

DRAFT #1 01/07/2016

THE BOROUGH OF MANTOLOKING
MAYOR AND COUNCIL

MINUTES - ORGANIZATION MEETING
January 5, 2016
MANTOLOKING FIREHOUSE
202 DOWNER AVENUE
MANTOLOKING, NEW JERSEY

The Organization Meeting of the Mayor and Council was held this day in the Mantoloking Yacht Club.

1. **CALL TO ORDER:** Mayor Nebel called the meeting to order at 5:30 p.m.
2. **OPEN PUBLIC MEETING STATEMENT:** Mayor George C. Nebel 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 George C. Nebel, Council President Ann Elizabeth Nelson, Councilmen Peter R. Strohm, Steve Gillingham, Chris Nelson, Alan Laymon, Lance White

Absent: None

Also Present: Beverley Konopada, Borough Clerk, Edwin J. O'Malley, Jr. Borough Attorney

4. **PLEDGE OF ALLEGIANCE:** The Mayor led the assembly in the Pledge of Allegiance.
5. **OATH OF OFFICE:**

Borough Clerk, Beverley Konopada, administered the oath of office to:

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

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

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

No comments

7. **NEW BUSINESS:**

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

RESOLUTION NO. 01/05/2016-01: NOMINATION AND ELECTION OF 2016 COUNCIL PRESIDENT

Councilman Steve Gillingham motioned to nominate Councilwoman Ann Elizabeth Nelson as Council President for 2016, The motion was seconded by Councilman Laymon and approved by

AYE: Councilman Gillingham
Councilman Strohm
Councilman Nelson
Councilman Laymon

NAY: Councilman White

ABSTAIN: Councilwoman Nelson

Council President Nelson moved the following six resolutions. The motion was seconded by Councilman Strohm and approved by unanimous voice vote.

A. **RESOLUTION NO. 01/05/2016-02: THE APPOINTMENT OF OFFICIALS, COMMITTEES, AND BOARDS FOR 2016**

WHEREAS, it is the responsibility of the Mayor to appoint individuals as Class II and Class IV members of the Planning Board as vacancies may exist; and

WHEREAS, it is the responsibility of the Council to appoint an individual as Class III member to the Planning Board as vacancies may exist; and

WHEREAS, it is the responsibility of the Mayor with the consent of Council to appoint various individuals such as Chief Financial Officer, Tax Collector, Borough Clerk, Deputy Borough Clerk, Assessment Search Officer, Public Agency Compliance Officer, Qualified Purchasing Agent, Tax Search Officer, Public Works Superintendent, Public Works Manager, Recycling Coordinator, Construction Official, Deputy Construction Official, Building Subcode Official, Deputy Building Subcode Official, Building Inspector, Deputy Building Inspector, Zoning And Land Use Official, Deputy Zoning and Land Use Official, Dune Inspector, Deputy Dune Inspector, Dune Program Director, Emergency Management Coordinator, Borough Historian, Licensed Sewer Operator, Animal Control Officer, Auditor, Attorney, Dune Consultant, Prosecutor, Alternate Prosecutors, Conflicts Prosecutor, Public Defender, Alternate Public Defenders, Engineer, Assistant Engineer, Insurance Commissioner, Tax Appeal Agents, Tax

Assessor, Magistrate, Court Administrator, Deputy Court Administrator, Municipal Court Violations Clerk, Board Of Health, Registrar of Vital Statistics, Deputy Registrar, Special Counsel, National Flood Insurance Program (NFIP) Coordinator, NFIP Community Rating System Coordinator, Assistant NFIP Community Rating System Coordinator, Flood Plain Manager, NFIP Flood Hazard Mitigation Planning Committee, Handicap Coordinator, Community Development Block Grant Representative, Archives Records Project Manager, Technical Assistant to the Construction Official, Fire Official, Deputy Fire Official, Fire Code Official, Electrical Code Official, Plumbing Code Official, Police Department Physician and Environmental Commission, and

WHEREAS, AFTER DUE DELIBERATION, the Mayor and Council have determined that the schedule attached hereto and made a part hereof entitled "Officials, Committees and Boards for 2016" constitute their appointments for the position set forth therein.

