

SEPTEMBER 6, 2016

Regular Meeting of Mayor and Council was convened at 7:03 p.m. on September 6, 2016 in Council Chambers of Borough Hall with Mayor Donovan presiding.

Mayor Donovan read the statement re: Open Public Meetings Act of 1975 and that adequate notice has been provided by transmitting the Resolution of Annual Meetings to the Asbury Park Press and the Coast Star, by posting it in the Borough Hall on a bulletin board reserved for such announcements, and by posting it on the official website of the borough.

Mayor Donovan welcomed the audience and invited them to join in a moment of silent prayer and a salute to the Flag.

**ROLL CALL:** Present: Council Members Lee, Walsh, McCarthy, Olivera, Read, and Mangan.

Absent: None

Also present was Borough Attorney Mark Kitrick and Temporary Borough Administrator John Trengrove.

Mayor Donovan read the following Proclamation for Childhood Cancer Awareness Month.

**WHEREAS**, September of each year is recognized as Childhood Cancer Awareness Month throughout the nation; and

**WHEREAS**, cancer is the leading cause of death by disease in U.S. children under 15 years of age killing more children than AIDS, asthma, cystic fibrosis, diabetes and muscular dystrophy combined; and

**WHEREAS**, in the last 25 years, only 2 drugs have been successfully developed for children's cancer and two-thirds of childhood cancer patients will develop long lasting chronic conditions resulting from treatment;

**WHEREAS**, the childhood cancer rates have been rising for the past few decades and approximately 15,000 children in the U.S. under the age of 15 will be diagnosed with cancer;

**WHEREAS**, The Ashley Lauren Foundation has operated as a 501 (c) (3) non-profit organization since July, 2005 and the mission of The Ashley Lauren Foundation is to bring hope and help to children in New Jersey who have been diagnosed with cancer through financial, material and emotional assistance, parties, birthdays, outings "Making Dreams Come True," and anything else that is needed to make their lives easier, free-of-charge; and

**WHEREAS**, The Ashley Lauren Foundation has developed partnership with health care centers throughout the State of New Jersey and others in the fight against pediatric cancer in all forms; and

**WHEREAS**, the Borough of Manasquan in the State of New Jersey joins in recognizing September as Childhood Cancer Awareness Month to increase awareness and understanding of children with cancer.

**NOW, THEREFORE**, be it resolved that I, Edward G. Donovan, Mayor of the Borough of Manasquan, do hereby proclaim September as

***CHILDHOOD CANCER AWARENESS MONTH***

in the Borough of Manasquan, and I urge all citizens to "Go Gold" for September

**Audience Participation – Agenda Items**

Council Member Lee made a motion to open the meeting to audience participation, seconded by Council Member McCarthy. Motion carried unanimously.

There being no comment Council Member Walsh made a motion to close the public portion, seconded by Council Member Lee. Motion carried unanimously.

**Approval of Minutes:**

Regular Meeting Minutes - August 15, 2016

Council Member McCarthy made a motion to approve the minutes, seconded by Council Member Olivera. Motion carried unanimously.

### **Use of Borough Property**

- Longboard Surf Contest – Live Band 9/17/2016 - 8 am

There was discussion on the time of the music and fees associated for the beach department for clean-up and set up.

Council Member McCarthy made a motion to approve this request with the music not starting before 11:30 am and with the stipulation that the Beach receive a fee to cover the beach crew for the day and other related costs, seconded by Council Member Lee. Motion carried unanimously.

- NSSA Surf Contest – Change in Date – 9/25/2016 or 10/2/2016 – 8 am

There was discussion on the fee being transferred to the new request date.

Council Member Olivera made a motion to approve this request, seconded by Council Member McCarthy. Motion carried unanimously.

- Tandem Bike – Inlet Gazebo – 9/23/16 - 6:00 to 6:45 pm

Council Member Lee made a motion to approve this request, seconded by Council Member McCarthy. Motion carried unanimously.

### **Bond Anticipation Note Certificate of Determination – Update**

Mr. Trengrove advised that there was a Bond Anticipation Note that was rolled over and Provident Bank was the low bidder with .92% which will pay down \$411,000 on the note.

### **Union Request to Exchange Holiday in 2017**

There was discussion on the request to exchange February 17 for July 3 in 2017.

Council Member McCarthy made a motion to approve the request, seconded by Council Member Walsh. Motion carried unanimously.

### **Engineer's Monthly Report**

Mr. James Priolo went over the Engineer's report for August.

