, a review of existing municipal operations. In January of 2020, the Borough Council authorized a Phase II project, to align recommendations from the management report with the strategic plan and to identify priorities for council action. The project included meeting with each department head (Municipal Clerk; Chief Financial Officer, Chief of Police and Director of Public Works) to review and clarify the recommendations from the management report.

The strategic plan was reviewed by the Borough Council and modified to identify the persons responsible for specific elements and related timelines for completing tasks. For reference purposes, a copy of the strategic plan is included as an appendix this report.

In all, the management report included some 22 recommendations that are included below numerically for reference:

Municipal Clerk

1. Recommendation: Completion of the personnel policy manual with adoption by the governing body should be a priority.
2. Recommendation: Finalized job descriptions should be formally adopted by the governing body.
3. Recommendation: Prior to formal adoption of a performance evaluation system, appropriate training must be provided to employees in performance evaluation process.
4. Recommendation: The list of processes should be developed into a standard operating procedure format for each process and made available for staff reference.
5. Recommendation: Create an employee safety committee as part of the Borough's risk management plan.

Finance Department

6. Recommendation: Develop a multi-year capital improvement plan.
7. Recommendation: Develop a Purchasing Manual and provide appropriate training for all employees in its use.
8. Recommendations: Fully leverage Edmunds finance software by providing access to department heads to their respective budgets, purchase order system and consider portal for on-line access by vendors and local taxpayers.
9. Recommendations: Move sewer billing early in the year and limit the grace period for sewer bill payments to be consistent with property tax payments.
10. Recommendation: The governing body should fully evaluate CFO recommendation to hire a part-time, floater position to fill administrative employee vacancies during busy periods.

11. Recommendation: Consider a student intern position to assist with archiving and scanning of documents.
12. Recommendation: Consider expanding role of Finance/Tax Collector to include Deputy CFO/Tax Collector.

Police Department

13. Recommendation: Formalize succession plan for the Office of Emergency Management.
14. Recommendation: Funding should be authorized for the police department accreditation process.

Public Works Department

15. Recommendation: Completion of the Borough Hall procedures manual and call out list is an important program that should be completed and shared with key staff members.

Salary Comparison Study

16. Recommendation: Consider establishing a salary guide that identifies salary steps for each position.

Management Organization

17. Recommendation: The position of Borough Administrator should be added either on a part-time basis or as a combined role with the Municipal Clerk.
18. Recommendation: Create an orientation program for newly elected officials and should an administrator be appointed, consider an annual retreat for elected officials and the administrator.

Opportunities for Shared Services

19. Recommendation: Consider a shared services study regarding the delivery of local law enforcement operations.
20. Recommendation: Consider a shared services study regarding the delivery of public works.
21. Recommendation: Explore the benefits of a consolidation of fire protection services with the Borough of Bay Head.
22. Recommendation: Consider a comprehensive shared services study of regionalizing fire protection among the several area municipalities.

In discussions with department heads, it was learned that several of the recommendations are already underway. As such, those recommendations will not be identified for priority action by the governing body; however, there will be a notation that the efforts may require monitoring by the council. An additional recommendation regarding shared services for Human Resources was suggested and is incorporated in the comments regarding the recommendation for the appointment of a Borough Administrator.

PRIORITY RECOMMENDATIONS

While each of the recommendations are important, listed below are the 12 recommendations that should receive priority attention from the governing body. Where necessary, an explanation is provided as to the rationale for setting priority status. The recommendations, either underway, or of somewhat lesser urgency, are included in the next section as Other Recommendations.

Management Organization

Recommendation: The position of Borough Administrator should be added either on a part-time basis or as a combined role with the Municipal Clerk.

Comment: *Whether or not there will be a Borough Administrator is a threshold question that needs to be answered. Regardless of whether an administrator is appointed, efforts should be made to streamline and clarify the reporting structure (as outlined in the management report). Should an administrator not be appointed, steps should be taken to explore shared services for delivery of human resource management services for the Borough.*

Alignment with Strategic Plan: *Although the appointment of an administrator was not specifically identified in the Strategic Plan, the recommendation is consistent with the category "People" and the objective: "Improve Human Resource Function", Item #5: "Adoption of Best Practices."*

Recommendation: Create an orientation program for newly elected officials and should an administrator be appointed, consider an annual retreat for elected officials and the administrator.

Comment: *A formal orientation program for newly elected officials – as well as incumbent members of the governing body – is an excellent way assure members of the Borough council are well prepared for their role and to leverage the full potential of the governing body.*

Alignment with Strategic Plan: *This recommendation is consistent with the category "People" and the objective: "Improve Human Resource Function", Item #4: "Develop an orientation program for elected officials that incorporates the relevant portion of Title 40."*

Municipal Clerk

Recommendation: Completion of the personnel policy manual with adoption by the governing body should be a priority.

