

REORGANIZATION MEETING JANUARY 4<sup>th</sup>, 2016

A Reorganization Meeting of Mayor and Council was convened at 6:00 p.m., in Council Chambers of Borough Hall with former Mayor Dempsey and Mayor Donovan presiding.

Mayor Dempsey stated that this meeting is being held in accordance with the Open Public Meetings Act of 1975 and that notice was given to the Coast Star and the Asbury Park Press on December 18, 2014 and January 5, 2015.

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

Absent: Council Member Olivera

Also present were Municipal Administrator Joseph DeIorio and Municipal Attorney Mark Kitrick.

Mayor Dempsey stated that on January 1, 2016 Assemblyman Rible swore in Edward Donovan as Mayor and James Walsh as Council Member. He passed the gavel on to Mayor Donovan and stated that he will do a great job.

**RESOLUTION:**

**RESOLUTION  
29-2016**

**RESOLUTION OF THE BOROUGH COUNCIL OF THE  
BOROUGH OF MANASQUAN, MONMOUTH COUNTY,  
NEW JERSEY, AUTHORIZING THE MAYOR AND  
MUNICIPAL CLERK TO EXECUTE AN EMPLOYMENT  
AGREEMENT BETWEEN MICHAEL BAUER AND THE  
BOROUGH OF MANASQUAN FOR CHIEF OF POLICE**

**WHEREAS**, the Borough of Manasquan is desirous of entering an employment agreement with Michael Bauer for the position of Chief of Police; and

**WHEREAS**, the proposed employment contract is on file in the Borough Clerk's Office; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Manasquan, Monmouth County, New Jersey, on this 4<sup>th</sup> day of January, 2016, as follows:

1. The Borough Council authorizes and directs the Mayor and Municipal Clerk to execute the employment contract with Michael Bauer for a term ending 12/31/2016 at the annual salary of \$154,000.
2. A certified copy of this Resolution shall be sent to:

Michael Bauer  
18 Allen Avenue  
Manasquan NJ 08736

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

**SWEARING IN CEREMONIES:**

Mayor Donovan swore in Michael Bauer as Chief of Police.

Assemblyman Dave Rible was present and said a few words to the Council and the audience.

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

**VOLUNTEER OF THE YEAR 2015 - Michael Grady**

Mayor Donovan read the following proclamation and presented Mr. Grady with a Volunteer of the Year Plaque.

**VOLUNTEER OF THE YEAR**

**WHEREAS**, certain of our citizens contribute of themselves for the betterment of the Borough of

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Manasquan, and thus, making this a better community for us all. Today, Michael Grady will be recognized as 'VOLUNTEER OF THE YEAR' and;

**WHEREAS**, Michael is a retired Master Sergeant in the United States Air Force serving 25 years and has been a McCullough Air Crew Relief Fund Trustee for 10 years and is a Life Member of Manasquan VFW 1838; and

**WHEREAS**, Michael for many years he has unselfishly given his time to various organizations in the Borough of Manasquan; and

**WHEREAS**, Michael was a Volunteer Fireman for Manasquan Engine Co. #2 from 1978 through 1986 and for 17 years has been Assistant Scoutmaster and Committee Chairman of Manasquan Boy Scout Troop 59; and

**WHEREAS**, Michael has repeatedly shown his dedication to the youth of Manasquan. Throughout the years he has devoted his time to various organizations such as, coaching Manasquan/Brielle Little League, serving as both coach and as Vice President of the Youth Soccer Club, as coach and board member to Manasquan In-line Hockey and board member of the Manasquan Ice Hockey Club; and

**WHEREAS**, Michael has volunteered for the Manasquan Chamber of Commerce Candy Cane Hunt for 22 years, sharing his enthusiasm for this festive event and he has been an impassioned member of Manasquan Tourism for 8 years; and

**NOW, THEREFORE, BE IT RESOLVED**, that I, Edward G. Donovan., Mayor of the Borough of Manasquan, by the power vested in me, do hereby congratulate Michal Grady for his contribution to the good people of Manasquan and I hereby proclaim January 4, 2016 as Michael Grady "VOLUNTEER OF THE YEAR RECOGNITION DAY" in the Borough of Manasquan.

**BE IT THEREFORE, FURTHER RESOLVED**, by the Mayor and Borough Council, that the full text of this Proclamation be spread upon the official minutes of the Borough Council, meeting of the 4<sup>th</sup> day January 2016. Let true and official copies of this Proclamation be spread upon the minutes of the Borough Council meeting held on the 4<sup>th</sup> day of January, 2016.

REORGANIZATION

Council's Action regarding the 2015 Council President

Council Member Mangan made a motion to nominate Council Member McCarthy to the position of 2016 Council President, seconded by Council Member Lee. Motion carried by the following vote: "yes" Council Member Lee, Walsh, Mangan, and McCarthy. "No" none.

