



Borough of Mantoloking  
Mayor and Council  
Caucus-Regular Business Meeting  
Steve Gillingham Meeting Room  
202 Downer Avenue, Mantoloking, NJ 08738

**Dial-In Option:**  
**Number:** 425-436-6287  
**Access Code:** 231051

## **AGENDA**

Tuesday, May 16, 2023  
5:30 p.m.

### **CAUCUS**

#### **CALL TO ORDER**

**MEETING 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**

- Discussion Item: Chris Cotter of Cotter Strategies, LLC  
Presentation of the Management Report Phase III

**PUBLIC COMMENT-** On agenda items only

#### **ADJOURN CAUCUS**

### **REGULAR BUSINESS MEETING**

#### **CALL TO ORDER**

**MEETING 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**

#### **PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT-** On agenda items only

#### **APPROVAL OF THE MINUTES**

Resolution 23-86

- Caucus-Regular Business Meeting April 18, 2023

## **ORDINANCE-FIRST (INTRODUCTION) READING BY TITLE-**

Once ordinances have been introduced by the governing body, they will be posted to the website within two business days. You may also email [boroclerk@mantoloking.org](mailto:boroclerk@mantoloking.org) for a copy. To access the ordinances on the website you will need to do so from your computer. The mobile app is limited, therefore, does not provide all the data and functionality that the desktop version does. Click on the Mayor and Council tab at the top of the webpage. Once the page has loaded, you will see items listed on the left side panel. Select Public Hearings Scheduled ( the next meeting date will be listed).

## **2023-8 AN ORDINANCE BY THE BOROUGH OF MANTOLOKING, COUNTY OF OCEAN, STATE OF NEW JERSEY, AMENDING LAND USE CHAPTER 30, BULKHEADS**

### **CONSENT AGENDA**

All items listed are considered to be routine by the governing body and will be approved by one motion. If separate discussion is desired, the item will be removed from the Consent Agenda and considered separately.

### **RESOLUTIONS**

- 23-87 Authorizing Acceptance of the Report of the Municipal Finance Officer
- 23-88 Authorizing the Appointment of a Records Retention Intern
- 23-89 Authorizing the Appointment of Personnel- Seasonal Part Time Help
- 23-90 Supporting the Borough of Mantoloking 4<sup>th</sup> of July Parade and the temporary closure of U.S. Highway Rt. 35
- 23-91 Adopting an amendment to the Borough Policies and Procedures Manual

### **RESOLUTIONS TO BE VOTED ON SEPARATELY**

- 23-92 Amending the 2023 Capital Budget

## **ORDINANCE-FIRST (INTRODUCTION) READING BY TITLE-**

### **2023-7 BOND ORDINANCE PROVIDING A SUPPLEMENTAL APPROPRIATION OF \$671,515 FOR THE BAY AVENUE AND ARNOLD STREET IMPROVEMENTS PROJECT IN AND BY THE BOROUGH OF MANTOLOKING, IN THE COUNTY OF OCEAN, NEW JERSEY, AND AUTHORIZING THE ISSUANCE OF \$671,515 BONDS OR NOTES OF THE BOROUGH TO FINANCE THE COST THEREOF**

### **BILL LIST**

- 23-93 Authorizing the payment of bills

## **COUNCIL REPORTS**

Administration-Chairwoman Barbara Benz  
Finance-Chairman Anthony Amarante  
Land Use-Chairman Brad Batcha  
Public Safety-Chairman Doug Nelson  
Public Works-Chairman Joseph Celentano  
Recreation-Chairman John Conti

## **MAYOR , COUNCIL AND ADMINISTRATOR COMMENT**

## **PUBLIC COMMENT**

**NEXT MEETING** June 20, 2023 at 5:30 p.m. in the Steve Gillingham Meeting Room

## **ADJOURNMENT**

## The BOROUGH of MANTOLOKING

### 2023 SUMMARIZED BUDGET STATUS REPORT AS OF APRIL 30, 2023

ACCOUNT	2021		2022		Actual % of Budget	2023		% of Total Budget	Increase v. 2022 Act.
	Budget	Actual	Adopted Budget	Actual		Proposed Budget	Actual		
<b>EXPENDITURES &amp; APPROPRIATIONS</b>									
<b>GENERAL GOVERNMENT</b>	914,707	771,174	935,479	841,046	89.91%	978,548	274,051	14.66%	16.3%
<small>Municipal Clerk, Finance Officer, Attorney, Auditor, Engineer, Assessor, Tax Collector</small>									
<b>LAND USE ADMINISTRATION / PLANNING BOARD</b>	52,000	22,710	51,000	24,037	47.13%	39,710	7,451	0.59%	65.2%
<small>Planning Board, Zoning &amp; Land Use Official</small>									
<b>UNIFORM CONSTRUCTION CODE ADMINISTRATION</b>	160,588	139,070	167,565	133,862	79.89%	157,043	46,967	2.35%	17.3%
<small>Construction &amp; Building Subcode Officials, Building Inspector</small>									
<b>INSURANCE</b>	557,605	512,970	568,391	514,997	90.61%	599,887	266,058	8.98%	16.5%
<small>Flood, Fire, Liability, Workers Comp, Employee Benefits</small>									
<b>PUBLIC SAFETY</b>	1,426,696	1,441,113	1,472,112	1,469,703	99.84%	1,553,786	452,184	23.27%	5.7%
<small>Police, Fire, Emergency Management</small>									
<b>MUNICIPAL COURT</b>	51,740	45,139	53,300	45,880	86.08%	54,879	16,026	0.82%	19.6%
<small>Judge &amp; Public Defender</small>									
<b>PUBLIC WORKS</b>	542,300	485,698	598,767	530,990	88.68%	618,043	180,512	9.26%	16.4%
<small>Road, Beach, &amp; Public Building Maintenance, Sewers, Garbage Collection</small>									
<b>HEALTH &amp; HUMAN SERVICES</b>	4,250	3,949	4,335	3,980	91.81%	4,335	1,200	0.06%	8.9%
<small>Board of Health, Dog Control</small>									
<b>PARKS, RECREATION, &amp; BEACH</b>	443,298	390,924	426,245	342,128	80.27%	447,571	183,996	6.70%	30.8%
<small>Beach Access, Operation, &amp; Maintenance</small>									
<b>SICK LEAVE TRUST</b>	0	0	0	0	0.00%	0	0	0.00%	
<small>Compensation for retiring police officers with unused leave</small>									
<b>UTILITIES</b>	176,500	163,482	201,441	190,595	94.62%	220,440	45,786	3.30%	15.7%
<small>Gas, Electric, Water, Telephone, Motor Fuel</small>									
<b>PENSIONS &amp; RETIREMENT</b>	539,298	517,496	551,018	531,355	96.43%	639,860	554,170	9.58%	20.4%
<small>Employer Payments for Social Security &amp; Employee Pensions</small>									
<b>SEWER SYSTEM - Ocean Utilities Authority</b>	156,170	165,611	165,000	188,476	114.23%	191,365	70,683	2.87%	1.5%
<small>Shared Municipal Service</small>									
<b>Beach Maintenance</b>	14,000	14,000	14,000	14,000	100.00%	14,000	3,133	0.21%	0.0%
<b>PUBLIC &amp; PRIVATE PROGRAMS</b>	579,298	579,298	28,935	28,935	100.00%	19,585	0	0.29%	-32.3%
<small>Expenditures Paid by the State and Offset by Revenues</small>									
<b>CAPITAL IMPROVEMENTS</b>	138,174	138,174	238,500	238,279	99.91%	363,000	57,901	5.44%	52.3%
<small>Capital Projects Approved for Current Expense Budget</small>									
<b>DEBT SERVICE</b>	366,575	366,575	448,775	448,775	100.00%	449,475	0	6.73%	0.2%
<small>Payment of Principal &amp; Interest on Bonds, Bond Anticipation Notes, &amp; Other Borrowing</small>									
<b>DEFERRED CHARGES</b>	130,834	132,782	22,100	15,184	68.71%	12,100	0	0.18%	-20.3%
<small>Appropriations to Pay for Previously Approved improvement Authorizations</small>									
<b>RESERVE FOR UNCOLLECTED TAXES</b>	302,428	302,428	308,269	308,269	100.00%	313,000	0	4.69%	1.5%
<small>To Avoid a Cash Shortfall</small>									
<b>TOTAL EXPENDITURES/APPROPRIATIONS</b>	<b>6,556,460</b>	<b>6,192,594</b>	<b>6,255,231</b>	<b>5,870,489</b>	<b>93.85%</b>	<b>6,676,626</b>	<b>2,160,116</b>	<b>100.00%</b>	<b>13.7%</b>
<b>REVENUES &amp; FUND BALANCE</b>									
					<b>% of Collection</b>			<b>% of Collection</b>	<b>% Inc. v. 2021 Act.</b>
<b>FUND BALANCE ANTICIPATED</b>	690,000	690,000	750,000	750,000	100.00%	825,000	825,000	100.00%	10.0%
<b>GRANTS RECEIVABLE</b>	561,318								
<b>MISCELLANEOUS REVENUES</b>	1,130,410	1,182,107	1,132,937	1,486,402	131.20%	1,189,278	657,818	55.31%	-20.0%
<small>Fees for Municipal Services, Court Fines, FEMA Reimbursements, State Aid</small>									
<b>DELINQUENT TAXES</b>	35,000	35,000	44,500	44,500	100.00%	57,000	57,000	100.00%	28.1%
<b>LOCAL TAX LEVY</b>	4,139,732	4,103,638	4,327,794	4,105,726	94.87%	4,605,348	1,582,567	34.36%	12.2%
<b>TOTAL REVENUES &amp; FUND BALANCE</b>	<b>6,556,460</b>	<b>6,010,745</b>	<b>6,255,231</b>	<b>6,386,628</b>	<b>102.10%</b>	<b>6,676,626</b>	<b>3,122,385</b>	<b>46.77%</b>	<b>4.5%</b>