Comment: *As noted in the recommendation, completion and adoption of the Borough personnel policy should be a priority. Personnel policies are foundational to effective human resource management.*

Alignment with Strategic Plan: *This recommendation is consistent with the category; "People" and the objective; "Improve Human Resource Function", item #1 "Update Employee Manuals" and #5 "Adoption of Best Practices."*

Recommendation: Finalized job descriptions should be formally adopted by the governing body.

Comment: Having current job descriptions is important for effective human resource management.

Alignment with Strategic Plan: This recommendation is consistent with the category; "People" and the objective; "Improve Human Resource Function", Item #2 "Update job descriptions & position classifications that marry up to strategic direction of the Borough" and #5 "Adoption of Best Practices."

Recommendation: Create an employee safety committee as part of the Borough's risk management plan.

Comment: An employee safety committee is a key component of a municipal risk management plan. The goal is to maintain a safe work environment with the outcome of reducing overall accidents and employee injuries. As a member of the Joint Insurance Fund (JIF), the Borough has access to the JIF risk manager for advice in setting up an employee safety committee. While this process is fairly simple and straightforward, the benefits can be significant.

Alignment with Strategic Plan: This recommendation is consistent with the category; "People" and the objective; "Improve Human Resource Function", and #5 "Adoption of Best Practices."

Finance Department

Recommendation: Develop a multi-year capital improvement plan.

Comment: A capital plan is a fundamental document for effective budgeting. A multi-year plan (current year and five-year forecast) allows for appropriately spaced expenses for major improvements and equipment acquisition and replacement.

Recommendation: Develop a Purchasing Manual and provide appropriate training for all employees in its use.

Comment: A purchasing manual provides guidance and a consistent, approved process for purchasing across all municipal departments and agencies. This document should be a companion to a revenue and cash procedures manual that also covers all municipal departments and agencies that emphasizes internal controls. The Borough Auditor is a valuable resource for reviewing these documents.

Alignment with Strategic Plan: These recommendations are consistent with the category; "People" and the objective; "Improve Human Resource Function", and #5 "Adoption of Best Practices."

Recommendation: Fully leverage Edmunds finance software by providing access to department heads to their respective budgets, purchase order system and consider portal for on-line access by vendors and local taxpayers.

Comment: *The department heads require real-time budget information and access to the purchase order system. The portal feature of the finance software will streamline transactions with both taxpayers and vendors.*

Recommendation: Move sewer billing early in the year and limit the grace period for sewer bill payments to be consistent with property tax payments.

Comment: *Moving the sewer billing date should be done in conjunction with the new budget year.*

Recommendation: The governing body should fully evaluate CFO recommendation to hire a part-time, floater position to fill administrative employee vacancies during busy periods.

Comment: *This recommendation should be evaluated as part of the current year budget development.*

Alignment with Strategic Plan: *Each of the recommendations are consistent with the category "People" and the objective: "Improve Human Resource Function", Item #5: "Adoption of Best Practices."*

Opportunities for Shared Services

DPW

Recommendation: Consider a shared services study regarding the delivery of public works.

Comment: *Shared service initiatives are often controversial – particularly when they involve consolidation efforts that involve uniformed services. In Mantoloking, three separate departments have been recommended for consideration of sharing services. Among those agencies, the Department of Public Works should be evaluated first (along with the fire department, noted in the next recommendation.)*

This recommendation is based on the following: First, bolstering the depth of personnel resources in the DPW is needed now. Second, the state is offering funding for shared service initiatives of this type, mitigating any initial costs for the municipality. Finally, shared services initiatives involving public works tend not to be especially controversial and the process can provide important experience for decision makers when considering shared service models for other departments.

Alignment with Strategic Plan: *This recommendation is consistent with the category "Independence" and the objective: "Ensure an Independent and Self-Sustaining Municipality" Item #3: "Evaluating Shared Services Opportunities for DPW Operations."*

Fire Department

Recommendation: Explore the benefits of a consolidation of fire protection services with the Borough of Bay Head.

Recommendation: Consider a comprehensive shared services study of regionalizing fire protection among the several area municipalities.

Comment: These related recommendations are meant to address the critical staffing issues facing the local volunteer fire department. In a follow up conversation with the DPW Director (who also now serves as fire chief), he advised that the fire department is in the early stages of considering a regionalized approach to delivery of fire protection services. The Borough council should be directly involved in any shared services or regional efforts involving the fire department. As noted in the comments for the Department of Public Works, the state is currently providing funding for shared services of this type and, the need for improving the effectiveness of the volunteer fire department is critical.

Alignment with Strategic Plan: Each of the recommendations are consistent with the category "Independence" and the objective: "Ensure an Independent and Self-Sustaining Municipality", Item #5: "Evaluate Other Opportunities (construction, land-use, fire, etc.)"