Mayor Donovan stated that any position that has TBA will be appointed at a future meeting and that person will take the council seat that was vacated when he was elected as Mayor.

COMMITTEES FOR 2016

Mayor Donovan stated that the first council member named is the chair of that committee.

Administration & Finance Committee	Mangan	Olivera	McCarthy
Beach Committee	McCarthy	Lee	Olivera
Building, Planning & Zoning Committee	Walsh	TBA	Mangan
Public Safety Committee	Olivera	McCarthy	TBA
Public Works & Property Committee	Lee	Mangan	Walsh

Special Services  
Committee

TBA

Walsh

Lee

**SUBCOMMITTEES & COMMISSIONS**

1. Board of Education Liaison – TBA
2. Personnel Committee- Mangan, Lee, and Chairperson of affected Committee
3. Manasquan Library Liaison- TBA
4. Shared Services – McCarthy, Mangan, and Chairperson of affected Committee

Mayor Donovan presented the following appointments for approval.

POSITION	TERM	NAME
<b>Board of Appeals:</b>		
Chairperson/Council Rep:	1 yr	Owen McCarthy
Council Representative:	1 yr	TBA
Regular Member	2 yr	Vacant
Member	2 yr	William Place
Board Attorney	1 yr	James D. Carton, IV

Council Member Mangan made a motion to approve the appointments, seconded by Council Member Lee. Motion carried unanimously.

Mayor Donovan presented the following appointments for approval.

**Board of Health:**

Member	4 yr	Penny Hamilton
Liaison	1 yr	Barbara Ilaria

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

Mayor Donovan presented the following appointments for approval.

**Cable Advisory:**

Director of Television Services	1 yr	Lee Weisert
Member	3 yr	Robert Miles
Member	3 yr	Emily Neiberlin
Council Liaison	1 yr	TBA

Council Member Lee made a motion to approve the appointment, seconded by Council Member Mangan. Motion carried unanimously.

Mayor Donovan presented the following appointment for approval.

<b>Construction Official:</b>	1 yr	Albert Ratz
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Council Member Lee made a motion to approve the appointment, seconded by Council Member McCarthy. Motion carried unanimously.

Mayor Donovan announced the following appointments.

**Emergency Management Council:**

Secretary	1 yr	Yvonne Calabro
Mayor	1 yr	Edward Donovan
Chair DPW Committee	1 yr	Jeffrey Lee
Police Chief	1 yr	Michael Bauer
Municipal Clerk	1 yr	Barbara Ilaria
Fire Dept. Liaison	1 yr	David Kircher
DPW Superintendent	1 yr	Thomas Nicastro
First Aid Captain	1 yr	Jerry Brown
Shelter Care Coordinator	1 yr	Rev. Reggie Albert

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Construction Official	1 yr	Albert Ratz
Borough Engineer	1 yr	Maser Consulting
Community Representative	1 yr	Peter Mayer
Community Representative	1 yr	Jerry Hall
Community Representative	1 yr	Richard Read
Mayor's Representative	1 yr	Michael Mangan
Council Liaison	1 yr	Gregg Olivera

Mayor Donovan announced the following appointments.

## Environmental Commission:

Member	3 yr	Greg Love
Member	3 yr	Daniel Seitz
Member	3 yr	Jason Bryant
Alternate #1	2 yr	Vacant
Alternate #2	2 yr	Vacant
Council Liaison	1 yr	TBA

Mayor Donovan announced the following appointment.

**Historian:** 1 yr Mary Ware

Mayor Donovan presented the following appointment for approval.

**Official Tax Searcher:** 1 yr Courtney Hogan

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

Mayor Donovan presented the following appointments for approval.

## Open Space Committee:

Member-Environmental	1 yr	Jason Bryant
Member-Planning Board	1 yr	TBA
Member-Recreation	1 yr	TBA
Alternate: Environmental	1 yr	TBA
Alternate: Planning Board	1 yr	TBA
Alternate: Recreation	1 yr	TBA
Member – Council Rep	3 yr	TBA
Alternate – Council Rep	1 yr	TBA

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

Mayor Donovan presented the following appointment for approval.

## Planning Board:

CL III Council Liaison (Council) 1 yr Owen McCarthy

Council Member Mangan made a motion to approve the appointment, seconded by Council Member Lee. Motion carried unanimously.

Mayor Donovan announced the following appointments.

## Planning Board:

CL I	1 yr	Edward Donovan
CL II	1 yr	Barbara Ilaria
CL IV (unexpired 12/31/16)	2 yr	Robert Young
CL IV, Environmental Liaison	3 yr	Greg Love
CL I, Mayor's Designee	1 yr	Kevin Thompson
Alternate #3 (unexpired 12/31/16)	2 yr	Mark Larkin
Secretary	1 yr	Mary Salerno

Mayor Donovan announced the following appointments.