**BOROUGH OF MANTOLOKING  
BILL LIST  
May 16th, 2023  
INVOICES PAID THROUGH THE MEETING**

	<u>AMOUNT</u>
2022 CURRENT FUND RESERVE	\$ 4,007.40
2023 CURRENT FUND APPROPRIATIONS	\$ 134,698.66
ANIMAL CONTROL ACCOUNT	\$ -
PAYROLL ACCOUNT	\$ 16,615.25
GENERAL CAPITAL	\$ 3,683.60
TRUST OTHER	\$ -
UNEMPLOYMENT TRUST	\$ -
DEVELOPERS TRUST	\$ -
INSURANCE PROCEEDS-CURRENT FUND REVENUE	\$ -

**TOTAL ALL FUNDS**

**\$ 159,004.91**

**MANUAL CHECKS**

	<u>VENDOR</u>	<u>DATE</u>	<u>CK#</u>	<u>AMOUNT</u>
CURRENT FUND - ALL POINTS PRINTING		4/26/2023	34201	\$ 1,510.00
CURRENT FUND - COMCAST - XFINITY		4/26/2023	34202	\$ 1,090.30
CURRENT FUND - FP FINANCE		4/26/2023	34203	\$ 177.00
CURRENT FUND - JCP & L		4/26/2023	34204	\$ 2,440.53
CURRENT FUND - JCP & L STREET LIGHTING		4/26/2023	34205	\$ 796.23
CURRENT FUND - MY CORPORATE HOSTING SOLUTIONS		4/26/2023	34206	\$ 128.10
CURRENT FUND - NJ NATURAL GAS		4/26/2023	34207	\$ 1,714.08
CURRENT FUND - OCEAN COUNTY - TAXES		4/26/2023	34208	\$ 1,531,243.76
CURRENT FUND - PUBLIC EMPLOYEE RETIRE SYSTEM		4/26/2023	34209	\$ 23.33
CURRENT FUND - POLICE & FIREMEN'S RETIRE SYSTEM		4/26/2023	34210	\$ 23.33
CURRENT FUND - SPECTROTEL HOLDING COMPANY		4/26/2023	34211	\$ 863.55
CURRENT FUND - TREASURER, STATE OF NEW JERSEY		4/26/2023	34212	\$ 885.00
CURRENT FUND - VERIZON WIRELESS		4/26/2023	34213	\$ 589.17
CURRENT FUND - PAYROLL - PFRS PAYMENT 2023		4/17/2023	WIRE	\$ 407,433.00
CURRENT FUND - PAYROLL - PERS PAYMENT 2023		4/18/2023	WIRE	\$ 115,427.00
CURRENT FUND - PAYROLL - APRIL 14, 2023 PAYROLL		4/14/2023	WIRE	\$ 96,039.15
CURRENT FUND - PAYROLL - APRIL 28, 2023 PAYROLL		4/28/2023	WIRE	\$ 111,523.75
<b>TOTAL</b>				<b><u>\$ 2,271,907.28</u></b>
<b>GRAND TOTAL</b>				<b><u>\$ 2,430,912.19</u></b>

P.O. Type: All  
 Range: First to Last  
 Format: Condensed  
 Vendors: All  
 Rcvd Batch Id Range: First to Last

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

Include Non-Budgeted: Y

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
22-01041	11/30/22	G0087	GALLS LLC	POLICE UNIFORMS - MCCROSSAN	Open	831.15	0.00
22-01127	12/29/22	H0068	HOGAN SECURITY GROUP, LLC	SECURITY DOOR SERVICE	Open	2,208.50	0.00
23000007	01/18/23	P0071	POINT PLEASANT BEACH	SCHOOL TAXES JAN - JUN 2023	Open	13,349.50	0.00 B
23000092	01/26/23	G0087	GALLS LLC	POLICE UNIFORMS - DRYBURGH	Open	701.59	0.00
23000099	01/30/23	W0053	WAGE WORKS	2023 HEALTHCARE BENEFITS	Open	100.00	0.00 B
23000104	02/02/23	A0217	ACTION UNIFORM COMPANY, LLC.	SPECIAL UNIFORMS	Open	266.00	0.00 B
23000105	02/02/23	A0217	ACTION UNIFORM COMPANY, LLC.	SPECIAL UNIFORMS	Open	290.00	0.00
23000225	03/10/23	P0029	PROFESSIONAL GOVERNMENT	LONG TERM BUDGETING WEBINAR	Open	90.00	0.00
23000226	03/10/23	P0029	PROFESSIONAL GOVERNMENT	COLLECTOR'S RESPONSIBILITY	Open	80.00	0.00
23000235	03/14/23	N0045	NJ DEPT OF TRANSPORTATION	July 4th Parade Permit	Open	200.00	0.00
23000255	03/23/23	A0182	ATLANTIC TACTICAL OF NJ, INC	PURCHASE-LESS LETHAL LAUNCHERS	Open	1,357.56	0.00 B
23000300	04/06/23	L0030	LOWES LAR ACCOUNT	ROADS SUPPLIES	Open	61.48	0.00
23000320	04/11/23	T0084	TRAINING UNLIMITED, LLC	Webinars for CEU's	Open	225.00	0.00
23000322	04/12/23	N0101	NORTH ISLAND MANAGEMENT LLC	LIFEGUARD SERVICES 2023	Open	51,300.00	0.00 B
23000328	04/18/23	M0151	MILSPRAY TECHNOLOGIES	MAINTENANCE TO PW VEHICLES	Open	1,416.35	0.00
23000329	04/18/23	B0102	BLAZING VISUALS SIGN SHOP T/A	TRI FOLD BEACH BROCHURES	Open	271.84	0.00
23000331	04/18/23	C0002	COSTCO COMPANY	WATER SUPPLIES APRIL 2023	Open	324.42	0.00
23000339	04/21/23	A0050	ALL POINTS PRINTING & GRAPHICS	PRINTING SERVICES	Open	37.00	0.00
23000343	04/21/23	L0030	LOWES LAR ACCOUNT	SUPPLIES BARNEGAT BAY BLITZ	Open	85.11	0.00
23000347	04/21/23	C0133	CANON SOLUTIONS AMERICA, INC.	MONTHLY PRINTER APRIL 2023	Open	658.00	0.00
23000348	04/21/23	C0133	CANON SOLUTIONS AMERICA, INC.	MONTHLY INK SERV 4/7 - 5/6	Open	200.17	0.00
23000349	04/21/23	T0037	TOWNSHIP OF BRICK	Q1 2023 CODE ENFORCEMENT	Open	810.00	0.00
23000357	04/26/23	U0022	USCGAUX FLOTILLA 16-07	Boating Safety class	Open	135.00	0.00
23000358	04/27/23	S0050	STAPLES ADVANTAGE	PAPER SUPPLIES APRIL 2023	Open	344.94	0.00
23000359	04/27/23	W0059	WB MASON	APRIL 2023 OFFICE SUPPLIES	Open	267.94	0.00
23000360	04/27/23	L0030	LOWES LAR ACCOUNT	SUPPLIES	Open	91.14	0.00
23000361	04/27/23	C0002	COSTCO COMPANY	APRIL 2023 SUPPLIES	Open	363.32	0.00
23000362	04/27/23	T104	THE ACTIVITY GROUP INC	DAYTON ARMOR	Open	960.00	0.00
23000363	04/27/23	J0044	JCP&L - MASTER BILL ACCT	MASTER ACCOUNT 3/14 - 4/15	Open	117.58	0.00
23000364	04/27/23	N0003	NEW JERSEY AMERICAN WATER CO	56 HYDRANTS MARCH 2023	Open	3,298.40	0.00
23000365	04/27/23	N0003	NEW JERSEY AMERICAN WATER CO	WATER SERVICE MARCH 2023	Open	28.25	0.00
23000366	04/27/23	P0094	PRIMEPOINT LLC	APRIL 2023 PAYROLL INVOICE	Open	1,008.25	0.00
23000370	04/27/23	M0148	MOTT MacDONALD LLC	ENGINEERIG SERV. MAR/APR 2023	Open	15,185.79	0.00
23000372	05/04/23	B0001	BEAVER DAM HARDWARE, INC	PW SUPPLIES	Open	51.38	0.00
23000373	05/04/23	O0069	OCEAN HARDWARE LLC	PW SUPPLIES	Open	16.48	0.00
23000374	05/04/23	P0088	POWERDMS, INC.	2023/2024 ANNUAL SUBSCRIPTION	Open	4,199.17	0.00
23000375	05/04/23	V0017	VCS SOFTWARE	2023/2024 SAAS RENEWAL SERVICE	Open	2,217.38	0.00
23000376	05/04/23	T0003	TIRE CRAFT, INC OF PPB	PD VEHICLES MAINTENANCE	Open	3,151.92	0.00
23000377	05/04/23	P0066	PETERSON, BONNIE	INVOICE FOR ARPIL 2023	Open	625.00	0.00
23000378	05/04/23	B0114	B SAFE, INC.	CELLUALR SERVICE 5/02-10/31	Open	300.00	0.00
23000379	05/05/23	R0058	REPUBLIC SERVICES, INC	RESIDENTIAL SERVICE MAY 2023	Open	15,342.09	0.00
23000380	05/05/23	T0002	THE COAST STAR NEWSPAPERS	ANNUAL SUBSCRIPTION 2023	Open	38.00	0.00
23000381	05/05/23	A0053	AFLAC - CV190	AFLAC PREMIUM APRIL 2023	Open	423.41	0.00
23000382	05/05/23	T0002	THE COAST STAR NEWSPAPERS	ADS FOR APRIL 2023	Open	44.80	0.00
23000383	05/05/23	C0118	COMCAST - XFINITY	POLICE INTERNET 4/28-5/27	Open	92.80	0.00
23000384	05/05/23	S0140	SUPLÉE, CLOONEY & COMPANY	FINANCE SERVICES APR 2023	Open	1,575.00	0.00
23000385	05/05/23	M0001	MANTOLOKING CURRENT FUND	APR 2023 DEN/MED REIMBURSE	Open	14,091.84	0.00
23000386	05/05/23	E0026	EQUITABLE	DEFF COMP - APRIL 2023	Open	2,100.00	0.00