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

1. That the schedule entitled "Officials, Committees, and Boards for 2016" does accurately designate persons or entities nominated or appointed to the various positions as set forth therein.
2. That the Council does, by this Resolution, hereby confirm, ratify, and approve the nominations and appointments and terms of office identified in said schedule both as to those officers and positions wherein the Mayor has the right to nominate and appoint with the advice and consent of Council or otherwise, and as to those offices and positions wherein the Council has the right to select said individuals or entities.

OFFICIALS, COMMITTEES, AND BOARDS FOR 2016

<u>POSITION</u>	<u>NAME</u>	<u>TERM EXPIRES</u>
Mayor	George C. Nebel	2018

COUNCIL (3 year term)

Councilman	E. Laurence White	2018
Councilman	Steve Gillingham	2018
Councilman	Christopher R. Nelson	2016
Councilwoman	Ann Elizabeth Nelson	2016
Councilman	Peter R. Strohm	2017
Councilman	Alan Laymon	2017

OFFICIALS

Borough Clerk	Beverley A. Konopada
Assessment Search Officer	Beverley A. Konopada
Public Agency Compliance Officer	Beverley A. Konopada
Insurance Commissioner	Beverley A. Konopada
Deputy Borough Clerk	Lynne A. Hazelet
Tech. Asst. to the Construction Official	Colleen Malvasio

Qualified Purchasing Agent
Chief Financial Officer
Tax Collector
Tax Search Officer
Public Works Superintendent
Public Works Manager
Construction Official
Deputy Construction Official
Building Subcode Official
Deputy Building Subcode Official
Building Inspector
Deputy Building Inspector
Fire Official
Deputy Fire Official
Fire Sub-Code Official
Deputy Fire Sub-Code Official
Electrical Sub-Code Official
Deputy Electrical Sub-Code Official
Plumbing Sub-Code Official
Deputy Plumbing Sub-Code Official
Zoning & Land Use Official
Deputy Zoning & Land Use Official
Deputy Dune Inspector/Handicap Coordinator
National Flood Insurance Program Coordinator
Recycling Coordinator
Emergency Management Coordinator
Tax Assessor
Licensed Sewer Operator
Animal Control Officer
Tax Appeal Agents

April Yezzi
April Yezzi
April Yezzi
April Yezzi
William Heckman
Laurence Gilman
Joseph Ehrhardt
Douglas Applegate
Joseph Ehrhardt
Douglas Applegate
Joseph Ehrhardt
Douglas Applegate
Charles E. Wills
Ron Pizar
Ron Pizar
Robert Torrance
Steven Grenley
Stuart Safeer
Glen Purvis
TBD
Barbara Woolley-Dillon
Jeremy Edinger
Peter R. Strohm
Alan Laymon
Jude Walker
Robert S. McIntyre
Gary R. DalCorso
Ron Laird
Muskrat Jack
O'Malley, Surman & Michelini, Esq./Gary R. DalCorso

2017
6/30/2017

PROFESSIONAL SERVICES

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

NAME

Robert S. Oliwa, R.M.A.
Edwin J. O'Malley, Jr., Esq.
Dr. Stewart Farrell
Kim Pascarella, Esq.
Bonnie R. Peterson, Esq.
Joseph D. Coronato, Jr., Esq.
Margarie M. Herlihy, Esq.
Kevin E. Young, Esq.
Thaddeus D. Niemiec, Esq.
Lawrence Plevier, P.E.
Robert Mainberger, P.E.
Francis X. Bruton
Vito A. Gagliardi, Jr., Esq.
Harry Haushalter, Esq.
Raymond Cassetta
George Jarahian, Jr., M.D.
Frank Rodgers