**Recreation Commission:**

Mayor's Representative:	1 yr	Robert Wells
Member	5 yr	Geoff Brown
Member	5 yr	Mark Liggett
Alternate #1	4 yr	Vacant
Alternate #2	4 yr	Vacant
Council Liaison	1 yr	TBA

Mayor Donovan announced the following appointments.

**Shade Tree Commission:**

Alternate #2	4yr	Catherine Lindemer
Mayor's Des.	1 yr	Tom Lozinski
Council Liaison	1 yr	Jeff Lee

Mayor Donovan announced the following appointments.

**Tourism Commission:**

Member	3 yr	Penny Hamilton
Council Liaison	1 yr	Owen McCarthy

Mayor Donovan presented the following appointment for approval.

**Water/Sewer Collector:** 1 yr Courtney Hogan

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

Mayor Donovan announced the following appointments.

**Fire-Police** – Anthony Alfano, Lt.; Bruce Bresnahan, Capt; Tim Manoville; Richard Patterson; William Paynton, Lt; Mark Stemmermann, Sect; Kevin Thompson; Boyd Wagner, Capt.

**CONSENT AGENDA**

Council Member Mangan made a motion to add resolution 31-2016 to the Consent Agenda, seconded by Council Member Lee. Motion carried unanimously.

**RESOLUTION  
1-2016**

**BE IT RESOLVED** by the Borough Council of the Borough of Manasquan, Monmouth County, New Jersey, that the following newspapers shall be designated the official newspapers of the Borough of Manasquan, New Jersey, for the year 2016.

The Coast Star	Manasquan, New Jersey
The Asbury Park Press	Neptune, New Jersey
The Newark Star Ledger	Newark, New Jersey

**RESOLUTION  
2-2016**

**BE IT RESOLVED** by the Borough Council of the Borough of Manasquan, County of Monmouth, State of New Jersey, that Municipal Administrator Joseph DeIorio be appointed as the representative to the Monmouth County Community Block Grant Development Program effective January 1, 2016 through December 31, 2016.

**BE IT FURTHER RESOLVED** that Mayor Edward Donovan be appointed as the deputy representative and his designee Thomas Nicasro to the Monmouth County Community Block Grant Development Program effective January 1, 2016 through December 31, 2016.

**RESOLUTION**

**3-2016**

**BE IT RESOLVED** by the Borough Council of the Borough of Manasquan, Monmouth County, New Jersey, that the Municipal Clerk be authorized to sign the Community Service Program, Working Agreement with Work Site for 2016.

**RESOLUTION**

**4-2016**

**BE IT RESOLVED** by the Borough Council of the Borough of Manasquan, County of Monmouth, State of New Jersey, that Frank DiRoma be appointed Community Rating System Coordinator for a one year term from January 1, 2016 through December 31, 2016.

**CASH MANAGEMENT PLAN**

**RESOLUTION**

**5-2016**

**BE IT RESOLVED** by the Mayor and Borough Council of the Borough of Manasquan, County of Monmouth, New Jersey, that for the year 2016 the following shall serve as the cash management plan of the Borough of Manasquan.

The Chief Financial Officer is directed to use this cash management plan as the guide in depositing and investing the Borough of Manasquan's funds.

The following are suitable and authorized investments.

Interest-bearing bank accounts and certificates of deposit in authorized banks, listed below, for deposit of local unit funds.

Government money market mutual funds as comply with N.J.S.A. 40A:5-15.1 (e)

Local government investment pools which comply with N.J.S.A. 40A:5-15.1 (e) and conditions set by the Division of Local Government Services.

New Jersey State Cash Management Fund.

Repurchase agreements (repos) of fully collateralized securities which comply with N.J.S.A. 40A:5-15.1 (a)

The following Government Unit Depository Protection Act approved banks are authorized depositories for the deposit of funds:

Central Jersey Bank	2200 State Highway 35 Wall, New Jersey 08750
Manasquan Savings Bank	185 Main Street Manasquan, New Jersey 08736
Provident Savings Bank	Highway 71 and 205 Main Street Manasquan, New Jersey 08736
Santander Bank	2500 Belmar Blvd. Wall, New Jersey 07719
TD Bank	6000 Atrium Way Mount Laurel, New Jersey 08054
North Fork Bank	1314 Sea Girt Avenue Wall, New Jersey 07719

The CFO shall report to the governing body any account that does not earn interest.

**CASH MANAGEMENT POLICY**

**RESOLUTION  
6-2016**

**BE IT RESOLVED** by the Mayor and Borough Council of the Borough of Manasquan, County of Monmouth, New Jersey, that the Chief Financial Officer shall administer the cash management plan adopted on January 4, 2016 through compliance with 40A:5-1 et seq. prudent application of these cash management policies, which shall not conflict the plan in any way.