May 10, 2023  
09:20 AM

BOROUGH OF MANTOLOKING  
Bill List By P.O. Number

Page No: 2

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type	
23000387	05/05/23	M0144	MUSKRAT JACK ANIMAL SERVICES	ANIMAL CONTROL MAY 2023	Open	300.00	0.00	
23000394	05/09/23	N0003	NEW JERSEY AMERICAN WATER CO	WATER SERVICE APRIL 2023	Open	439.30	0.00	
23000395	05/09/23	N0003	NEW JERSEY AMERICAN WATER CO	56 HYDRANTS APRIL 2023	Open	3,298.40	0.00	
23000396	05/09/23	A0199	AT&T	OEM LONG DISTANCE MAY 2022	Open	2.12	0.00	
23000397	05/09/23	A0182	ATLANTIC TACTICAL OF NJ, INC	WEAPONS	Open	7.75	0.00	
23000398	05/09/23	M0169	METROPOLITAN LIFE INSURANCE CO	DEN/VISION PREMIUM MAY 2023	Open	1,639.08	0.00	
23000399	05/09/23	R0060	ROTHSTEIN, MANDELL, STROHM	LEGAL SERVICES APRIL 2023	Open	10,245.00	0.00	
23000402	05/09/23	B0008	BRICK TOWNSHIP MUA	CURTIS POINT SEWER Q 2 2023	Open	384.32	0.00	
23000403	05/09/23	N0003	NEW JERSEY AMERICAN WATER CO	WATER SERVICE APRIL 2023	Open	110.39	0.00	
23000404	05/09/23	T0097	TOWNSHIP OF FREEHOLD	IT SERVICES APRIL 2023	Open	1,645.00	0.00	
Total Purchase Orders:		58	Total P.O. Line Items:	0	Total List Amount:	159,004.91	Total Void Amount:	0.00

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
Current Fund	2-01	4,007.40	0.00	4,007.40	0.00	0.00	4,007.40
Current Fund	3-01	134,698.66	0.00	134,698.66	0.00	0.00	134,698.66
Payroll Trust Fun	3-14	<u>16,615.25</u>	<u>0.00</u>	<u>16,615.25</u>	<u>0.00</u>	<u>0.00</u>	<u>16,615.25</u>
Year Total:		151,313.91	0.00	151,313.91	0.00	0.00	151,313.91
General Capital F	C-04	3,683.60	0.00	3,683.60	0.00	0.00	3,683.60
Total Of All Funds:		<u>159,004.91</u>	<u>0.00</u>	<u>159,004.91</u>	<u>0.00</u>	<u>0.00</u>	<u>159,004.91</u>



Phone (732) 295-1401



Fax (732) 295-1469

## MANTOLOKING POLICE DEPARTMENT

202 Downer Ave.  
Mantoloking, NJ 08738

Chief of Police  
Stacy S. Ferris

05/02/2023

Mayor & Council,

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

### Dispatch Report:

- **April 2023** we logged **1468** incidents.
  - Incidents include;
    - **239** traffic details, **213** property checks, **88** beach checks, and **650** general patrol assignment
    - **1** motor vehicle accidents, **89** motor vehicle stops and **5** suspicious persons / vehicles
    - **2** pole fires, **36** parking problems, **22** alarms and **1** property damage and **9** open doors
    - We also responded to **22** agency assists between Brick and Bay Head.
- \*\*The above is a just some of the calls responded to\*\***

### Alerts:

- **To limit robo calling and scam calling, residents should make sure their phone numbers, both land line and cell, are on the federal Do Not Call Registry, which can be done by phone at 888-382-1222 or online at [www.donotcall.gov](http://www.donotcall.gov). Unwanted sales calls also can be reported at this line**
- **Speed bumps have been re-installed on Barnegat Lane, use caution. Permanent ones will be installed in the fall with grant money that the Borough has received from the State.**
- **See something say something - Do not hesitate to call the police department if you see suspicious activity. 732-295-1465 is answered 24 hours a day by the sheriff department**

### Details:

- Construction parking
- Constructors working past 6PM

### Emergency Management:

- June 1<sup>st</sup> is the start of the 2023 Hurricane season. Throughout May we will encourage everyone to prepare their homes and plans for any and all possible emergencies.
- Residents and visitors are encouraged to check out our social media posts on our Mantoloking OEM Facebook page and the Borough website
  - Weekly and monthly posts on emergency preparedness
- Residents and guests are reminded to sign up for Mantoloking Ready to receive alerts and messages from OEM, The Borough, Finance, Environmental and Beaches;  
<https://public.alertsense.com/SignUp/?RegionId=1786>



## **Beach:**

- Beach Season will start: Saturday June 17<sup>th</sup> Lifeguards, Officers and Badge checkers will be on duty
  - Badges are required from 10AM to 6PM
- **Pre-season beach badges are on sale NOW for \$110 thru May 29<sup>th</sup>.**
  - Forms are available on our Borough Website: <https://www.mantoloking.org/beach-information/pages/2023-beach-badges>
  - Payment - credit card (convenience fee) or check will be accepted
  - In person at the police department window from 10 to 2 daily or by mail.
  - Badges will be sold 7 days a week starting May 12<sup>th</sup> from the Badge sales shed on Downer.
  - On June 17<sup>th</sup> badges will be \$120 Season and \$13 day
- We are currently hiring for; badge checkers. Applications are available on the Borough website or can be picked up in person at the police department window