Council Member Mangan asked Mr. Priolo to recap the streets in the Various Roadway Improvement Project.

Mr. Priolo stated that Cowart Avenue, Lake Avenue, Minnesink Road, Pine Avenue and 6 intersections throughout the Glimmer Glass area.

### **CONSENT AGENDA**

### **RESOLUTION 256-2016**

**BE IT RESOLVED** by the Council of the Borough of Manasquan, County of Monmouth, State of New Jersey that:

**WHEREAS**, a refund of monies is due to the following:

NAME: OCWEN LOAN SERVICING, LLC  
1661 WORHTINGTON RD STE #100

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WEST PALM BEACH, FL 33409

AMOUNT OF REFUND DUE: \$1,464.82

REASON FOR REFUND: REFUND OVERPAYMENT 3<sup>RD</sup> QTR TAXES  
198 THIRD AVE, BLOCK 177 / LOT 25.03

**NOW, THEREFORE, BE IT RESOLVED** that the Chief Financial Officer is hereby authorized and directed to draw a warrant in the said amount to the above listed refunds with said warrant to be charged against the General Ledger.

**RESOLUTION  
257-2016**

**WHEREAS, N.J.S.A. 40A:9-140.10** requires that "in every municipality there shall be a chief financial officer appointed by the governing body of the municipality"; and

**WHEREAS, N.J.S.A. 40A:9-140.10** further provides that the term of office of the chief financial officer "shall be four years, which shall run from January 1 in the year in which the chief financial officer is appointed"; and

**WHEREAS,** the Borough of Manasquan is in need of a Chief Financial Officer and the Borough Council of the Borough of Manasquan desires, pursuant to N.J.S.A. 40A:9-140.10, to appoint Amy Spera as Chief Financial Officer at an annual salary of \$75,000.00, with the addition of \$5,000 upon obtaining the Qualified Purchasing Agent Certification; and

**WHEREAS,** the starting date of the hire being September 12, 2016 with the four (4) year term running from January 1, 2016

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

1. Amy Spera is hereby appointed as the Chief Financial Officer at an annual salary of \$75,000.00 with the addition of \$5,000 upon obtaining the Qualified Purchasing Agent Certification.
2. Amy Spera is hereby appointed with the starting date of the hire being September 12, 2016, with the four (4) year term running from January 1, 2016.
3. This Resolution shall take effect immediately.

**RESOLUTION  
258-2016**

**BE IT RESOLVED** by the Borough Council of the Borough of Manasquan, County of Monmouth, New Jersey confirms the appointment of Ryan Shinn, 60 Central Avenue, Manasquan, New Jersey from provisional to permanent laborer in the Department of Public Works as of September 6, 2016. No salary change. The appointee has met all the necessary requirements and evaluations for the position.

**RESOLUTION  
259-2016**

**WHEREAS** the Borough of Manasquan, NJ, has experienced flood events that resulted in public safety hazards and damage to private and public property; and

**WHEREAS** a Program for Public Information has been identified during the hazard mitigation planning process as a mitigation strategy which will increase public awareness and allow residents to take steps to protect themselves from flooding by retrofitting their homes, buying flood insurance, and planning the actions they will take during the next flood;

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**WHEREAS** the Program for Public Information includes a full range of public information activities that inform people about flood safety and ways to address potential flood damage to their property and a provides systematic approach to the dissemination of such information, and

**WHEREAS** the Program for Public Information was developed by the Hazard Mitigation Planning Committee in 2014 and approved for incorporation as an Appendix to the approved municipal Hazard Mitigation Plan on September 14, 2015; and

**NOW THEREFORE BE IT RESOLVED** by the Council of the Borough of Manasquan:

1. The Program for Public Information as approved by the Hazard Mitigation Planning Committee is hereby adopted as an official Public Information Plan of the Borough of Manasquan; minor revisions recommended by the Federal Emergency Management Agency and/or the Office of Emergency Management may be incorporated without further action.
2. The Borough of Manasquan departments identified in the Plan are hereby directed to pursue implementation of the outreach activities that are assigned to their departments.
3. The Hazard Mitigation Planning Committee shall evaluate and update the Appendix annually in concert with the annual update to the municipal Hazard Mitigation Plan.
4. The Hazard Mitigation Program Coordinator is designated to coordinate with other offices and shall periodically report on the activities, accomplishments, and progress, and shall prepare an evaluation report to be submitted to the National Flood Insurance Program during the annual CRS recertification.