**I. Objectives:** the priority of investing practices shall be, in order of descending importance, **security, liquidity, and yield.**

A. **Security:** The safety of principal is the foremost objective of the cash management plan. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective is to mitigate credit risk and interest rate risk.

1. **Credit Risk:** Credit risk is the risk of loss due to failure of the security issuer or backer. Credit risk may be mitigated by:

a. Limiting investments to the safest types of securities.

b. Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which an entity will do business.

2. **Interest Rate Risk:** Interest rate risk is the risk that the market value of the securities in the portfolio will fall due to changes in general interest rates. Interest rate risk may be mitigated by:

a. Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and

b. By investing operating funds primarily in shorter-term securities.

B. **Liquidity:** The portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Investments of various funds should be structured so that they match the potential need. Thus, investments of operating funds should be kept in investments with a maturity of not more than one year. Investments of a capital, or long term trust fund nature should match the expected use of the funds, but not to exceed five years. Investments should consist of securities with active secondary markets or in mutual funds that permit liquidation at net asset value. Securities shall not be sold prior to maturity with the following exceptions:

1. a declining credit security could be sold early to minimize the loss of principal.

2. a security swap would improve the quality, yield, or target duration in the portfolio.

3. liquidity needs of the local unit require that the security be sold.

C. **Yield:** The investment portfolio must be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. The chief financial officer shall carefully evaluate the legality, security, and yield attributes of any investment offering above market yields.

**II. Standards of Care**

A. **Prudence**

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio in accordance with State law and this policy. Chief financial officers acting in accordance with the cash management plan and policy shall be relieved of any liability for loss of such moneys due to the insolvency or closing of any depository

designated by, or the decrease in value of any investment authorized by, the cash management plan.

Investment shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

**B. Ethics and Conflicts of Interest**

Officers and employees involved in the investment process shall not have personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material investment in financial institutions with which they conduct business. They shall disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of their entity. Personnel involved in investment activities shall comply with the Local Government Ethics Law.

**C. Delegation of Responsibility and Authority**

Responsibility and authority to manage the cash management plan and policy is granted to the chief financial officer pursuant to N.J.S.A. 40A:5-14. No person may engage in an investment transaction except as provided under the terms of the policy and the written procedures established by the chief financial officer. The chief financial officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

**III. Safekeeping and Custody**

**A. Authorized Banks for Deposit of Governmental Funds**

The cash management plan shall list all authorized banks for deposit of governmental funds. Only banks approved by the Department of Banking and Insurance under the Government Unit Depository Protection Act (GUDPA) can be approved depositories.

**B. Internal Controls**

1. The governing body shall act to provide that the agency has an internal control structure that is established, defined and maintained to ensure that the assets of the entity are protected from loss, theft or misuse. The chief financial officer shall develop written internal controls and submit them to the governing body for approval. The internal control structure shall be designed to provide reasonable assurance that the assets of the entity are protected from loss, theft or misuse. The concept of reasonable assurance recognizes that:

- a. the cost of a control should not exceed the benefits likely to be derived.
- b. the valuation of costs and benefits of internal controls requires estimates and judgments by management.

**C. Delivery vs Payment**

All trades where applicable will be executed by delivery vs payment (DVP). This ensures that securities are deposited in the eligible financial institution prior to the release of funds. Securities will be held by a third party custodian as evidenced by safekeeping receipts.

**IV. Policy**

The cash management plan must be approved by the governing body, by resolution, on an annual basis, and may be amended at any time during the year to reflect changes due to changes in laws, depositories, funds or investments.

**RESOLUTION  
7-2016**

**BE IT RESOLVED** by the Borough Council of the Borough of Manasquan, County of Monmouth,

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State of New Jersey, that Joseph DeIorio be appointed JIF Fund Commissioner and CJHIF Health Fund Commissioner for a one year term commencing on January 1, 2016 through December 31, 2016

**BE IT RESOLVED** that Superintendent of Public Works Department Thomas Nicaastro be appointed as the Alternate JIF Fund Commissioner and Alternate CJHIF Health Fund Commissioner for a one year term commencing January 1, 2016 through December 31, 2016.

**BE IT FURTHER RESOLVED** by the Mayor and Council of the Borough of Manasquan that the Chief Financial Officer, Joseph DeIorio, is hereby authorized to perform all matters necessary to enable the issuance of all insurance premiums throughout the year 2016, without the need of further resolution or action by the Mayor and Council of the Borough of Manasquan.