OTHER RECOMMENDATIONS

As noted earlier in this report, each of the following recommendations, while important, are not considered priorities now. However, circumstances and priorities can and do change. As such, it is important for the governing body to monitor each of the recommendations and associated progress that is made toward the identified outcome.

Municipal Clerk

Recommendation: Prior to formal adoption of a performance evaluation system, appropriate training must be provided to employees in performance evaluation process.

Comment: The adoption of a performance evaluation system should be adopted along with the necessary training. However, the implementation of the system should follow the decision on appointment of a municipal administrator and any changes in reporting relationships of Borough staff members.

Recommendation: The list of processes should be developed into a standard operating procedure format for each process and made available for staff reference.

Comment: This is an on-going process that should be monitored for progress by the governing body.

Alignment with Strategic Plan: Each of the recommendations are consistent with the category "People" and the objective: "Improve Human Resource Function", Item #5: "Adoption of Best Practices."

Finance Department

Recommendation: Consider expanding role of Finance/Tax Collector to include Deputy CFO/Tax Collector.

Comment: This recommendation should be explored by the Finance Committee and the CFO to determine the level of efficiencies that would be gained. A target date for a decision should be prior to the 2021 budget.

Recommendation: Consider a student intern position to assist with archiving and scanning of documents.

Alignment with Strategic Plan: The recommendation is consistent with the category "People" and the objective: "Improve Human Resource Function", Item #5: "Adoption of Best Practices."

Police Department

Recommendation: Formalize succession plan for the Office of Emergency Management (OEM).

Comment: The process of formalizing a succession plan for OEM is reported to be underway. Progress related to this recommendation should be monitored by the governing body.

Alignment with Strategic Plan: The recommendations are consistent with the category "People" and the objective: "Improve Human Resource Function", Item #5: "Adoption of Best Practices."

Recommendation: Funding should be authorized for the police department accreditation process.

Comment: Funding has been appropriated for the first phase of the accreditation process for the police department. The governing body should monitor progress of this phase of the accreditation process and take steps to appropriate funding for the Borough's police department to become fully accredited.

Alignment with Strategic Plan: The recommendations are consistent with the category "People" and the objective: "Improve Human Resource Function", Item #5: "Adoption of Best Practices."

Recommendation: Consider a shared services study regarding the delivery of local law enforcement operations.

Comment: There are two factors suggesting that this recommendation not be a current priority. First, should the Borough proceed with the recommendation to explore DPW shared services, much will be learned through that process that can be beneficial for any law enforcement shared services effort. Second, the local police department is currently engaged in the accreditation process. As part of that effort, organizational strengths and weaknesses will be identified that will help to inform any shared services undertaking.

Alignment with Strategic Plan: *The recommendation is consistent with the category "Independence" and the objective: "Ensure an Independent and Self-Sustaining Municipality", Item #4: "Evaluate shared services opportunities for police department operations."*

Public Works Department

Recommendation: Completion of the Borough Hall procedures manual and call out list is an important program that should be completed and shared with key staff members.

Comment: *The DPW director reports that the various issues related to the new Borough Hall have been addressed. Finalizing the procedures manual (in both hard copy and electronically for remote access) should be monitored by the governing body.*

Alignment with Strategic Plan: *The recommendations are consistent with the category "People" and the objective: "Improve Human Resource Function", Item #5: "Adoption of Best Practices."*

Salary Comparison Study

Recommendation: Consider establishing a salary guide that identifies salary steps for each position.

Comment: *A salary survey was completed and included in the Borough's management review report. A salary guide should now be developed by the finance committee working closely with the CFO with a target for approval and adoption prior to the 2021 budget.*

Alignment with Strategic Plan: *The recommendations are consistent with the category "People" and the objective: "Improve Human Resource Function", Item #5: "Adoption of Best Practices."*

Final Thoughts

As the various recommendations are considered, the strategic plan should be correspondingly updated with those items the governing body intends to implement. In that way there will be one document as a reference for on-going actions related to each recommendation.

Appendix: Strategic Plan

Borough of Mantoloking

Mission: *The Borough of Mantoloking remains the best place to live at the Jersey Shore for current residents and for generations to come. This is achieved by maintaining a safe community with small town character and charm; having and retaining the best municipal employees; having the best protected beaches possible; and by exercising fiscal prudence as well as clear and transparent governance to continue as an independent and self-sustaining municipality.*

Values: INTEGRITY – ETHICS – TRUST – COOPERATION – SERVICE – RESPECT

Goals:

PEOPLE	BEACH	INDEPENDENCE
Objective: Improve Human Resource Function	Objective: Maintain Best Protected Beaches Possible	Objective: Ensure an Independent and Self-Sustaining Municipality
<i>This will be accomplished by:</i>	<i>This will be accomplished by:</i>	<i>This will be accomplished by:</i>
1. Update Employee Manuals (Union and Non-Union Employees)	1. Beach Replenishment: Formalize cost share with County and Army Corps of Engineers	1. Promoting Existing Shared Services.
2. Update Job Descriptions & Position Classifications that marry up to strategic direction of the Borough	2. Evaluation of the existing life guard program and develop recommendation for 2019 and beyond	2. Evaluating shared services opportunities for Beach maintenance and operations.
3. Benchmarking Salaries of Non-Union Employees	3. Exploring Shared Services for Beach maintenance and operations.	3. Evaluating shared services opportunities for DPW operations.
4. Develop an Orientation Program for Elected Officials that incorporates the relevant portion of Title 40.		4. Evaluating shared services opportunities for Police Department operations.
5. Adoption of Best Practices, including an evaluation of our public communication methodology		5. Evaluate other opportunities (Construction, Land-Use, Fire, etc.)

Borough of Mantoloking	
Goal:	PEOPLE
Objective	Improve Human Resource Function
Schedule:	<i>Assigned to Key Results</i>
Assigned to:	<i>Assigned in Key Results</i>
Background: Improvement of the Human Resource Function is consistent with the Mission Statement of the Borough of Mantoloking, in the areas of "Having and retaining the best employees; exercising fiscal prudence; clear and transparent governance."	

Key Results:

1. Update and Revise Personnel (Employee) Manual (Union and Non-Union) [REDACTED] is [REDACTED], [REDACTED] Introduce Proposal in September / Finalize by October For Union. YE- for Non-Union
2. Update and Revise Job Descriptions and Position Classifications. (Union and Non-Union) [REDACTED] [REDACTED] Finalize by October For Union. YE- for Non-Union
3. Title 40 Review and produce recommendation for Performance Review Process for Union and Non-Union. [REDACTED] – Review what can and cannot be done under Title 40 with [REDACTED]. After guidance, develop a process for both Union and Non-Union by YE.
4. Identify and recommend ideal Organization Structure that includes Best Practices and salary/benefit benchmarking. This should be started after Job Description Key Result is completed. Consultant should be considered ([REDACTED] to develop RFP with details by Sept. 1.)
5. Develop an Orientation Program for elected officials that includes:
 - a. Familiarization with NJ Title 40 as it relates to the role and responsibilities of relevant Borough Functions (Onboarding Program to include meetings with Department Heads and potential class participation in State or League of Municipalities programs or Mantoloking/Bay Head (shared service) specific training after elections. Borough Clerk to investigate buying resource book [REDACTED])
6. Review Existing Public Communication Resources and develop recommendation for revamped resources package ([REDACTED]) Recommendation to be delivered to Mayor and Council by December 1.

Performance Indicators:

1. A Personnel Manual is formally adopted by the governing body.
2. Job Descriptions and Position Classifications are formally adopted by the governing body.
3. Benchmark salary study completed and results used to revise employee salary guide as needed.
4. An Orientation Program is developed and delivered to incumbent and newly elected officials.
5. Identified Best Practices adopted.

Outcomes:

1. Employee and local governance effectiveness enhanced through implementation of a Human Resources Function.

Borough of Mantoloking	
Goal:	BEACH
Objective	Maintain Best Protected Beach Possible
Schedule:	<i>See Key Results</i>
Assigned to:	<i>See Key Results</i>
Background: Maintaining the Best Protected Beach Possible is consistent with the Borough of Mantoloking Mission Statement.	

Key Results:

1. Beach Replenishment – Formalize cost share with County (include other County Mayors) and Army Corps of Engineers. Need timing on 5-year start. Deliverable is formalized agreement with County. Background, Confirmation of existing and future Recommendation to be ready for Council review by YE. (b)(6)
2. Evaluate existing and explore shared services for Lifeguard Services program and develop recommendation for future state. (b)(6) Discussions start in August with recommendation to Mayor and Council by November.

Performance Indicators:

1. Cost Share agreements with the County and the Army Corps of Engineers for Beach Replenishment are adopted by the governing body.
2. There is wide community engagement in the evaluation and deliberation processes for delivery of Life Guard services.
3. A formal decision is adopted by the governing body regarding delivery of Life Guard services.

Outcomes:

1. Beach Fortification is maintained through a cost-effective Beach Replenishment program and a world-class Life Guard Service is in place for future state.

Borough of Mantoloking	
Goal:	INDEPENDENCE
Objective	Ensure an Independent and Self-Sustaining Municipality
Schedule:	Q1 2020
Assigned to:	See Key Results
Background: Ensuring an Independent and Self-Sustaining Municipality is consistent with the Mission Statement by assuring that: "The Borough of Mantoloking remains the best place to live at the Jersey Shore for current residents and for generations to come."	