Special Counsel, Police Management Consultant
Labor Relations Attorney

Raymond Hayducka
TBD

COMMISSIONS

Environmental
(3 Year Terms)

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

Subcommittee:
Barnegat Bay Estuary

Ann Elizabeth Nelson, Chairwoman

COMMITTEE

Finance Committee

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

Public Safety Committee

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

Subcommittees:
Municipal Court Security

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

Flood Strategy

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

Long Range Planning

Peter R. Strohm, Chairman
Alan Laymon
Steve Gillingham

Municipal Public Access Plan
Committee

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

LEPC Local Emergency Planning Committee

Robert S. McIntyre, Emergency Management

Coordinator (Term Expires 12/31/2017)
Bixby, Deputy Emergency Management Coordinator
(Term Expires 12/31/2018)
Council President TBD
Beverley Konopada Borough Clerk
Stacy Ferris, Chief of Police
William Heckman, Borough Superintendent
Dr. Michael Doyle, Director, Board of Health
Sandra McIntyre, Board of Health Member
Denise Boughton, C.A.R.T. Coordinator
Lawrence Plevier, P.E., (Borough Engineer) , Damage
Assessment Officer
Ocean County Department of Social Services
Carl Beck , Community Group
Edwin J. O'Malley, Jr., Borough Attorney
April Yezzi, Chief Financial Officer
Edwin C. O'Malley-Ocean County Amateur Radio
Emergency Services
Michael Duggan

Public Works Committee

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

Subcommittees:

Utility Services

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

Ocean County Block Grant Program

Lawrence Plevier, P.E., Local Representative
Peter R. Strohm, Alternate
Barbara DeAmicis, Alternate

Borough Hall Building Committee

Ann Elizabeth Nelson, Co-Chairwoman
Donald Ness, Co-Chairman
Robert Semple
Carol Leone

Dune & Beach Committee

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

Subcommittees:

Dune Walk

Chris Nelson, Chairman
Craig Symons
Michael Arnone

Mantoloking Beach Protection

Chris Nelson, Chairman
Steve Gillingham
Anthony Grella
Kara Symons

Mantoloking Website

Chris Nelson, Chairman
Edwin C. O'Malley

Technology Committee

Christopher R. Nelson, Chairman
Beverley A. Konopada
Lynne Hazelet
Stacy Ferris
John Barcus
Edwin C. O'Malley
Patrick Smith

Non-Voting Tax Payer Committee

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

Mantoloking Committee

Alan Laymon, Chairman

Subcommittees:

Beach Ordinance & Staffing Review

Alan Laymon, Chairman
Steve Gillingham
Ann Elizabeth Nelson
Courtney Bixby

Regionalization & Shared Services

Alan Laymon, Chairman
Steve Gillingham
Peter R. Strohm

Beautification

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

Zoning and Construction

Alan Laymon
Ann Elizabeth Nelson

Historical

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

Welcome to Mantoloking

Gloria Grella, Chairwoman Dawn Arnone
Dotty Grandey Betsy Nelson

Municipal Services Committee

E. Laurence White, Chairman

Solid Waste & Recycling

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

Subcommittees:

NFIP Flood Hazard Mitigation Planning

E. Laurence White, CRS Coordinator
Stanley F. Witkowski
Robert C. Mainberger, P.E.
Lawrence Plevier, P.E.
Frank X. Bruton
William Heckman
Craig Symons
Joseph Ehrhardt, Construction Official
Peter Flihan
George Peterson
Robert S. McIntyre, Jr.
Courtney Bixby

Archives and Records

E. Laurence White, Chairman
Christopher R. Nelson
Beverley Konopada, Project Manager

New Jersey League of Municipalities Liaison

E. Laurence White, Chairman
Steve Gillingham
Ann Elizabeth Nelson

PLANNING BOARD

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

MUNICIPAL COURT

Magistrate	James A. Liguori	2016
(3 year term)		
Court Administrator	Elizabeth L. Boettger	2017
Dep. Ct. Admin/Violations Clerk	Lisa Newton	