## RESOLUTION 8-2016

**WHEREAS, N.J.S.A. 40:4-19** 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

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Manasquan, County of Monmouth, State of New Jersey, that the following appropriations constitute the 2016 budget:

### 2016 TEMPORARY BUDGET

CURRENT FUND:	Salaries & Wages	Other Expense
Administrator	6,625.00	2,278.00
Governing Body	2,064.00	636.00
Municipal Clerk	22,105.00	9,381.00
Financial Administration	9,974.00	2,576.00
Audit Service		5,550.00
Collection of Taxes	8,907.00	2,687.00
Assessment of Taxes	7,134.00	569.00
Legal Services		19,875.00
Engineering Services		7,155.00
Planning Board	5,314.00	2,297.00
Code Enforcement	25,655.00	1,701.00
Zoning Office	6,017.00	
Construction Official	21,889.00	821.00
Electrical Inspection	2,477.00	
Plumbing Inspection	2,491.00	
Fire Inspection	694.00	
Insurance		245,736.00
Health Benefit Opt-Out		5,000.00
Police	677,039.00	24,809.00
Emergency Management	1,985.00	1,325.00
Streets & Roads Maintenance	87,437.00	12,779.00
Maintenance of Borough Vehicles		12,455.00
Solid Waste-Recycling/Disposal	826.00	96,208.00
Public Buildings & Grounds		15,142.00
Shade Tree Commission		11,315.00
Traffic Lights		1,060.00
Board of Health	861.00	6.00
Animal Control		3,498.00
Environmental Commission		365.00
Recreational Commission	7,552.00	881.00
Landfill/Solid Waste Disposal		74,862.00
Parks & Playgrounds	29,451.00	5,909.00
Senior Citizen Transportation		265.00
Anniversary & Holidays		535.00
Waterways		1,245.00
Utilities		48,000.00
Contingent		500.00
Social Security & Medicare		41,598.00

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Drug Alliance		17,095.00
Interlocal - Brielle Gasoline		19,345.00
Snow Removal		3,180.00
Municipal Court	26,468.00	26,947.00
Library		25,000.00

NJEIT Principal 25,000.00

952,965.00 775,586.00

**TOTAL 2016 CURRENT FUND  
TEMPORARY BUDGET**

**1,728,551.00**

**2016 TEMPORARY BUDGET**

**WATER/SEWER UTILITY FUND**

Salaries &  
Wages

Other  
Expense

Salaries and Wages

128,525.00

Other Expense

145,762.00

SMRSA

231,676.00

Social Security & Medicare

9,832.00

NJEIT – Principal

125,000.00

NJEIT – Interest

30,000.00

128,525.00

542,270.00

**TOTAL 2016 WATER/SEWER TEMP. BUDGET**

**670,795.00**

**BEACH UTILITY BUDGET**

Salaries & Wages

227,368.00

Other Expense

158,790.00

Social Security & Medicare

16,983.00

227,368.00

175,773.00

**TOTAL 2016 BEACH FUND TEMP. BUDGET**

**403,141.00**

**RESOLUTION**

**9-2016**

**BE IT RESOLVED** that the Borough Council of the Borough of Manasquan, County of Monmouth, State of New Jersey, has authorized that the following employee shall receive the stipends listed below for the calendar year 2016

**EMPLOYEE:**

Mary Salerno, Planning Board Secretary \$100.00 per meeting

**BE IT RESOLVED** that in the absence of the Planning Board Secretary an Alternate may be assigned by the Administrator and shall be paid based on alternate employee hourly rate of pay; and

**BE IT FURTHER RESOLVED** that the Borough Clerk is authorized to notify the employee upon passage of this resolution.

**RESOLUTION**

**10-2016**

**WHEREAS**, the Mayor and Council of the Borough of Manasquan reimburse officials, officers and employees for automobile business usage, and

**WHEREAS**, the Mayor and Council are desirous of setting a rate for automobile business usage, and

**WHEREAS**, the Internal Revenue Service has announced the standard mileage expense rate for automobile business usage effective January 1, 2016 will be .54 cents per mile.

**RESOLUTION  
11-2016**

**WHEREAS**, R. S. 54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for nonpayment of taxes or assessments; and

**WHEREAS**, R. S. 54:4-67 has been amended to permit the fixing of said rate of 8% per annum on the first \$1,500.00 of the delinquency and 18% per annum on any amount in excess of \$1,500.00; and

**WHEREAS**, R. S. 54:4-65 provides for a 6% year end penalty to be charged on delinquencies over \$10,000 in any one year on any one property; and

**WHEREAS**, C99, P.L. 1997 requires the governing body to pass a resolution to hold a tax sale;

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

1. The Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500.00 of taxes or assessments becoming delinquent after the due date and 18% per annum on any amount of taxes or assessments in excess of \$1,500.00 becoming delinquent after the due date.
2. Quarterly tax payments shall have a ten (10) day grace period, with the due date counted as being day one (1).
3. The Tax Collector is hereby authorized to charge a 6% year end penalty for all unpaid delinquencies over \$10,000 on any one property at the end of any one year.
4. The Tax Collector is hereby authorized to cancel any tax credit balances up to \$10.00 and tax debit balances up to \$5.00.
5. The Tax Collector must hold a tax sale on current or prior year delinquencies each year and may sell any properties delinquent after the 11<sup>th</sup> day of the 11<sup>th</sup> month of each year.