Key Results:

1. Promote Existing and Explore potential Shared Services Enhancements and Improvements

a. Existing:

- i. Fuel (PPB) (██████████) (Q1 20)
- ii. Prosecutor's / Sheriff (██████████) (Q1 20)
- iii. Schedule C County Services (██████████) (Q1 20)
- iv. BTMUA (██████████) (Q1 20)
- v. Court (Lavallette) (██████████) (Q1 20)
- vi. Firearms Ranges (██████████) (Q1 20)
- vii. Fire Service (?) Update Mutual Service Agreement (Q1 20)
(██████████) (Q1 20)
- viii. EMS (PPB) (██████████) (Q1 20)

b. Potential Future (Needs to include Long Range Planning Coordination)

- i. Elected Officials training (██████████) (Q1 20)
- ii. Beach (██████████) (Q1 20)
- iii. Police (including Marine) (██████████ M) (Q1 20)
- iv. Fire (██████████) (Q1 20)
- v. EMS (██████████) (Q1 20)
- vi. DPW (██████████) (Q1 20)
- vii. Construction (██████████)

Performance Indicators:

1. Existing Shared Services are identified and promoted locally and to potential shared service partners. Review of existing services should include: current state, cost, resource allocation + future state recommendation. A report on the findings and recommendations is forwarded to the Governing Body.
2. All future Shared Services proposals operations are evaluated for potential shared services opportunities.

Outcomes:

1. Existing and Future Shared Services opportunities that are identified as providing savings in efficiencies and costs are formally implemented through action by the Governing Body.

Should the Borough of Mantoloking Hire a Part-Time Experienced Business Administrator (BA)?

A Report to the Mayor and Council
January 11, 2021

BACKGROUND

Communication from the Mayor to the Council, dated October 29, 2020

"As we all know, there has been considerable discussion regarding the possible hiring of a part time Borough Administrator, or an Administrator combined, for example, with the office of the Clerk...Accordingly, at the November 17th Borough Council meeting I intend to appoint a MUNICIPAL ADMINISTRATOR ADVISORY COMMITTEE (MAAC) to determine the necessity for and/or scope of a Municipal Administrator for the Borough of Mantoloking."

Members of the MAAC:

Councilman Brad Batcha
Councilman Doug Nelson
Peter Fasolo, resident
Nancy Van Duyne, resident
Susan Voorhees, resident

Mission/expectations of the MAAC (from the 11/17/20 resolution #2020-151)

1. Review administrative needs and managerial requirements
2. Convene meetings to discuss best practices, job requirements, budget considerations and compensation
3. Make recommendations to the governing body – Mayor and Council

Mayor advised the MAAC that in his view there are three possible options to consider:

1. Do not hire an administrator and continue to do business as we do today
2. Combine the administrator duties with that of the borough clerk
3. Hire a part time administrator

PROCESS

Over a period of roughly 4 weeks, the MAAC thoroughly reviewed/discussed the Cotter report, and conducted multiple interviews in preparation for making a final recommendation. A list of who the MAAC interviewed can be found at the end of the report. The Committee's analysis and discussions were accomplished within the context of three significant questions:

1. Is the business of the borough being accomplished in the most effective, efficient and timely manner? This question was designed to look beyond the day-to-day operations (which are well covered by our existing staff) of Mantoloking and consider longer term/bigger picture issues.

2. In its current form, is the Borough able to assure residents of smooth transitions as members of Council and Mayors retire? Is there adequate continuity of government from year to year or does educating new elected officials place a burden on current staff? Would a part-time BA be able to offer value as to continuity of government issues?
3. If the MAAC were to make a recommendation to hire a part-time BA, could that be done in such a way as to preserve our small-town community culture which is clearly one of the greatest assets of our borough?

Once the interviews were concluded, the MAAC considered input from other residents (including those who had communicated their views verbally and in writing) and then unanimously agreed on a recommendation.

It is important to note that the process did not include the construction/zoning office or the Planning Board. These two functions will have to be incorporated in the Borough's organization plan.

RECOMMENDATION

The MAAC unanimously supports the hiring of an experienced part-time Business Administrator (BA) for the Borough of Mantoloking. While the Borough of Mantoloking works hard to maintain our "small-town" culture, the town economics and dynamics (as well as the State imposed requirements/dynamics) are far more complex now than they were ten or twenty years ago.

The salary for this position would likely be a maximum of \$60,000 with no health benefits (less than 1% of the current budget. Pursuant to New Jersey law, the BA position is also not eligible for pension benefits. This salary is less than the Borough's total cost of our newest municipal employee in the DPW.) At this salary, each household in Mantoloking would be paying less than \$125 per household per year or roughly 33 cents per day. Of even greater importance for the economics of Mantoloking, this position clearly has the potential to generate significant savings/benefits for the Borough (the MAAC identified potential cost savings including reduced legal fees and reduced costs associated with shared services; possible increase in grants awarded to the Borough and the execution of more competitive contracts).