## **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** are for all emergency calls.
- **732-295-1401** is the inside administration line that is manned from 9:30 AM to 3:00 PM, Monday thru Friday

## **Fleet:**

#	Year	Make / Model	Mileage	Mechanical / Logistics	Primary Use	
1900	2017	Ford / Explorer	16,978		Chief	
1901	2011	Chevy / Tahoe	81,325	Road jobs	Fleet	
1902	2015	Chevy/ Tahoe	123,725	Dash board camera	Patrol	Specials
1903	2020	Chevy/ Tahoe	43,399	Dash board camera	Patrol	A & B Day
1904	2022	Chevy/Silverado	8,166	Dash board camera	Patrol	A & B Afternoon
1905	2016	Chevy / Caprice	120,986	Dash board camera	Patrol	Specials
1906	2017	Chevy/ Tahoe	85,691	Dash board camera	Patrol	A & B swing
1908	2018	Chevy / Tahoe	86,291	Dash board camera	Patrol	A & B midnights
1909	2021	Boat		Dry dock		Wed - Sunday
1916	2020	ATV		PD Beach Patrol	Beach	Wed - Sunday

*Respectfully submitted,*

*Chief Stacy Ferris*



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



DATE: 5/5/23

Mayor and Council

During the Month of April 2023 the DPW performed the following tasks.

1. Swept streets.
2. Multiple mark outs.
3. Cut grass on street ends
4. Repaired and put up Do Not Enter barricades on East and Bay Avenues.
5. Installed Mobi Mats on beach accesses.
6. Cleaned beach accesses.
7. Cleaned beaches
8. Had air conditioning and heating unit serviced.
9. Generator service and testing.
10. Fire Extinguisher inspection .
11. Had beach ATVS and DPW vehicles Rust proofing done.
12. DPW ATV maintenance.
13. Took Beach ATV for repairs
14. Picked up and Assisted with tree seedlings.
15. Assisted with shredding and beach badge sales.
16. Attended and set up for council meeting..

Submitted by,

Scott Hulse



# MANTOLOKING FIRE COMPANY No. 1

*Serving the*

Borough of Mantoloking

Downer Avenue

P.O. Box 213

Mantoloking, New Jersey 08738

5/2/23

Mayor and Council

During the month of April 2023 the Mantoloking Fire Company responded to 6 fire calls, held 3 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
4/01/23	19:46	Bridge and Lake Ave.	Bay Head	Wires Down
4/01/23	21:24	Willow and Holly Ave	Bay Head	Tree on Wire
4/05/23	14:51	604 Main Ave	Bay Head	Fire Alarm
4/05/23	14:55	9 Cummings Ave.	Brick	Fire Alarm
4/08/23	16:35	121 RT. 35 N	Brick	Elevator Rescue
4/09/23	18:32	345 Main Ave.	Bay Head	Dumpster Fire
4/11/23	22:42	Eisenhower Circle	Manchester	Forest Fire
4/13/23	19:13	287 Rt. 35 N	Brick	Fire Alarm
4/13/23	20:04	312 Drum Point Rd.	Brick	Forest Fire
4/16/23	09:16	440 Lake Ave.	Bay Head	Fire Alarm
4/17/23	12:52	1048 Barnegat Lane	Mantoloking	Fire Alarm
4/18/23	12:02	Bay Head Post Office	Bay Head	Mulch Fire
4/18/23	13:03	115 Curtis Point Drive	Brick	Pole Fire
4/18/23	18:27	82 Bridge Ave.	Bay Head	Mulch Fire
4/22/23	12:50	8 Caspian Sea Dr.	Brick	Fire Alarm
4/23/23	02:47	83 Bridge Ave.	Bay Head	Fire Alarm
4/23/23	09:04	Bergen and Barnegat Ave.	Mantoloking	Pole Fire
4/27/23	11:39	297 Dutchmans Point Dr.	Brick	Fire Alarm
4/28/23	16:50	146 Park Ave.	Bay Head	Gas Leak

Submitted by, Chief Scott Hulse

Borough Of Mantoloking  
 202 Downer Avenue  
 Mantoloking, NJ 08738  
 732-4757261

**OFFICE OF CONSTRUCTION OFFICIAL**

**Construction Permit Activity Report**

RANGE: 04/01/2023 To 04/30/2023

May 01, 2023 8:54:01AM

**SUMMARY**

<u>CONSTRUCTION COSTS</u>				<u>COUNT</u>	
Cost Of Construction:	\$89,390.08	Cubic Footage:	0 Cu.ft	Permit Issued:	15
Cost Of Alteration:	\$656,706.00	Square Footage:	0 Sq.ft	Updates Issued:	8
Cost Of Demolition:	\$0.00			All Fees Waived:	5
Total Cost:	\$746,096.08			Municipal Fees Waived:	0

<u>PERMIT FEES</u>		<u>ADMIN FEES</u>		<u>WAIVED FEES</u>		<u>TOTAL FEES</u>	
Building:	\$14,575.00	Building:	\$0.00	Building:	\$75.00	Building Fees:	\$14,500.00
Electrical:	\$2,390.00	Electrical:	\$0.00	Electrical:	\$190.00	Electrical Fees:	\$2,200.00
Fire :	\$175.00	Fire :	\$0.00	Fire :	\$0.00	Fire Fees:	\$175.00
Plumbing:	\$665.00	Plumbing:	\$0.00	Plumbing:	\$0.00	Plumbing Fees:	\$665.00
Elevator:	\$729.00	Elevator:	\$0.00	Elevator:	\$729.00	Elevator Fees:	\$0.00
Mechanical:	\$1,450.00	Mechanical:	\$0.00	Mechanical:	\$150.00	Mechanical Fees:	\$1,300.00
				* Total Waived:	\$1,144.00	Technical Fees:	\$18,840.00

<u>DCA</u>	Calculated Fees	Waived Fees	Collected Fees
Volume Training Fee:	\$0.00	\$0.00	\$0.00
Alteration Training Fee:	\$1,258.00	\$82.00	\$1,176.00
DCA Minimum Fee:	\$0.00	\$0.00	\$0.00
Sub total Training Fee:	\$1,258.00	\$82.00	\$1,176.00

**TECHNICAL ISSUES**

Building Technical:	10
Electrical Technical:	12
Fire Protection Technical:	2
Plumbing Technical:	6
Elevator Technical:	4
Mechanical Technical:	9

Certificate of Occupancy Fee:	\$150.00
Waived Certificate Fees:	\$0.00
Sub Total Certificate Fees:	\$150.00

PERMIT FEES:	\$18,840.00
FEES:	\$1,176.00
CERTIFICATE FEES:	\$150.00
MIN FEES:	\$0.00
NET TOTAL FEES:	\$20,166.00
PENALTIES COLLECTED:	\$0.00
CCO FEES:	\$0.00
OTHER FEES:	\$0.00
GRAND TOTAL FEES:	\$20,166.00

**CERTIFICATE ISSUES**

Certificate of Occupancy:	3
Certificate of Approval:	5
Certificate of Continued Occupancy:	0

\* By State law (see N.J.S. 52:27D-126c): \$1,144.00

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

DATE	BLDG TECH	ELECT TECH	PLBG TECH	FIRE TECH	CO/CA FEES	DCA FEES	FINES	VARIATION	TOTAL COST
	08-160-601	08-160-601	08-160-601	08-160-601	08-160-601	17-004-602	08-160-601		
1	450.00	141.00	0.00	0.00	0.00	29.00	0.00	0.00	\$620.00
2	3,500.00	270.00	75.00	0.00	0.00	176.00	0.00	0.00	\$4,021.00
3	0.00	0.00	150.00	0.00	0.00	4.00	0.00	0.00	\$154.00
4	9,465.00	360.00	565.00	175.00	150.00	697.00	0.00	0.00	\$11,412.00
5	750.00	0.00	0.00	0.00	30.00	48.00	0.00	0.00	\$828.00
6	1,150.00	515.00	1,025.00	0.00	3.00	210.00	0.00	150.00	\$2,903.00
7	0.00	100.00	150.00	0.00	0.00	8.00	0.00	0.00	\$258.00
8	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
9									\$0.00
10									\$0.00
11									\$0.00
12									\$0.00
13									\$0.00
14									\$0.00
15									\$0.00
16									\$0.00
17									\$0.00
18									\$0.00
19									\$0.00
20									\$0.00
	15,315.00	1,386.00	1,965.00	175.00	183.00	1,172.00	0.00	150.00	\$20,196.00