BOARD OF HEALTH

Health Official	Dr. Michael J. Doyle	2016
(3 year term)	Barbara DeAmicis	2018
	Sandra McIntyre	2016
	Patricia McCormack	2017

REGISTRAR OF VITAL STATISTICS

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

MANTOLOKING FIRE COMPANY NO. 1

Fire Chief	Laurence Gilman
Fire Company President	Doug Popaca

POINT PLEASANT BEACH BOARD OF EDUCATION

Joyce A. Popaca

B. RESOLUTION NO. 01/05/2016-03: THE 2016 DESIGNATION OF OFFICIAL NEWSPAPERS

WHEREAS, Section 3(d) of the Open Public Meeting Act, Chapter 231, P.L. 1975, requires that certain notice of meetings be submitted to any two (2) newspapers, one of which shall be the official newspaper; and

WHEREAS, the second newspaper designated by this body must be one which has the greatest likelihood of informing the public within the jurisdictional boundaries of this body of such meeting.

WHEREAS, publication of public notices as required by law, are to posted on the Borough of Mantoloking official web site; and

WHEREAS, to facilitate the timely publication of public notices as required by law, and in the interest of the public, the Borough Council desires to avail itself of the services of newspapers of general circulation in the community and the Borough web site for the year 2016.

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

1. The Ocean Star, Point Pleasant Beach, is hereby designated as the official newspaper of the Borough of Mantoloking as required under the Open Public Meetings Act.
2. The Asbury Park Press, Neptune is designated to receive notices of meetings and solicitations for proposals, when necessary, as required under the Open Public Meetings Act.
3. The Borough of Mantoloking official web site, www.mantoloking.org is designated to receive notices of meetings and solicitations for proposals, when necessary, as required under the Open Public Meetings Act.

C. RESOLUTION NO. 01/05/2016-04: TAX APPEAL AGENTS

WHEREAS, from time to time, the Tax Assessor discovers an error in calculation, transposing, measurement, or typographical errors in the tax assessments on the tax list after the time the County Board of Taxation has certified the tax rates for the tax year, or a property becomes subject to a rollback assessment; and

WHEREAS, the governing body of the Taxing District of the Borough of Mantoloking is desirous that every taxpayer pays his fair share of taxes; and

WHEREAS, if the above discovered errors are not corrected or a rollback assessment not applied, the taxpayers affected would not be paying their fair share of taxes; and

WHEREAS, the method of correcting such errors is to file a Petition of Appeal or Complaint with the Ocean County Board of Taxation.

IT IS NOW, THEREFORE, Resolved by the Mayor and Council of the Borough of Mantoloking as follows:

1. That the Tax Assessor or Municipal Attorney is hereby authorized to act as the agent for the Taxing District during the year of 2016 and file a Petition of Appeal or Complaint with the Ocean County Board of Taxation to correct such assessments to the property value and that a copy of any Petition of Appeal or Complaint filed with the Ocean County Board of Taxation under this Resolution be filed with the Municipal Clerk.
2. That the Tax Assessor or Municipal Attorney is hereby authorized to execute stipulations of settlement on any tax appeal or complaint filed by the taxing district or by a taxpayer in the tax year 2016.

3. That a certified copy of this Resolution be forwarded to the Ocean County Board of Taxation with any such Petition of Appeal.