Key considerations:

- **Our Mayor is effectively the Chief Executive of Mantoloking and the Council serves as the legislative body and voice of the residents** (the Borough form of municipal government is a "strong Council/weak Mayor construct"). We have a hard-working Council (especially as to their committee assignments). We also have experienced municipal department heads who work hard to execute the day-to-day functions of our local government and a Mayor who dedicates hundreds of hours a month to executing the business of Mantoloking.
- **It is clear from the interviews conducted that the department heads, the Council and the Mayor believe that the Mayor should be able to focus on the "global", big picture or long term/strategic issues and be freed from burdensome ministerial tasks.** The opportunity to focus on the bigger picture is not readily available under the current structure.

- Based on the information shared by those we interviewed, **the MAAC believes all (department heads, Council and Mayor) would benefit from a part-time chief of staff or chief operating officer type position.** The MAAC envisions the BA would act in more of a "Chief of Staff" capacity as a liaison to better facilitate communication and cooperation among Departments, Mayor and Council. **The role (as envisioned by the MAAC) is not and will not be designed to "layer over" or micromanage current department heads** – rather the role is more about facilitation and advocacy for the work existing staff is currently executing.
- **The MAAC believes a part-time experienced BA position can be designed to be accretive, supportive and helpful to current municipal staff.** Current municipal staff cited numerous examples of projects that could be completed with increased efficiency if there was a single person to help facilitate communication. (For background, due to the Open Public Meetings Act, no more than three members of Council can have a conversation outside of the Council meeting regarding Borough business – this requirement can make collaboration more challenging.)
- **An experienced part-time BA can serve as a facilitator between the Mayor's office and the Council** providing a key link for day-to-day operations and allowing department heads to focus on their areas of expertise.
- **Projects in Mantoloking would benefit from an advocate such as an experienced part-time BA who could utilize process and procedural improvement tools** as well as coordinate between departments on key administrative tasks.
- **An experienced part-time BA can help with organizing the agenda required for monthly council meetings.** Although seemingly a simple scheduling item, the monthly Council meeting Agenda is actually a key document as it sets the items for formal action, discussion and focus at monthly Council meetings. Numerous examples were provided by multiple interviewees of times when the Council agenda was disrupted or changed significantly at the last minute due to communication challenges/gaps in background information. It is clear this situation is frustrating to both staff and Council. While coordination of the Council agenda is getting done today, it is being taken care of by staff who have other responsibilities as well. Hiring a part-time experienced BA offers a significant opportunity to help smooth the process (for department heads, Council and the Mayor).
- **Our interviews indicated that there is an opportunity to improve current "continuity of government" issues.** Consistent with what we see in state and federal government, in recent years, there is a higher degree of turnover in public service – even at the borough level. With every new Mayor or new member of the Council, there is a significant learning curve or training period. In today's complex world (where we see increasing numbers of requirements and regulations imposed on municipalities of all sizes), it can take 1-2 years to truly "learn" the "ropes" of how to operate as a member of town Council. An experienced part-time BA would be able to provide orientation or training for new members of the Council (or a new Mayor). This kind of managerial support would provide reliable continuity of government in Mantoloking. Both current Council and existing municipal staff expressed frustration with how the current training issues can slow down Borough efficiency as everyone comes up to speed with the process and procedures associated with the meetings, the committees, setting the annual budget, etc. Without being saddled with the primary role of the "retraining" function, department heads can focus on their mission/goals/day to day operations.

- **An experienced part-time BA can provide helpful interface with the town attorney (and likely help reduce the budget/fees allocated to the town attorney)**
- **As indicated above, interviews confirmed that there are a number of specific long-term strategic issues that could be more efficiently addressed** (not replacing what the Mayor does but supporting). Upon approval of Council actions on any of these or other issues, the experienced part-time BA could monitor and expedite implementation and execution by the Borough Team. Examples of these long-term strategic issues include but are not limited to:

Borough long term planning

Dealing with the increasing complexity and volume of State requirements (e.g. all the state requirements imposed on the City of Newark or Camden are also imposed on Mantoloking)

Grant Proposals (e.g. COVID-19 reimbursement grants)

Beach replenishment

Zoning requirements

Flood mitigation

Assuring self-governance

Changing demographics in Mantoloking and plans to address same

Villamora and other unnecessary/unwanted development that would change the culture of Mantoloking

- **Interviews confirmed that in the event of any unplanned crises, (e.g., the recent hack into the Borough computer systems), an experienced part-time BA could take a proactive lead role to resolve the matter (s) and coordinate departmental responses as needed.**
- **The MAAC believes that should the Borough hire an experienced part-time BA; the individual would need to have familiarity and experience with State regulation to proactively identify regulations that may affect Mantoloking (for the good or the bad).** It would be in Mantoloking's best interest if the Borough could be more proactive in its understanding of the federal/state/county regulations in order to take advantage of those that are advantageous to the Borough and more pro-active in the event we can identify regulations as counter to our local interests. The regulatory burden on municipalities continues to grow not shrink and we must be nimble in our readiness/responses.
- **An experienced part-time BA could begin to address the lack of basic HR issues such as ensuring updating and supplementation of the personnel manual as needed.**
- **Finally, it is worthwhile to note that should the Council approve a proposal to move forward with hiring a part-time experienced BA, the BA position would be "at will" (can be fired at any time).** Because this position would be "at will", there is a low risk to Mantoloking if it does not work out.