OFFICE OF CONSTRUCTION OFFICIAL

Permit Activity Report

Mantoloking

May 01, 2023 8:54:48AM

Range From 04/01/2023 To 04/30/2023

Permit #	Permit Date	Census	Control #	Updates	Description Of Work	Elec	Fire	Plumb	Elev	Mech	AltFee	CoFee	Cubic Feet
Block & Lot	Costs	Use Group	Bldg	Bldg	Eadm	Fadm	Padm	VAdm	MAadm	VolFee	Square Feet	CoFee	Cubic Feet
Work Site	Waived Fees	Badm	Ftotal	Vtotal	Mtotal	TFTtotal	DCA Min.					CertTotl	Total Fee
Owner Name	Minimum Fees	Btotal	Etotal	Ptotal	Mtotal	TFTtotal							
20210088	4/4/2023	101	8063	5 ELECTRICAL UPDATE									
23 48	\$31,000.00	R-5	\$815.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
1115 OCEAN AVENUE	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Three Generations Realty Group LLC.	\$0.00		\$815.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$815.00
20220003	4/5/2023	434	7992	2 Rework exterior stair to accommodate platform door. must have as built survey after work is completed									All Fees Wvd.
7 9	\$0.00	R-5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
984 EAST AVE	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Hagerstrom, Lauren	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20220078	4/19/2023	101	8082	3 ELEVATOR INSTALLATION									All Fees Wvd.
22 38	\$28,450.91	R-5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$243.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
1092 Barnegat Lane	\$243.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Charbel and Nicole Chalfoun	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20220082	4/13/2023	999	8067	1 INSTALL ELEVATOR									All Fees Wvd.
35 7	\$34,854.00	R-5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$243.00	\$0.00	\$0.00	\$67.00	\$0.00	0.00
1327 Ocean Ave	\$243.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Paul & Virginia Pellicci	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20220096	4/20/2023	999	8066	1 INSTALLATION OF ALARM SYSTEM PRIMARY/FIRE									
41 14	\$3,300.00	R-5	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
1557 Ocean Avenue	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
DiPasquale, Douglas	\$0.00		\$75.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$175.00
20220098	4/18/2023	101	8080	1 ELEVATOR UPDATE									All Fees Wvd.
25 1	\$26,639.17	R-5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$243.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
1198 BAY AVE	\$243.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
DELGUERCIO, JAMES	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20220118	4/13/2023	999	8071	2 GAS TO POOL HEATER & FIREPT									
41 5	\$2,000.00	U	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00	\$4.00	\$0.00	0.00
1517 Ocean Avenue	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Damelio, Frank	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00	\$4.00	\$0.00	\$154.00

Permit #	Block & Lot	Work Site	Permit Date	Census	Control #	Updates	Description Of Work											Total Fee
							Use Group	Bldg	Waived Fees	Badm	Elec	Fire	Plmb	Elev	Mech	AltFee	CoFee	
Owner Name	Minimum Fees	Btotl	Etotl	Ftotl	Ptotl	Vtotl	Mtotl	DCA Min.	TFTotl	CerfTotl	Square Feet	Total Fee						
20230033			999	8045	0	TEMPORARY SERVICE												
26 2	1207 OCEAN AVENUE		\$500.00	R-5	\$0.00	\$140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
1207 OCEAN AVENUE			\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
1207 OCEAN AVE LLC			\$0.00		\$140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$141.00						
20230034			999	8059	0	DEMO INSIDE DUE TO WATER DAMAGE												
11 3	907 OCEAN AVE		\$15,000.00	R-5	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
907 OCEAN AVE			\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
PATRICK & HEATHER MAROTTA			\$0.00		\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$479.00						
20230035			999	8057	0	DEMO EXISTING POOL												
14 2	903 BARNEGAT LANE		\$12,000.00	U	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
903 BARNEGAT LANE			\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
Enthoven, William & Leah			\$0.00		\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$383.00						
20230036			999	8058	0	INGROUND POOL AND FENCE												
21 3	936 Barnegat Ln		\$80,000.00	U	\$2,325.00	\$270.00	\$0.00	\$0.00	\$75.00	\$0.00	\$0.00	\$0.00						
936 Barnegat Ln			\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
Medd, Bruce & Heather			\$0.00		\$2,325.00	\$270.00	\$0.00	\$0.00	\$75.00	\$0.00	\$0.00	\$2,823.00						
20230037			434	8050	0	INGROUND POOL AND FENCE												
14 2	903 BARNEGAT LANE		\$105,700.00	U	\$3,165.00	\$100.00	\$0.00	\$0.00	\$75.00	\$0.00	\$0.00	\$0.00						
903 BARNEGAT LANE			\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
Enthoven, William & Leah			\$0.00		\$3,165.00	\$100.00	\$0.00	\$0.00	\$75.00	\$0.00	\$0.00	\$3,617.00						
20230038			434	8051	0	POOL HOUSE, DECK, PERGOLA, FIREPLACE												
14 2	903 BARNEGAT LANE		\$247,000.00	U	\$6,300.00	\$100.00	\$75.00	\$170.00	\$0.00	\$0.00	\$0.00	\$0.00						
903 BARNEGAT LANE			\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
Enthoven, William & Leah			\$0.00		\$6,300.00	\$100.00	\$75.00	\$170.00	\$0.00	\$0.00	\$0.00	\$7,341.00						
20230039			434	7391	0	Air Conditioner												
14 2	903 BARNEGAT LANE - GAZE		\$12,102.00	R-5	\$0.00	\$85.00	\$0.00	\$170.00	\$0.00	\$0.00	\$0.00	\$0.00						
903 BARNEGAT LANE - GAZE			\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
Enthoven, William & Leah			\$0.00		\$0.00	\$85.00	\$0.00	\$170.00	\$0.00	\$0.00	\$0.00	\$279.00						
20230040			999	8077	0	ELEVATOR FIT OUT IN EXISTING MASONRY SHAFT												
1 4	911 EAST AVE		\$26,000.00	R-5	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
911 EAST AVE			\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
WALDRON			\$0.00		\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$798.00						



Permit #	Permit Date	Census	Control #	Updates	Description Of Work	Elec	Fire	Plmb	Elev	Mech	AltFee	CoFee	Cubic Feet
Block & Lot	Costs	Use Group	Bldg	Waived Fees	Badm	Eadm	Fadm	Padm	VAdm	MAdm	VolFee	CcoFee	Square Feet
Work Site	Owner Name	Minimum Fees	Btotl	Etotl	Ftotl	Ptotl	Vtotl	Mtotl	TFTotl	DCA Min.	CertTotl	Total Fee	
20230041	4/21/2023	999	8074	0	FLAGPOLE								
29 8		\$1,500.00	U	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3.00	\$0.00	0.00
<b>300 OLD BRIDGE</b>				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
				\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3.00	\$0.00	\$78.00
	<b>Durling, Corv &amp; Eleanor</b>			0	16x36 INGROUND POOL WITH HEATER AND FENCE								
20230042	4/21/2023	999	8056										
23 56		\$98,500.00	U	\$1,075.00	\$200.00	\$100.00	\$0.00	\$0.00	\$0.00	\$175.00	\$188.00	\$0.00	0.00
<b>1133 OCEAN</b>				\$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	0.00
	<b>John and Susan Lee</b>			\$1,075.00	\$200.00	\$100.00	\$0.00	\$0.00	\$0.00	\$175.00	\$188.00	\$0.00	\$1,738.00
20230043	4/24/2023	999	8065	0	BACKFLOW PREVENTER FOR LAWN SPRINKLER								
23 31		\$600.00	R-5	\$0.00	\$0.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.00	\$0.00	0.00
<b>1081 OCEAN AVE</b>				\$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	0.00
	<b>Michael and Louis Colajacovo</b>			\$0.00	\$0.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.00	\$0.00	\$77.00
20230044	4/24/2023	999	8024	0	HOT WATER HEATER								
22 49		\$3,000.00	R-5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$6.00	\$0.00	0.00
<b>1114 BARNEGAT LANE</b>				\$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	0.00
	<b>DETRICH, BRUCE</b>			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$6.00	\$0.00	\$156.00
20230045	4/25/2023	999	8054	0	DIRECT REPLACEMENT AC, FURNACES, HWH								
23 39		\$6,000.00	R-5	\$0.00	\$315.00	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00	\$12.00	\$0.00	0.00
<b>1097 OCEAN AVE</b>				\$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	0.00
	<b>KIRCH, THOMAS</b>			\$0.00	\$315.00	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00	\$12.00	\$0.00	\$777.00
20230045	4/25/2023	999	8055	1	HWH REPLACEMENT								
23 39		\$1,000.00	R-5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00	\$2.00	\$0.00	0.00
<b>1097 OCEAN AVE</b>				\$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	0.00
	<b>KIRCH, THOMAS</b>			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00	\$2.00	\$0.00	\$77.00
20230046	4/26/2023	999	8072	0	DIRECT AC & FURNACE REPLACEMENT								
41 11		\$4,000.00	R-5	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$8.00	\$0.00	0.00
<b>1539 OCEAN AVE - REPAIR D</b>				\$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	0.00
	<b>SHOTMEYER, HENRY</b>			\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$8.00	\$0.00	\$258.00
20230047	4/26/2023	999	8073	0	INSTALL GENERATOR - POINT PLEASANT BORO								All Fees Wvd.
551 7		\$6,950.00	U	\$75.00	\$190.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$15.00	\$0.00	0.00
<b>1415 RUE MIRADOR</b>				\$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	0.00
	<b>SABOSIK, ROBERT &amp; CINDY JEAN</b>			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
<b>Grand Total</b>				\$14,500.00	\$2,200.00	\$175.00	\$665.00	\$0.00	\$0.00	\$1,300.00	\$1,176.00	\$150.00	\$20,166.00