**RESOLUTION  
260-2016**

**RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH  
OF MANASQUAN, COUNTY OF MONMOUTH, NEW JERSEY,  
APPOINTING FULL TIME KEYBOARDING CLERK I IN THE  
CODE/CONTRUCTION DEPARTMENT.**

**WHEREAS**, the Borough of Manasquan ("Manasquan") is in need of a Full Time Keyboarding Clerk in the Code/Construction Department; and

**WHEREAS**, Wendy Pearce was appointed to Seasonal Part Time Keyboarding Clerk on March 7, 2016 as per Borough of Manasquan Resolution 82-2016.

**NOW, THEREFORE BE IT RESOLVED** on the 6<sup>th</sup> day of September, 2016, by the Borough Council of the Borough of Manasquan, in the County of Monmouth and State of New Jersey as follows:

1. Wendy Pearce is appointed to Full Time Keyboarding Clerk I from Seasonal Part-time Keyboarding Clerk I in the Code/Construction Department at a salary rate of \$25,000 per year.
2. The effective date of this appointment is September 7, 2016.
3. A certified copy of this resolution shall be sent to ;
- 4.

Wendy G. Pearce  
2396 Linden Place  
Manasquan, NJ 08736

**RESOLUTION  
261-2016**

**WHEREAS**, the Borough Council of the Borough of Manasquan, County of Monmouth, State of New Jersey, adopted Resolution 229-2016 authorizing a Bid Notice for the rental of 205 East Main Street pursuant to N.J.S.A. 40A:12-11; and

**WHEREAS**, on August 30, 2016 a sealed public bid opening was conducted and thereafter the lone bid submitted was reviewed to ensure compliance with N.J.S.A. 40A: 12-14 entitled "Leasing of Municipal Real Property; and

**WHEREAS**, Provident Bank was determined to have met all of the requirements of the Bid Specifications and N.J.S.A. 40A:12-4 and submitted a bid inclusive of payment of all municipal taxes and utilities for the initial five (5) year term of \$31.00 per square foot; \$34.10 per square foot for the first five (5) year renewal term, and \$37.51 per square foot for the second five (5) year renewal term; and

**NOW, THEREFORE, BE IT RESOLVED** the Borough of Manasquan hereby awards the Bid to Provident Bank for the lease of 1,863 square feet on the first floor of 205 East Main Street and hereby authorizes the Mayor to sign the lease agreement as prepared by the Borough Attorney of Manasquan.

**RESOLUTION  
262-2016**

**BE IT RESOLVED** BY THE BOROUGH COUNCIL OF THE BOROUGH OF MANASQUAN, IN THE County of Monmouth, New Jersey (not less than three (3) members thereof affirmatively concurring) as follows:

1. All bills or claims as reviewed and approved by the Administration & Finance Committee and as set forth in this Resolution are hereby approved for payment.
2. The Mayor, Municipal Clerk and Chief Financial Officer are hereby authorized and directed to sign checks in payment of bills and claims which are hereby approved.

The computer print-out of the list of checks will be on file in the Clerk's Office.

Current Fund	170,517.84
Water/Sewer Fund	35,549.55
Beach Fund	25,246.46
Recreation Bldg Trust	5,320.00
Recreation Commission Trust	598.03
Open Space Trust	104,442.91
General Capital Fund	86,093.30
Water/Sewer Capital Fund	19,541.03
Beach Capital Fund	

Council Member McCarthy made a motion to approve the Consent Agenda, seconded by Council Member Walsh. Motion carried by the following vote: "yes" Council Member Lee, Walsh, McCarthy, Olivera, Read, and Mangan. "No" none.

The Borough Attorney read the title of ordinance 2208-16 for first reading and introduction.

**ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 20  
STREETS AND SIDEWALKS SUBSECTION 20-4.1; CHAPTER 35  
ZONING SUBSECTION 35-7.7 OF THE BOROUGH OF MANASQUAN**

**CODE IN THE BOROUGH OF MANASQUAN, COUNTY OF  
MONMOUTH, STATE OF NEW JERSEY.**

Council Member Lee made a motion to open the hearing to the public, seconded by Council Member Olivera. Motion carried unanimously.

There being no comment Council Member Walsh made a motion to close the hearing, seconded by Council Member Lee. Motion carried unanimously.

Council Member Walsh made a motion to pass and publish ordinance 2208-16 according to law, seconded by Council Member Lee. Motion carried by the following vote: "yes" Council Member Lee, Walsh, McCarthy, Olivera, Read, and Mangan. "No" none.

The Borough Attorney read the title of ordinance 2212-16 for first reading and introduction.