Respectfully Submitted,

Brad Batcha,
Doug Nelson
Peter Fasolo
Nancy Van Duyne
Susan Voorhees

January 11, 2021

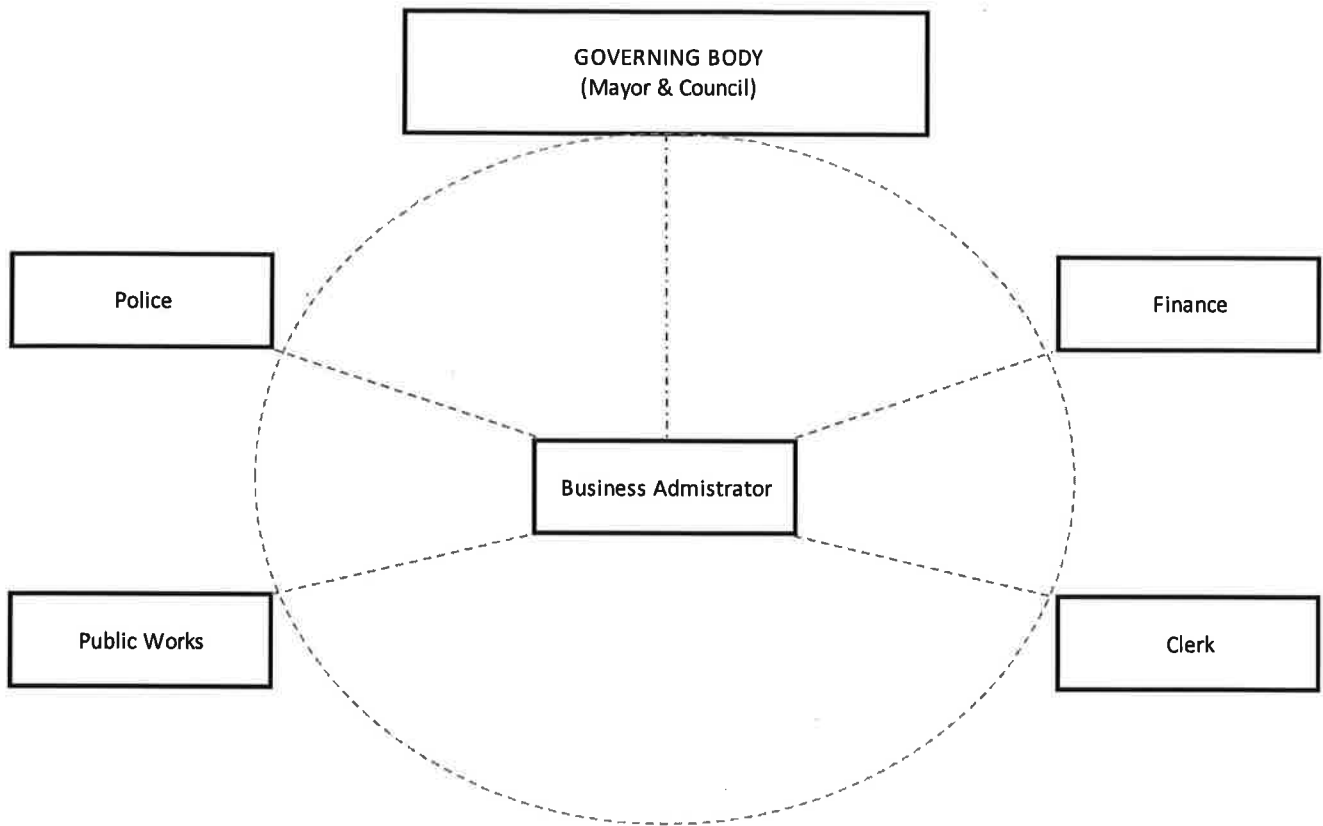
INTERVIEWS

Chris Cotter – Cotter Associates (prepared Management Report for Mantoloking, former Summit BA)
Kelly Hatfield – resident; former Council President in Summit; served in numerous other public service positions

Joe Kostecki – S. Toms River BA (part-time); Island Heights BA (part-time)
Chris Vaz – Seaside Park BA

Lance White – Mantoloking Mayor
Tony Amarante – Mantoloking Council
Steve Gillingham – Mantoloking Council
Lynn O'Mealia – Mantoloking Council