# OFFICE OF THE CONSTRUCTION OFFICIAL

## Account Summation-Summary

Report Run from 04/01/2023 To 04/30/2023

May 1, 2023 8:55:32AM

ACCOUNT:		Cash Amount	Check Amount	Credit Card Amount	Total Fee
PERMIT FEES	Sub Totals:	\$0.00	\$20,166.00	\$0.00	\$20,166.00
VARIATION	Sub Totals:	\$0.00	\$150.00	\$0.00	\$150.00
<b>GRAND TOTALS:</b>		\$0.00	\$20,316.00	\$0.00	\$20,316.00

# OFFICE OF THE CONSTRUCTION OFFICIAL

## Account Summation-Detail

Report Run from 04/01/2023 To 04/30/2023

May 1, 2023 8:55:34AM

Block	Lot	Control Number	Violation Number	Number [*Key]	Date Paid	Cash Amt	Check Amt	Credit Card Amt	Total Fee	Credit Card Type	Check Number	Trans Number	Receipt Number
ACCOUNT: PERMIT FEES													
14	2	7391		20230039	04/19/23	\$0.00	\$279.00		\$279.00		10439		6440
22	49	8024		20230044	04/24/23	\$0.00	\$156.00		\$156.00		6032		6447
26	2	8045		20230033	04/03/23	\$0.00	\$141.00		\$141.00		7914		6432
14	2	8050		20230037	04/19/23	\$0.00	\$3,617.00		\$3,617.00		10436		6438
14	2	8051		20230038	04/19/23	\$0.00	\$7,341.00		\$7,341.00		10437		6439
23	39	8054		20230045	04/25/23	\$0.00	\$777.00		\$777.00		04535		6448
23	39	8055		20230045	04/25/23	\$0.00	\$77.00		\$77.00		04535		6449
23	56	8056		20230042	04/21/23	\$0.00	\$1,738.00		\$1,738.00		5948		6444
14	2	8057		20230035	04/06/23	\$0.00	\$383.00		\$383.00		10414		6435
21	3	8058		20230036	04/11/23	\$0.00	\$2,823.00		\$2,823.00		2007		6436
11	3	8059		20230034	04/04/23	\$0.00	\$479.00		\$479.00		42400		6433
23	48	8063		20210088	04/04/23	\$0.00	\$815.00		\$815.00		46756		6434
23	31	8065		20230043	04/24/23	\$0.00	\$77.00		\$77.00		7093		6446
41	14	8066		20220096	04/20/23	\$0.00	\$175.00		\$175.00		575350		6441
41	5	8071		20220118	04/13/23	\$0.00	\$154.00		\$154.00		20095		6437
41	11	8072		20230046	04/26/23	\$0.00	\$258.00		\$258.00		04556		6450
29	8	8074		20230041	04/21/23	\$0.00	\$78.00		\$78.00		2942		6443
1	4	8077		20230040	04/20/23	\$0.00	\$798.00		\$798.00		10441		6442
						Sub Totals :	\$0.00	\$20,166.00		\$20,166.00			
ACCOUNT: VARIATION													
14	6	8085		20220107	04/24/23	\$0.00	\$150.00		\$150.00		14010		6445
						Sub Totals :	\$0.00	\$150.00		\$150.00			
						<b>Grand Total:</b>	\$0.00	\$20,316.00		\$20,316.00			



## **Management Report – Phase III**

A Report on Municipal Operations  
for the  
Mayor & Borough Council

**March 2023**

Cotter Strategies, LLC  
752 Springfield Avenue  
Summit, NJ 07901

<b>CONTENTS</b>	<b>Page</b>
Introduction -----	3
Progress Based on Management Report & Strategic Plan Recommendations-----	4
Management Organization-----	4
Police Department-----	4
Public Works -----	4
Finance Department-----	4
Salary Comparison Study-----	5
Management Organization-----	5
Opportunities for Continued Organizational Improvement & Best Practices -----	5
Finance Department-----	5
Staffing-----	5
Bank Services -----	6
Account Reconciliation -----	6
Best Practices -----	6
Software Applications-----	6
Online Tax Payments-----	7
Assessor-----	7
Construction Office-----	7
Zoning Officer-----	8
Administrator-----	8
Future Issues-----	9
Flooding-----	10
Construction Office-----	10
Lifeguard Services-----	10
Shared Services-----	10
Fire Department-----	10
Police Department-----	11
DPW-----	12
Appendix: Summary of Recommendations-----	13

## 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.

In December of 2022, with the goal of continuous organizational improvement, the Borough Council authorized a Phase III project defined by the following scope of work:

- Assess progress made based on recommendations in the earlier Management Report and Strategic Plan documents.
- Identify any areas that represent opportunities for continued organizational improvement.
- Identify any areas for implementation of best practices.
- Identify any potential future issues that may require consideration by the mayor and borough council.

The Phase III study involved two site visits and follow up interviews by phone. In addition to reviewing progress made to address recommendations from the earlier management report and strategic plan, any new areas of concern are identified.

As in each of the previous studies, all the participants were accessible, highly professional, and responsive throughout this engagement. The sections that follow provides an update on progress made, new opportunities for continued organizational improvement and, potential future issues for consideration by the Mayor and Borough Council.

## **Progress Based on Management Report & Strategic Plan Recommendations**

### **Municipal Clerk**

Substantially all the prior recommendations relating to the Municipal Clerk's office have been addressed or are in the process of being completed. A personnel policy manual, job descriptions and office procedures have been adopted. Implementation of the employee performance evaluation program is being phased in following a recent overview to department heads by the borough administrator. The codification of ordinances into the municipal code is underway and being led by the municipal attorney.

An employee safety committee has been formed and is chaired by the Municipal Clerk. This is an important step to help maintain a safe work environment by reducing accidents and injuries to employees.

As the municipal representative to the Joint Insurance Fund (JIF) the clerk was recently appointed to serve as a member of the JIF executive board.

Completion of the various recommendations helps fulfill the Borough's Strategic Plan goal, "People" and the objective, "Improve Human Resource Function."

### **Police Department**

Each of the recommendations; creating a succession plan for Emergency Management and notably, achievement of Police Department accreditation have been accomplished.

Completion of the two recommendations helps fulfill the Borough's Strategic Plan goal, "People" and the element, "Adopt Best Practices."

### **Public Works Department**

The Borough Hall procedures manual and call-out list has been completed. Responsibility for beach replenishment is now handled by the Army Corps of Engineers. The bulldozers formerly owned by the Borough and used for beach maintenance have been sold.

Completion of the Borough Hall procedures manual and call out list helps fulfill the Borough's Strategic Plan goal, "People" and the element, "Adopt Best Practices."

Transfer of the beach replenishment program to the Army Corps of Engineers helps fulfill the Borough's Strategic Plan goal, "Beach" and the element, "Formalize cost share with County and Army Corps of Engineers."