**RESOLUTION  
12-2016**

**BE IT RESOLVED**, that Barbara Ilaria, Borough Clerk, be and is hereby named the Public Agency Compliance Officer (P.A.C.O.) for Affirmative Action in the Borough of Manasquan.

**RESOLUTION  
13-2016**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Manasquan that the Chief Financial Officer, Joseph DeIorio, is hereby authorized to perform all matters necessary to enable the issuance of Borough Payroll checks in twenty-six installments throughout the year 2016 without the need of further resolutions or action by the Mayor and Council of the Borough of Manasquan, and

**BE IT FURTHER RESOLVED** that the payroll referred to herein for Borough employees is as authorized by ordinances and resolutions.

**RESOLUTION  
14-2016**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Manasquan that the Chief Financial Officer, Joseph DeIorio, is hereby authorized to perform all matters necessary to enable the issuance of Borough

Social Security payments in twenty-six installments throughout the year 2016 without the need of further resolutions or actions by the Mayor and Council of the Borough of Manasquan.

**RESOLUTION  
15-2016**

**BE IT RESOLVED**, that the Hon. Edward Donovan., Mayor of the Borough of Manasquan, be and is hereby authorized to sign checks and warrants on behalf of the Borough of Manasquan and otherwise act for the Borough of Manasquan in such instances as may become necessary in the various banking transactions involving the Borough, and

**BE IT FURTHER RESOLVED**, that the President of Council of the Borough of Manasquan, be and is hereby authorized to act as aforesaid in the place and stead of the Mayor at such times as by law he is empowered so to do.

**BE IT FURTHER RESOLVED**, that a copy of this resolution be filed with Provident Bank, one of the official depositories of the Borough.

**RESOLUTION  
16-2016**

**BE IT RESOLVED**, that the Provident Bank shall be the depository for the Animal Control Trust Fund Account, Assessment Trust Fund Account, Community Alliance Account, Current Account, Federal Special Law Enforcement Fund Account, General Capital Account, HUD Trust Account, Public Assistance Trust Fund Account #1, Public Assistance Trust Fund Account #2, Recreation Trust Fund Account, Safe Keeping Account (Police Department), Sewer Utility Capital Account, Sewer Utility Operating Account, Special Law Enforcement Fund Account, State Unemployment Insurance Account, Tax Collector Premium Account and Trust Other Account of the Borough of Manasquan and the custodian shall be Joseph DeIorio, Chief Financial Officer. All disbursements shall be made by checks signed by Joseph DeIorio, Chief Financial Officer (or Courtney Hogan, Assistant CFO), Edward Donovan, Mayor (or Council President) and Barbara Ilaria, Borough Clerk (or Nancy Acciavatti, Deputy Borough Clerk, in the absence of the Borough Clerk).

**BE IT FURTHER RESOLVED**, that the Provident Bank shall be the depository for the Payroll Account and Payroll Agency Account of the Borough of Manasquan and the custodian shall be Joseph DeIorio, Chief Financial Officer or Courtney Hogan, Assistant CFO. All disbursements shall be made by checks signed by Joseph DeIorio, Chief Financial Officer or Courtney Hogan, Assistant CFO.

**RESOLUTION  
17-2015**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Manasquan that the Chief Financial Officer, Joseph DeIorio, is hereby authorized to perform all matters necessary to enable the issuance of the Unemployment/Disability payments on a quarterly basis throughout the year 2016 without the need of further resolution or action by the Mayor and Council of the Borough of Manasquan.

**RESOLUTION  
18-2016**

**WHEREAS**, the application to establish a Petty Cash Fund in the Office of the Borough Clerk, in the Office of the Chief of Police and in the Office of the Code/Construction Department of the Borough of Manasquan has been approved by the Director of Local Government Services, now therefore,

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Manasquan that Joseph DeIorio, Chief Financial Officer, is hereby authorized to draw checks as follows:

\$100.00, which sum is to be utilized as a Petty Cash Fund in the Office of the  
Borough Clerk

\$100.00, which sum is to be utilized as a Petty Cash Fund in the Office of the  
Chief of Police

\$ 50.00, which sum is to be utilized as a Petty Cash Fund in the Office of the  
Code/Construction Dept.

**BE IT FURTHER RESOLVED** that the said Joseph DeIorio, Chief Financial Officer, is hereby authorized to draw similar checks in the future, pursuant to the guidelines established in the approved application at whatever times the said Petty Cash Fund required additional monies.

**RESOLUTION  
19-2016**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Manasquan that the Chief Financial Officer, Joseph DeIorio is hereby authorized to perform all matters necessary to enable the issuance of the County, School and Fire District Tax payments on a quarterly basis throughout the year 2016 without the need of further resolution or action by the Mayor and Council of the Borough of Manasquan

**RESOLUTION  
20-2016**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Manasquan that the Chief Financial Officer, Joseph DeIorio, is hereby authorized to perform all matters necessary to enable the issuance of all Debt Payments throughout the year 2016 as required, without the need of further resolution or action by the Mayor and Council of the Borough of Manasquan.