D. RESOLUTION NO. 01/05/2016-05: NAMING OFFICIAL DEPOSITORIES 2016

WHEREAS, N.J.S.A. 40A:5-14 mandates that the governing body of a municipal corporation shall, by resolution passed by a majority vote of the full membership thereof, designate as a depository for its monies a bank or trust company having its place of business in the state and organized under the laws of the United States or this state;

NOW, THEREFORE, BE IT RESOLVED on the 5th day of January, 2016, by the Council of the Borough of Mantoloking, County of Ocean, State of New Jersey, that:

1. TDCommerce Bank
Sovereign Bank
Bank of New York
Ocean First
PNC Bank
Amboy National Bank
First Washington State Bank
Bank of America
North Fork Bank
Chase
Valley National Bank
Provident Bank
Capital One Bank
New Jersey Cash Management
Municipal Investors Service Corp (MBIA)
Crown Bank
Manasquan Savings Bank
Investor Savings
Central Jersey Bank

Be and are hereby designated as official depositories for the Borough of Mantoloking for the year 2016.

2. Prior to the deposit of any municipal funds in the above-mentioned depositories, said bank shall file with the Chief Financial Officer a statement indicating that the bank is covered under the Government Units Deposit Protection Act (R.S. 17:9-41).

E. RESOLUTION NO. 01/05/2016-06 : APPROVAL OF THE 2016 HOLIDAY SCHEDULE

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

New Year's Day	January 1, 2016
Martin King Day	January 18, 2016
President's Day	February 15, 2016
Good Friday	March 25, 2016

Memorial Day	May 30, 2016
Independence Day	July 4, 2016
Labor Day	September 5, 2016
Columbus Day	October 10, 2016
Election Day	November 8, 2016
Veteran's Day	November 11, 2016
Thanksgiving Day	November 24, 2016
Post Thanksgiving Day	November 25, 2016
Post Christmas Day	December 26, 2016

F. RESOLUTION NO. 01/05/2016-07 : APPROVAL OF THE 2016 COUNCIL MEETING DATES

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

REGULAR MEETINGS 5:30 p.m.

LOCATION: Mantoloking Yacht Club, 1224 Bay Ave., Mantoloking

Tuesday, January 19, 2016
Tuesday, February 16, 2016
Tuesday, March 15, 2016
Tuesday, April 26, 2016
Tuesday, May 17, 2016
Tuesday, June 21, 2016
Tuesday, July 19, 2016
Tuesday, August 16, 2016
Tuesday, September 20, 2016
Tuesday, October 18, 2016
Tuesday, November 15, 2016
Tuesday, December 20, 2016

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

- 8. FINANCE COMMITTEE**, Councilman Gillingham moved the following six resolutions. The motion was seconded by Councilman Strohm and approved by unanimous voice vote.

A. RESOLUTION NO. 01/05/2016-08: SETTING THE TEMPORARY BUDGET FOR THE 2016 BUDGET YEAR

WHEREAS, N.J.S.A. 40A:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2016 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

WHEREAS, the date of this resolution is within the first thirty days of January, 2016; and

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

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

NOW, THEREFORE, BE IT RESOLVED that the following appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for the records:

TEMPORARY APPROPRIATIONS – 2016

	<u>SALARY & WAGES</u>	<u>OTHER EXPENSES</u>
Municipal Clerk	\$36,000.00	\$15,000.00
Finance	30,000.00	14,000.00
Audit		12,000.00
Tax Collector		1,500.00
Tax Assessor		1,000.00
Legal		119,000.00
Engineering		65,000.00
Planning	12,000.00	10,000.00
Construction	30,000.00	4,000.00
Sub-code Plumbing	3,000.00	
Sub-code Fire	3,000.00	
Electrical Sub-code	3,000.00	
Liability Insurance		75,000.00
Workmens Comp Ins		65,000.00
Group Health Ins		80,000.00
Police	250,000.00	48,000.00
Emergency Management		2,000.00
First Aid		
Fire		7,000.00
Uniform Fire Safety	1,500.00	
Municipal Prosecutor		3,000.00
Road Repairs	55,000.00	7,000.00
Garbage		50,000.00
Buildings & Grounds		15,000.00