**BOND ORDINANCE PROVIDING FOR PEDESTRIAN SAFETY AND  
INSTALLATION OF ADA ROADWAY AND INFRASTRUCTURE  
IMPROVEMENTS FOR THE BOROUGH OF MANASQUAN, IN THE  
COUNTY OF MONMOUTH, NEW JERSEY APPROPRIATING  
\$350,000.00 THEREFORE AND AUTHORIZING THE ISSUANCE OF  
\$332,500.00 BONDS OR NOTES OF THE BOROUGH FOR  
FINANCING SUCH APPROPRIATION**

Council Member Olivera made a motion to open the hearing to the public, seconded by Council Member Walsh. Motion carried unanimously.

There being no comment Council Member Walsh made a motion to close the hearing, seconded by Council Member Lee. Motion carried unanimously.

Council Member Lee made a motion to pass and publish ordinance 2213-16 according to law, seconded by Council Member McCarthy. Motion carried by the following vote: "yes" Council Member Lee, Walsh, McCarthy, Olivera, Read, and Mangan. "No" none.

Mr. Trengrove advised that \$146,000 of this bond will be coming from the Community Development Block Grant program.

**COMMITTEE REPORTS**

Administration and Finance – Council Member Mangan reported that the committee met to review the ongoing projects that the Borough has, the bond anticipation notes, staffing transition plan, Provident Bank Lease and the PNC Pocket Park lease. He stated that the Borough will be applying for a program intended to provide funding for some or all of the FEMA required 10% non-federal match for the Sandy debris cleanup.

Special Services Committee – Council Member Read reported that the opening of school was a success today and urges residents to be careful and mindful of the amount of children walking to and from school on a daily basis. He reported that the athletic fields will be opened on Saturday afternoon. He reported that he received information from Sustainable Jersey for environmental energy grants and proposals are being considered.

Public Safety Committee – Council Member Olivera thanked the collaborative effort in the preparation for Hermine, especially Chris Tucker and the committee members, beach manager and council members. He thanked everyone for getting information out to the public as quickly as possible. He reported on the police activity for the summer and reported on number of arrests and summonses issued.

Beach Committee – Council Member McCarthy reported on the preparation of Hermine coming ashore and thanked all the various departments. He went over the beach season revenues for the year. He advised that the beach will be guarded this weekend. He reported that Sunday will be the 15<sup>th</sup> anniversary of 911 and the Manasquan fire department will have a ceremony in the Plaza.

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Building, Planning & Zoning – Council Member Walsh welcomed Amy Spera as the new CFO and he welcomed Wendy Pearce to the Code/Construction department as a full time employee. He reported on the gov. pilot program for the code/construction department.

Public Works & Grounds – Council Member Lee also welcomed Amy and thanked council for the full time hire of Ryan Shinn. He advised that there is an opening in the public works for the recycling center attendant during the weekend and this position will be filled by a seasonal employee being promoted to a part-time position. He thanked OEM for all of the pre-planning for potential storms and he thanked all other involved for the pre-planning. He thanked James Priolo for his update on the basketball courts and the improvements that are being made, water meter project and the lime slurry system. He reported that the public works will be returning to the pothole repairs with the hot patch. The thanked public works and the Chief for their oversight of the area near the train tracks and encampments. He reported that the Superintendent of Public Works position is open and the Borough is accepting resumes through October 1.

Mayor Donovan welcomed the new Coast Star reporter Cassie. He echoed the comments that were made about everyone that was involved in getting the town ready for Hermine and the lifeguards for keeping beachgoers safe with the rip currents.

#### AUDIENCE PARTICIPATION

Council Member McCarthy made a motion to open the meeting to the public, seconded by Council Member Lee. Motion carried unanimously.

Thomas Abruzzo, 339 First Avenue went over an issue he has with a denial of ICC grant money as it relates to the height of his home. He inquired about the town raising the minimum base flood height so he would qualify.

Mayor Donovan stated that the Borough will look into it.

Council Member McCarthy advised that Mr. Abruzzo should leave his phone number with the Clerk and someone will look into the request.

There was discussion on the FEMA maps and the current height and what has happened in the town since the storm.

Council Member Walsh made a motion to close the public portion, seconded by Council Member Mangan. Motion carried unanimously.

Council Member Mangan made a motion to close the regular meeting at 8:50 p.m., seconded by Council Member McCarthy. Motion carried unanimously.

Respectfully submitted,



Barbara Ilaria  
Municipal Clerk

**DATE APPROVED** 9-19-16