**RESOLUTION  
21-2016**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Manasquan that the Chief Financial Officer, Joseph DeIorio, is hereby authorized to perform all matters necessary to enable the issuance of all medical insurance premiums throughout the year 2016, without the need of further resolution or action by the Mayor and Council of the Borough of Manasquan.

**RESOLUTION  
22-2016**

**WHEREAS**, the Governing Body of the Borough of Manasquan has permitted encroachments onto municipal properties through authorized and executed licenses; and

**WHEREAS**, when a license is approved, an annual fee is charged to the property owner who is encroaching onto municipal property, with legal interest; and

**WHEREAS**, is has been deemed necessary to establish a rate of interest for licenses issued for municipal encumbrances; and

**WHEREAS**, the Borough has determined the rate be based on the 1 Year London Interbank Offered Rate (LIBOR) plus 3 percentage points; and

**WHEREAS**, the current 1 Year LIBOR rate is 1.15; and

**NOW, THEREFORE, BE IT RESOLVED**, that the interest rate for the

licenses issued for encroachments onto municipal properties in the year 2016 be 4.15%.

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough of Manasquan, County of Monmouth, State of New Jersey that the Mayor and Council authorize the Municipal Clerk's Office to institute said interest for properties licensed to allow encroachments onto municipal property.

**RESOLUTION  
23-2016**

**WHEREAS**, N.J.S.A. 40:56-35 permits a governing body to issue a special assessment for any improvement; and

**WHEREAS**, N.J.S.A. 40:56-35 permits a municipality to provide that the assessments may be payable in installments, with legal interest; and

**NOW, THEREFORE, BE IT RESOLVED**, that the interest rate for the installment payment for special assessments confirmed in the year 2016 be 0.883%.

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough of Manasquan, County of Monmouth, State of New Jersey that the Mayor and Council authorize the Tax Collector to institute said interest for properties requesting installment payments as prescribed by law.

**RESOLUTION  
24-2016**

**WHEREAS**, Chapter 2 of the Borough of Manasquan Municipal Code states that the council shall meet for organization on the first day of January or within the first 7 days in January in any year at such time and place as council may direct; and

**WHEREAS**, as Chapter 2-3 under the Powers and Duties of Mayor shall maintain peace and good order; and

**WHEREAS**, Chapter 2-3.1 states the Mayor shall on all occasions preserve order and decorum; and

**WHEREAS**, Chapter 2-5.1 states that the deliberations of the council shall be governed by Roberts Rules of Order; and

**NOW THEREFORE BE IT RESOLVED**, that the Mayor, in order to effectuate proper decorum, assigns the seating arrangement for the year beginning 2016 for the members of council as follows:

Council Member Jeffrey Lee  
Council Member James Walsh  
Council Member Owen McCarthy  
Council Member Gregg Olivera  
Council Member Open  
Council Member Michael Mangan

**RESOLUTION  
25-2016**

**WHEREAS**, the Borough of Manasquan is desirous of appointing SLEO's, Class I and Class II and Crossing Guards for 2016; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Manasquan, Monmouth County, New Jersey, on this 4<sup>th</sup> day of January, 2016 appoint the following for 2016:

**Class I & II**

- |                                |                     |
|--------------------------------|---------------------|
| 1) Arnold, Spencer (Class 1)   | 15) Norek, Sean     |
| 2) Battaglia, Joshua (Class 1) | 16) Ottmer, Justin  |
| 3) Bennett, Brooke             | 17) Parker, Richard |

REORGANIZATION MEETING JANUARY 4<sup>th</sup>, 2016

- |                                  |                                |
|----------------------------------|--------------------------------|
| 4) Brewer, Brenton               | 18) Ringo, John                |
| 5) DeAngelo, Joseph (Class 1)    | 19) Shunda, Ilir (Class 1)     |
| 6) Eisenman, Donald              | 20) Spadaro, Matthew (Class 1) |
| 7) Farina, Nicole                | 21) Teller, Douglas            |
| 8) Harris, Christopher           |                                |
| 9) Jones, Michael                |                                |
| 10) Jones Jr., Michael (Class 1) |                                |
| 11) Krol, Michael                |                                |
| 12) Marquis, Matthew (Class 1)   |                                |
| 13) McGowan, Mark                |                                |
| 14) McMahon, Paul                |                                |

**Part-time Communication Operator**

- 1) McGowan, Mark
- 2) Palmer, Robert

**Full-Time Crossing Guards:**

- 1) Boden, Judith
- 2) Brown, Anne
- 3) Drury, Marietta
- 4) Frey, Kathryn
- 5) Hodkinson, Ralph
- 6) VanSickle, Patricia