Sewer System		7,500.00
Board of Health	100.00	
Dog		1,000.00
Aid to Hospital		
Beach Maintenance		20,000.00
Beach Maint-outside caps		5,000.00
Beach Access		2,000.00
Electricity		7,000.00
Telephone		4,000.00
Water		2,500.00
Fire Hydrant		10,000.00
Natural Gas		7,000.00
Gasoline		10,000.00
Ocean Cty Utility Authority		50,000.00
PERS		71,710.00
Social Security		30,000.00
PFRS		222,464.00
DCRP		1,000.00
Court	14,000.00	2,000.00
Public Defender		1,000.00
Capital Improvement		
TOTAL	\$437,600.00	\$1,047,674.00
GRAND TOTAL		<u>\$1,485,274.00</u>

B. RESOLUTION NO. 01/05/2016-09 : DELINQUENT TAX COLLECTION

RESOLVED, that the Tax Collector of the Borough of Mantoloking is hereby directed to charge and collect interest at eight percent (8%) per annum on the first \$1,500 of any delinquency, and eighteen percent (18%) per annum on any amount in excess of \$1,500, to be calculated from the date the tax was payable to the date of actual payment.

RESOLVED, that the Tax Collector of the Borough of Mantoloking is hereby directed to charge and collect an additional penalty at the rate of six percent (6%) of the amount of delinquency from each taxpayer with a delinquency in excess of \$10,000 who shall fail to pay that delinquency prior to the end of the calendar year.

FURTHER RESOLVED, that the interest on any delinquency shall be computed from the date the monies are due or become delinquent, except that no interest shall be charged on any installment payment if payment of said installment is made within ten (10) days after the date upon which same becomes payable.

C. RESOLUTION NO. 01/05/2016-10: ADOPTION OF A CASH MANAGEMENT PLAN

WHEREAS, P.L. 1983, Chapter 8, approved January 18, 1983, amending N.J.S.A. 40A:5-2 and N.J.S.A. 40A:5-14, mandate that each local governmental unit shall adopt a Cash Management Plan; and

WHEREAS, the Borough Council (Finance Committee) with the assistance of the Borough's Chief Financial Officer, has, pursuant to the law, generated a proposed Cash Management Plan.

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

1. The attached document entitled "Cash Management Plan of the Borough of Mantoloking, Ocean County, New Jersey" dated March 18, 1996, (Amended: January 3, 2005) is hereby adopted and approved as the Cash Management Plan of the Borough.
2. The Chief Financial Officer, with the advice of the Chairman of the Council's Finance Committee, shall have the authority and responsibility to make deposits and investments of municipal funds.

**CASH MANAGEMENT PLAN OF THE BOROUGH OF MANTOLOKING
OCEAN COUNTY, NEW JERSEY
MARCH 18, 1996
(AMENDED: JANUARY 3, 2005)**

Definitions

1. Fiscal year shall mean the twelve months ending December thirty-one.
2. Cash Management Plan shall mean the plan as approved by this Resolution.

Designation of Depositories

At the Borough's reorganization meeting, the governing body shall by resolution designate the depositories and the methods of transferring funds for investment purposes for the Borough of Mantoloking in accordance with N.J.S.A. 40A:5-14.

Audit Requirement

The Cash Management Plan shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-4.

Authority to Invest

The governing body shall pass a resolution at its annual reorganization meeting designating the Borough Official(s) who shall make and be responsible for municipal deposits and investments,

Investment Instruments

The designated Borough Official(s) shall invest at his discretion in any investment instrument as approved by the State of New Jersey in accordance with N.J.S.A. 40A:5-15.1. Rate of return shall not be the only consideration, safety and liquidity shall be considered along with rate of return.

Records and Reports

The Chief Financial Officer shall report all investments in accordance with N.J.S.A 40A:5-15.2.

At a minimum the Chief Financial Officer shall:

1. Keep a record of all investments.
2. Confirm investments with the governing body at the next regularly scheduled meeting.
3. Report monthly to the governing body as to the status of cash balances in all bank accounts, revenue collection, interest rates and interest earned.

Cash Flow

1. The Chief Financial Officer shall ensure that the accounting system provides regular information concerning the cash position and investment performance.