Stacey Ferris – Mantoloking Chief of Police
Scott Hulse – Department Head, Mantoloking DPW
Beverly Konopada – Mantoloking Borough Clerk
April Yezzi – Mantoloking CFO



Statement of Opposition to the Proposal to Create the Position of Municipal Administrator in Mantoloking

By Borough Council President Steve Gillingham

January 19, 2021

Chris Cotter, the retired Summit municipal administrator who wrote Mantoloking's recent *Strategic Plan*, introduces it by saying *"The Borough of Mantoloking remains the best place to live at the Jersey Shore for the current residents and for generations to come."*

One reason for that enviable state of affairs, he says, *"The Borough is fortunate to have a staff – although small – that operates efficiently and with a high degree of dedication to their respective roles and to the municipality as a whole."*

Nevertheless, he recommends that *"The position of Borough Administrator should be added either on a part-time basis or as a combined position with the Municipal Clerk."* He does not, however, offer any specific circumstances or situations in the borough which an outside administrator would be more effective in addressing.

I am opposed to adding this new position. Mantoloking's current municipal clerk has performed the functions of borough administrator during her nine years in that position. Her predecessor did so during 25 years in the position. That's why the Municipal Code includes this message to borough employees: *"The Borough Clerk is ultimately responsible for the work of Borough employees. Therefore, it is expected that you will, at all times, respect her (his) experience, listen to her (his) instructions, and carry them out promptly."*

The purpose of this statement, therefore, is to propose that the current borough clerk's position be designated as the recommended combined municipal administrator / borough clerk position. One of the consequences of not following that course of action would be the need to budget every year for an additional, high-priced administrative employee in addition to the highest paid borough clerk in Ocean County.

There are other compelling reasons to decline implementing Cotter's proposal:

1. Only four of New Jersey's 565 municipalities are smaller than Mantoloking. Nevertheless, we currently employ 11 salaried employees with a median salary of \$59,294 plus eight police officers at an average salary of \$107,893 and a chief of police who will earn \$162,769 by the end of the year. As a constituent, I would be looking for my elected representatives to stabilize or reduce the size of municipal government not to increase it.
2. Mantoloking's average property tax bill is \$18,372 per year. That is among the top 20 in New Jersey, twice the state average, and by far the highest in Ocean County. If not for Mantoloking's affluent taxpayer base (New Jersey's highest per capita income) we would probably be encountering opposition to annual budgets and required spending.
3. Mantoloking's central office staff currently includes three administrators whose training and experience in their areas of responsibility probably exceed those envisioned in Cotter's "Duties of Borough Administrator."
 - a. The Borough Clerk has been designated by the State of New Jersey as a Certified Municipal Clerk and Certified Municipal Registrar and has for nine years coordinated all borough departments, offices, boards and commissions and prepared all agenda and minutes of official mayor and council activity. In addition, she has administered

the municipal property and casualty insurance program and public agency compliance.

- b. The Chief Financial Officer is a Certified Public Accountant. She has been licensed by the state as a Certified Public Manager, Tax Collector, Qualified Purchasing Agent and Municipal Finance Officer. She has a master's degree in Public Finance. She has been with Mantoloking for six years during which she has prepared the municipal budgets, administered them during the year, and assisted the auditor in preparing the year-end financial statements which have included just one recommendation in six years.
- c. The Chief of Police is highly respected in her leadership of the ~12 FTE police officers required to police Mantoloking 24/7 in the way residents expect. In addition, she has a master's degree in Grantsmanship, and her skills have resulted in more than \$7,000,000 in special state and federal funding to the borough. She also holds a Certified Public Manager Certificate.

Imposing a supervisor would be a "slap in the face" to these skilled independent administrators not to mention a possible uncomfortable situation for the new supervisor.

- 4. Because of our size and cost of operation, Mantoloking is periodically identified as a candidate for merger with another municipality or other municipalities. Higher local property taxes and a top-heavy administration can only add to that pressure.
- 5. Finally, if proponents of the new position are seeking a person who knows new, more effective ways of doing things in municipal administration and who will superimpose or substitute new procedures, techniques, and methods in various departments; they may be disappointed. Chances are candidates for the new position will have essentially the same training and experience as our current clerk, chief financial officer, public works director, land use and construction code officials, and police chief. He/she will have attended the same workshops and read the same professional literature and be hard to distinguish from our current administrators.

In summary, with the exception of some members of the borough council and a paid consultant from Summit, identified by them, no other elected official, staff member, resident, taxpayer, vendor, auditor, or observer has suggested nor has any situation arisen that could be interpreted as indicating Mantoloking's need for a municipal administrator.

Mayor Lance White expressed similar reservations about creating the new position when he appointed the Business Administrator Advisory Committee and asked it to explore and report to council whether creation of a new position and appointment of a Business Administrator would be beneficial to the Borough and its residents.