### **Finance Department**

A revised purchasing manual has been adopted. Training on Edmunds (municipal finance software) has recently been provided for department heads with the expectation that each will be able to fully leverage the system for budget management and purchase order processing.

Completion of the various recommendations helps fulfill the Borough's Strategic Plan objective, "People" and the category, "Improve Human Resource Function."

### Salary Comparison Study

The study comparing similar salaries from similar municipalities was completed and action was taken by the governing body to address any discrepancies.

Completion of the salary study addresses the Strategic Plan objective, "People" and the element, "Benchmark Salaries of Non-union Employees."

### Management Organization

The role of part-time Borough Administrator was created and the position has been filled. This was an important accomplishment to streamline and clarify the reporting structure within the management organization.

This addresses the Strategic Plan objective, "People" and the category, "Improve Human Resource Function."

## **Opportunities for Continued Organizational Improvement & Implementation of Best Practices**

While there has been significant progress in areas identified in previous reports, some issues remain and others are emerging. A discussion of those issues follows:

### **Finance Department**

#### Staffing

Addressing workload and staffing issues remain unresolved; however, initial steps are underway to prepare a staff member to serve as a backup for the CFO position. The incumbent Finance Clerk is enrolled in the CFO certification process, having completed six of the required nine courses of study. With completion of the program anticipated in the next year, the CFO should work with the clerk now to prepare him to serve as a deputy CFO. This is important for providing greater depth of resources within the finance office and for the purposes of succession planning. Assigning the responsibility for account reconciliation to the Finance Clerk now would be a good starting point for continued professional development.

1. Recommendation: As part of a professional development plan, assign account reconciliation to the Finance Clerk.

Employing the former CFO on a per-diem basis, 21-hours monthly, has been proposed. The proposal is worthy of support in order to address the short-term requirements for the office. In the longer term, developing and appointing a deputy CFO will provide the needed assistance and continuity of operations during any absence of the CFO.



2. Recommendation: To support the immediate work load requirements of the Finance Office and to assist in the professional development of the Finance Clerk, consider employing the former CFO on a per-diem basis.

#### Bank Services

The CFO reported that it has been several years since the Borough solicited proposals for banking services. After a lengthy period of historically low interest rates, there may be an opportunity now for the Borough to benefit from enhanced banking services and interest earned on its funds. Issuing a Request for Proposals (RFP) to prospective banks will offer the Borough the opportunity to select the provider offering the greatest value for the municipality. An essential factor for any bank that is selected is to assure the entity participates in the Government Unit Deposit Protection Act (GUDPA) which will insure the municipality's deposits in the event of a failure of a banking institution. An example Banking Services RFP has been shared with the Borough Administrator.

3. Recommendation: To assure that the Borough is gaining the most benefit from a banking provider, consider issuing a banking services RFP.

#### Account Reconciliation

Currently, the CFO is responsible for issuing checks as well as reconciling accounts. Best practice requires that the individual with responsibility for issuing checks not also reconcile accounts. Steps should be taken to assure that these activities are separated.

4. Recommendation: Assure that separate individuals are responsible for issuing checks and reconciling accounts.

#### Best Practices

Policies intended to guard against potential fraud and to assure best practices for cash management should be adopted. The Government Finance Officers Association (GFOA) is the professional body that includes local government finance officers. The GFOA provides a "Best Practices" resource list on their website: <https://www.gfoa.org/best-practices--resources>

There are three objectives of Internal Controls: (1) Reporting; (2) Effective and Efficient Operations and; (3) Compliance with Applicable Laws, Regulations, Contracts and Grant Agreements. In addition, there are five main components of Internal Controls: (1) Control Environment; (2) Risk Assessment; (3) Control Activities; (4) Information and Communication; (5) Monitoring.

Separately, information regarding best practices has been provided to the Borough Administrator.

5. Recommendation: Consider adoption of the appropriate policies and procedures to meet the objectives and components of Internal Controls.

### Software Applications

Initial training for department heads has been provided on the Edmunds financial software program. The department heads now have access to fully leverage the finance software to provide real time budget information and purchase orders. Edmunds software also offers a website portal option for on-line access by vendors and local taxpayers adding convenience for both user groups.

6. Recommendation: Consider implementing the Edmunds system portal for on-line access by vendors and local taxpayers.

The Borough uses Prime Point as the payroll provider. It was reported that the system software is not currently used to its full potential, it should be. Making full use of the payroll software features such as the "Employee Self Service" function, offers a convenience to employees and will likely reduce in person inquiries to the Finance Office allowing for greater time on task for other duties.

7. Recommendation: Provide necessary training to employees to fully leverage the potential of Prime Point payroll software.

### Tax Payments

Currently, property tax payments are required to be by check or money order. For convenience of the property owner and for the Finance Office, on-line payment by electronic check (ACH) should be included as an option. With 564 property tax payers in the Borough, offering the option of on-line payment will help to reduce the workload of the tax collection function in the Finance Office.

8. Recommendation: Consider adding an online option for payment of property taxes.

### **Assessor's Office**

The Tax Assessor is a retired NJ Division of Taxation official. Currently, he works on a part-time basis for the Borough of Mantoloking. The role of the assessor is closely linked with both the CFO and the Construction Official to assure that changes in properties are reflected in assessments. Accurate property assessments are essential in development of the local budget and tax rate. The Assessor reports good working relationships with both the CFO and the Construction Official.

According to the Assessor, there are about 20 real estate transactions annually in the Borough. The ratio of assessed value to market rate value is approximately 75%. While an equalization ratio is used to create a theoretical 100% of assessed value, county assessment officials have recently ordered a property re-assessment. The Assessor estimates that any re-assessment of property values will reveal that the greatest increase will be in the land value portion of the assessment, confirming the high desirability of property in Mantoloking.

### **Construction Office**

Many small communities rely on part-time employees to staff their construction office and its related disciplines. Mantoloking follows this model with the Construction Official (who works full-time in another municipality) working Monday – Thursday evenings, from 5pm – 7pm. The sub-code officials, all of whom

work in other municipalities, serve during evenings and in the case of the building inspector, Saturdays, in Mantoloking. The one full-time employee is the Technical Assistant to the Construction Official (TACO). There is one part-time TACO used to cover during absences of the full-time technical assistant.

While the coverage provided by the part-time inspection staff is outside of normal business hours, the Construction Official reported that there have been no complaints from permit holders regarding the availability of the staff. Because the Construction Official and sub-code officials have experience working in larger municipalities, they each bring that experience to their respective roles in Mantoloking.

Overall, the model of using part-time staff for the Construction Office makes sense for Mantoloking. One area of vulnerability, however, is the reliance on the single full-time employee to assure that the construction office is open during regular hours. During interviews it was noted that there have been occasions when the construction office was not staffed.

9. Recommendation: With just five full-time employees in Borough Hall, providing office coverage on a consistent basis can be challenging. Careful scheduling of any leave time and assuring that the part-time technical assistant provides coverage during planned office vacancies is important. If coverage is not available, staff members from another office should at a minimum, be available to take telephone messages and provide basic information regarding the construction office.
10. Recommendation: Construction Offices are intended to be self-supporting based on permit fees. An evaluation of the total local permit revenues received and the cost of operating the Construction Office should be performed. If needed, the existing fee schedule should then be modified to address any shortfall in revenue.

### **Zoning Officer**

Currently, the Borough's contract engineer performs zoning review of construction plan submissions. Although the Construction Official reports a high degree of satisfaction with the zoning review work of the engineer, this function can be performed at a lower cost using a part-time Zoning Officer.

11. Recommendation: A part-time Zoning Officer should be recruited with work hour availability that meets the needs of the Borough.

### **Administrator**

The Borough Administrator serves on a part-time basis, 24 hours per week and has been in the role for approximately 18-months. He reports that he maintains an "open door" and the interviewees reported general satisfaction with the operational improvements that have been made. Comments included: "happy with the way things are progressing," "on the right path" and "made a lot of progress." One interviewee mused whether an administrator may be needed on a full-time basis.

Since the role of administrator still somewhat new for the organization, some areas continue to require some attention. The need for improved communication was a theme expressed by many of those interviewed. Since open public meeting regulations restrict the number of elected officials that may attend a council committee meeting, it is important to share information among the council as may be

appropriate. It is equally important to remember that official action can only take place when the council meets as a body.