2. All monies, shall be turned over to the Chief Financial Officer and deposited in accordance with N.J.S.A. 40A:5-15.
3. The Chief Financial Officer is authorized and directed to invest surplus funds of the Borough of Mantoloking as the availability of the funds permit. In addition, it shall be the responsibility of the Chief Financial Officer to minimize the possibility of idle cash by depositing the monies in interest bearing accounts whenever practical and in the best interest of the Borough of Mantoloking.
4. The Chief Financial Officer shall ensure that the funds are borrowed for Capital Projects in a timely fashion.

D. RESOLUTION NO. 01/05/2016-11: DESIGNATED SIGNATORIES ON BOROUGH BANK ACCOUNTS (THREE SIGNATURES REQUIRED)

WHEREAS, it is necessary to designate and authorize persons to sign Borough checks; and
WHEREAS, the following officers and alternates be designated as authorized signatories (all checks drawn upon Borough owned bank accounts shall be signed by three (3) authorized signatories):

1. Mayor or Council President; and
2. Borough Clerk or Deputy Borough Clerk; and
3. Chief Financial Officer or Councilman Steve Gillingham

IT IS NOW, THEREFORE, this 5th day of January, 2016, **RESOLVED** by the Mayor and Council of the Borough of Mantoloking, Ocean County, New Jersey, that the above officials and alternates are designated as authorized signatories (all checks drawn upon Borough owned bank accounts shall be signed by three (3) authorized signatories).

E. RESOLUTION NO. 01/05/2016-12 : APPROVING THE CANCELLATION OF TAX AND SEWER OVERPAYMENTS OR DELINQUENT AMOUNTS LESS THAN \$10.00

WHEREAS, N.J.S.A. 40A:5-17 allows for the cancellation of sewer or property tax refunds or delinquent amounts in the amounts of less than \$10.00; and,

WHEREAS, the governing body may authorize a municipal employee chosen by said body to process, without further action on their part, any cancellation of property tax refunds or delinquencies of less than \$10.00.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Mantoloking, County of Ocean, State of New Jersey, hereby authorize the Tax Collector to cancel said tax amounts as deemed necessary.

BE IT FINALLY RESOLVED, that a certified copy of the Resolution be forwarded to the Tax Collector.

F. RESOLUTION NO. 01/05/2016-13: APPOINTMENT OF BEVERLEY A. KONOPADA-BOROUGH CLERK

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

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

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

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

1. Beverley A. Konopada, RMC, CMR is hereby appointed as the Borough Clerk as of January 1, 2016 at an annual salary of \$85,000.00.
 2. Pursuant to N.J.S.A. 40A:9-133, *et seq.* the Clerk is appointed for a term of three (3) years.
9. **PUBLIC SAFETY COMMITTEE**, Councilman Strohm moved the following resolution. The motion was seconded by Councilman Gillingham and approved by unanimous voice vote

A. **RESOLUTION NO. 01/05/2016-14: ADOPTION OF THE 2016 LOCAL EMERGENCY PLANNING COMMITTEE**

BE IT RESOLVED that the following named persons are hereby appointed as members of the Borough of Mantoloking Local Emergency Planning Committee (LEPC) for the year 2016. The Coordinator is appointed for a term of three (3) years:

Robert S. McIntyre, Emergency Management
Coordinator (Term Expires 12/31/2017)
Bixby, Deputy Emergency Management Coordinator
(Term Expires 12/31/2018)
Council President TBD
Beverley Konopada Borough Clerk
Stacy Ferris, Chief of Police
William Heckman, Borough Superintendent
Dr. Michael Doyle, Director, Board of Health
Sandra McIntyre, Board of Health Member
Denise Boughton, C.A.R.T. Coordinator
Lawrence Plevier, P.E., (Borough Engineer), Damage
Assessment Officer
Ocean County Department of Social Services
Carl Beck , Community Group
Edwin J. O'Malley, Jr., Borough Attorney
April Yezzi, Chief Financial Officer
Edwin C. O'Malley-Ocean County Amateur Radio
Emergency Services
Michael Duggan

BE IT FURTHER RESOLVED that the Borough Coordinator of Emergency Management is authorized, upon adoption of this Resolution, to call necessary meetings, arrange for appropriate training sessions, and to set deadlines for responses in writing of the various sections of the Emergency Operations Plan as well as any further related requirements.

10. MAYOR AND COUNCIL COMMENTS

Council President Nelson presents Borough Council's Response to the Group Opposing the Proposed Borough Hall - See attachment

Councilman Chris Nelson- Hollister Report will be presented at the Regular Council Meeting on January 19, 2016.

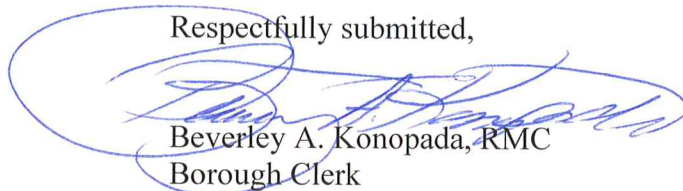
11. PUBLIC COMMENT PERIOD

Beach Replenishment
Borough Hall Building not included on agenda
Condemnation

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

13. ADJOURNMENT: The being no further business for this meeting, it was moved by Council President Nelson to adjourn. The motion was seconded by Councilman Strohm and was approved by unanimous vote 5:50.

Respectfully submitted,



Beverley A. Konopada, RMC
Borough Clerk

BOROUGH COUNCIL'S RESPONSE TO GROUP OPPOSING PROPOSED BOROUGH HALL

At the last council meeting, Mr. Richardson asked why the council had not done anything in response to the opposition to the proposed borough hall. He said there were several proposals and the council had not considered any of them.

While some of you have faithfully attended all council meetings, others have only been able to attend some of the meetings. In an attempt to bring everyone up to date regarding the council's efforts to incorporate some of the opposing ideas in the plan for a new borough hall, I would like to make the following comments.

1. We have investigated using the upstairs of the Public Works Building as the offices for the Construction, Engineering, Zoning and Tax Assessor's Departments. Without a structural review, we will assume this can be done. Robert Sibilis, of Sibilis Construction Management Services has advised that it would probably cost in the neighborhood of \$500,000. This would include bathroom facilities, an elevator and a staircase any other possible requirements of the Americans with Disabilities Act.
2. We revisited a comprehensive report done by Hatch Mott MacDonald and submitted to the borough on March 1, 2013 and entitled "Condition and Damage Assessment Report in the Aftermath of Hurricane Sandy. In this report, it is stated that previously, crosswise were placed at two locations in an attempt to stabilize the walls. "...these ties did in fact stabilize the walls for a period of time. However, with reference to Photos 5 and 6 ... the distinct sag exhibited by the cross-ties suggest that these are now offering little support to the walls. This makes the long term service of the building questionable should the building continue to be adversely impacted by additional settlement of the East and West foundation systems."
3. We developed a plan to shrink the square footage of the building by removing the public meeting/courtroom. It was determined that this would save approximately \$250,000 and would not significantly change the size of the building.
4. We had the architect design a different roofline.
5. We have delayed the project by almost one year while other options were considered and while the council and members of the building committee have met with various citizens opposed to the building both in groups and individually.
6. We have hired an outside construction services company to do a value engineering study of the project. We anticipate receipt of the final report in the next few days.

So, please know, WE DO HEAR YOU. We will continue to seek solutions to this enigma. The task of bringing all parts of our municipal government back within our borders, containing them in one or more smaller buildings for less than \$5 million is daunting. But let's not stop trying to work together to find a middle ground that will be acceptable to all.

If you have any questions or comments, I invite you to contact me either by phone (please call my cell as my home phone will be in limbo until we can move back into our home) or by email.