12. Recommendation: Continue the process of issuing weekly or bi-weekly project updates from the Borough Administrator to the Mayor and Council. The update should be a brief overview of items underway and items may be of special interest. Scheduling regular – perhaps monthly – department head meetings is another important way to assure that staff members are kept up to date and information is shared with and among key staff members.
13. Recommendation: Communication is also enhanced when elected officials work through the Borough Administrator when seeking information from or action by a staff member. In that way the administrator is kept aware of demands on staff. The administrator is often in the best position to respond most accurately to the request being made.

#### Councilmember Orientation:

For newly elected officials, joining a local governing body is like stepping onto a moving train. Creating an opportunity for newly elected officials to become oriented to the roles and responsibilities of the position as well as the budget cycle, decision making processes and understanding of proposed and on-going initiatives and projects is essential for success. Development of a formal orientation program is recommended to assure members of the Borough Council are well prepared for their role and to leverage the full potential of the governing body.

14. Recommendation: As noted in the earlier management report, there is a need to create an orientation program for newly elected officials.

### **Future Issues**

#### Flooding

As both a current and future issue, steps have been initiated to help mitigate the impact of local flooding. Check valves have been installed on selected storm drainage outfall discharge lines to help prevent backflow during storm surges. A novel design is under consideration to use an existing NJ DOT flood pumping station to include a drainage area in the community prone to flooding. Another example is the recently approved addition of a flood gate to protect Borough Hall, an important element of the community's critical infrastructure.

Despite these improvements, it is likely that continued efforts, some larger than others, will be necessary to protect the community from the impact of flooding. To best prepare for the on-going work that will be needed to address flooding, formation of a Task Force should be considered. Such a group should be charged with providing recommendations to the Mayor and Council on how best to protect the community now and into the future from the impact of localized and regional flooding.

15. Recommendation: Create a Task Force to provide recommendations to the Mayor and Council on efforts to address the impacts of flooding on both a local and regional basis.

### Construction Office

Currently, construction plans are submitted for review in paper form, soon the state will require all local construction offices to accept electronic plan submissions. The local Construction Official reports that the deadline to accept electronic plans has been postponed; however, it will likely be mandatory within a year. The electronic plan review implementation experience that the construction official will bring from a larger community will be helpful for the implementation in Mantoloking.

16. Recommendation: Planning for the submission of construction plans in electronic format should begin now so the Borough is prepared when the program becomes required statewide.

The Construction Official reports that construction activity, specifically relating to new home construction, remains strong. With a limited number of building lots available, some existing homes are being demolished to create opportunities for new construction. In a recent example, a six-year-old residential structure was razed and a new home built on the site. With the assessed values now more weighted to property rather than improvements, more “tear downs” could occur as some property owners seek to maximize their property value.

### Lifeguard Services

The Borough Strategic Plan includes the objective “Maintain Best Protected Beaches Possible.” The lifeguard program is outsourced to a third-party provider and managed under the authority of the Police Department. Those interviewed for this study praised the management efforts of the Police Department as well as the overall lifeguard services provided.

The potential vulnerability for the Borough is that there has only been one vendor bidding on the lifeguard services contract.

17. Recommendation: To create a depth of resources, the Borough should explore the availability of additional vendors for the delivery of lifeguard services.

### **Shared Services**

The Borough participates in several shared services, however, as noted in previous reports opportunities exist to further explore other shared services.

### Fire Department

The Fire Department is expecting the delivery of a “quick attack” pumper, intended to be operated by two firefighters. The smaller vehicle is designed to more easily access large properties that are some distance from the roadway. The vehicle is also an acknowledgement of the limited number of personnel available to the Fire Department. On receipt of the new quick attach pumper, Mantoloking intends to sell their aerial ladder apparatus and instead, rely on the aerial ladder truck operated by Bay Head Fire Department. This is an excellent example of a functional sharing of services. With replacement costs currently exceeding \$1 million for aerial ladder trucks, this will also result in considerable financial savings for the Borough.

The Fire Chief reported that “fewer and fewer” people are willing to serve as volunteer fighters and that mutual aid is relied on for all structural fires. The dearth of volunteers is not unique to Mantoloking and it was reported that Ocean County has begun discussing regionalization of fire services to address the shortage of firefighters.

18. Recommendation: Mantoloking should actively participate with Ocean County in exploring the regionalization of fire services to assure that adequate and timely fire suppression services will continue to be available for the Borough.

### Police Department

The Police Department has requested one additional full-time officer to address certain staffing requirements. The additional officer will result in total roster of 10 full time officers. The Chief of Police reports that recruitment of police officer candidates, whether full time or special officers, has become highly competitive. In a trend that is evident throughout the country – it has become more and more difficult to recruit candidates for law enforcement positions.

Providing adequate, around-the-clock, patrol coverage with a limited number of officers is challenging. To address the staffing challenge, the local department uses both full-time and special police officers. The current hiring environment and difficulty recruiting law enforcement officers will likely make the staffing challenges even more difficult.

As in the past studies, staff and elected officials expressed a high degree of satisfaction and pride in the Mantoloking Police Department and the in strong leadership of the Chief of Police. Indeed, the level of pride has been enhanced with the department’s recent designation as an accredited agency.

Nevertheless, delivering effective law enforcement services with a small organization will continue to be challenging. Quoting from the initial Management Report:

The reality is that the core of the department remains small, only nine officers in total. Providing opportunities for advancement, special assignment and overall job satisfaction are limited. In addition, there are times when only one officer is on duty. While these occurrences are limited, it does expose a potential safety issue, particularly with the concern of increased incidence of crime associated with Route 35, the major thoroughfare in the Borough.

Subsequent to the initial Management Report, in fact, a recent serious incident did occur on Route 35 when one officer was on duty. Clearly, the potential safety issues exist and the need for adequate staffing is real.

There are levels of shared services that should be considered. On one end of a shared services spectrum could be simply “functional,” sharing of patrol units with an adjoining community while the agencies remain distinct and separate. On the other end of the spectrum can be a merging of agencies into a new organization.

There are many options to shared services for law enforcement that should be explored. One interviewee envisioned a larger, consolidated police department with police officers with firefighter training to provide needed staffing for the fire department. The concept, known as Public Safety Officers, was popularized in the 1970's. While initiated in some areas the concept was not sustained due to among other issues, training and staffing requirements. Nonetheless, a careful analysis of all options available to enhance the delivery of law enforcement services should be considered.

19. Recommendation: Explore all options including a shared services study regarding the delivery of local law enforcement operations.

### **Public Works**

The limited DPW staff continue to accomplish an impressive amount of work with equally impressive results. The concern for the future is whether this model is sustainable. As in the case of the Police Department, a limited staff without a depth of resources may benefit from entering into a formal shared service agreement with an adjoining municipality

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

## Summary of Recommendations

1. Recommendation: As part of a professional development program, assign account reconciliation to the account clerk. (Page 5)
2. Recommendation: To support the immediate work load requirements of the Finance Office and to assist in the professional development of the account clerk, consider employing the former CFO on a per-diem basis. (Page 6)
3. Recommendation: To assure that the Borough is gaining the most benefit from a banking provider, consider issuing a banking services RFP. (Page 6)
4. Recommendation: Assure that separate individuals are responsible for issuing checks and reconciling accounts. (Page 6)
5. Recommendation: Consider adoption of the appropriate policies and procedures to meet the objectives and components of Internal Controls. (Page 6)
6. Recommendation: Consider implementing the Edmunds system portal for on-line access by vendors and local taxpayers. (Page 7)
7. Recommendation: Provide necessary training to employees to leverage the potential of Prime Point payroll software more fully. (Page 7)
8. Recommendation: Consider adding an online option for payment of property taxes. (Page 7)
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14. Recommendation: As noted in the earlier management report, there is a need to create an orientation program for newly elected officials. (Page 9)
15. Recommendation: Create a Task Force to provide recommendations to the Mayor and Council on efforts to address the impacts of flooding on both a local and regional basis. (Page 9)
16. Recommendation: Planning for the submission of construction plans in electronic format should begin now so the Borough is prepared when the program become required statewide. (Page 10)
17. Recommendation: To create a depth of resources, the Borough should explore the availability of additional vendors for the delivery of lifeguard services. (Page 10)
18. Recommendation: Mantoloking should actively participate with Ocean County in exploring the regionalization of fire services to assure that adequate and timely fire suppression services will continue to be available for the Borough. (Page 11)
19. Recommendation: Explore all options including a shared services study regarding the delivery of local law enforcement operations. (Page 12)
20. Recommendation: Consider a shared services study regarding the delivery of public works. (Page 12)