**Substitute Crossing Guards:**

- 1) Farina, Nicolle
- 2) Gonzalez, Lisbeth
- 3) Konsavich, Tammi
- 4) Shunda, Ilir

**RESOLUTION  
26-2016**

**WHEREAS**, N.J.S.A. 40A:11-5 (1) (a) (1) permits the governing body to award a professional services contract without publicly advertising for bids and bidding therefor; and

**WHEREAS**, the borough council has determined that there is a need for professional services during the 2016 calendar year; and

**WHEREAS**, the borough council has determined to provide the need to acquire these professional services as a non-fair and open contract pursuant to the provisions of N. J. S. A. 19:44A-20.5; and

**WHEREAS**, the chief financial officer of the municipality has determined and certified in writing that the value of these professional services may exceed \$21,000; and

**WHEREAS**, the anticipated term of these contracts are one year (January 1, 2016 to December 31, 2016); and

**WHEREAS**, the following professional services providers have or will submit contracts to be reviewed for completeness and approval by the borough attorney indicating that they will provide their services for the agreed upon rate (s) that are contained in their contracts that are on file in the Clerk's Office.

Allen Shechter, CPA - Borough Auditor  
McManimon & Scotland, LLC - Borough Bond Counsel  
Ronald Sage - Borough Prosecutor  
James Carton IV - Alternate Borough Prosecutors  
Jeffrey R. Surenian - Special Counsel (COAH)  
David Gardner - Alternate Public Defender  
Mark Kitrick - Borough Attorney  
Kevin Starkey - Labor Counsel  
John Ducey - Conflict Attorney  
James Priolo - Borough Engineer - Maser Consulting  
Jennifer Beahm - COAH Planner- CME Associates  
Gregory Boyle - Special Litigation Counsel

These appointments are made pursuant to N. J. S. 2B:12-1 et seq.

REORGANIZATION MEETING JANUARY 4<sup>th</sup>, 2016

**WHEREAS**, a certification as to the availability of funds executed by the chief financial officer is attached to this resolution pursuant to the provisions of N. J. A. C. 5:30-5-4;

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Manasquan, Monmouth County, New Jersey, on this 4<sup>th</sup> day of January 2016 as follows:

1. The Business Disclosure Entity Certification of these professionals and the Determination of Value Certification of the chief financial officer shall be filed in the office of the municipal clerk, and shall be available for public inspection.
2. The Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with these professionals to provide professional services to the municipality for the 2016 contract year at the agreed upon rate that is contained in the contract/proposal on file in the Clerk's Office.
3. A notice stating the nature, duration, service and the amount of this contract shall be published in the Coast Star and this resolution shall be maintained on file and available for the public inspection in the office of the municipal clerk.
4. A certified copy of this resolution shall be sent to the professionals included in this resolution.

**RESOLUTION  
27-2016**

**BE IT RESOLVED** that the Borough Council of the Borough of Manasquan, County of Monmouth, State of New Jersey, has authorized that the following employee shall receive the stipend listed below for the calendar year 2016, effective January 1, 2016 through December 31, 2016 as follows:

**EMPLOYEE:**

Yvonne Calabro, OEM Secretary \$1000.00

**BE IT FURTHER RESOLVED** that the Borough Clerk is authorized to notify the employee upon passage of this resolution

**RESOLUTION  
28-2016**

**BE IT RESOLVED** by the Borough Council of the Borough of Manasquan, County of Monmouth, New Jersey that George R. Dempsey be appointed Deputy Emergency Management Coordinator to a three-year term commencing January 1, 2016 through December 31, 2018.

**RESOLUTION  
30-2016**

**WHEREAS**, the Borough of Manasquan is desirous of appointing a part time substitute School Traffic Guard for the School Year 2015-2016; and

**WHEREAS**, the Police Chief has submitted the following individual for appointment as Substitute School Crossing Guard for the Borough of Manasquan School Year 2015-2016, effective November 18, 2015 at the current contractual rate of \$15.82 per hour; and

**WHEREAS**, the following individual has completed necessary cross guard training as required:

Konsavitch, Tammy Lee, 136 Union Avenue, Manasquan, NJ

**RESOLUTION  
31-2016**

**RESOLUTION OF THE BOROUGH OF MANASQUAN, COUNTY OF  
MONMOUTH, STATE OF NEW JERSEY, REAPPOINTING COURTNEY  
HOGAN AS TAX COLLECTOR FOR THE BOROUGH OF MANASQUAN.**

**WHEREAS**, it is the desire of the Mayor and Borough Council to re-appoint Courtney Hogan as Tax Collector for the Borough of Manasquan; and

**WHEREAS**, N.J.S.A. 40A:9-142 provides that the Municipal Tax Collector shall be appointed for a four-year term from the first day of January next following appointment; and

**WHEREAS**, it is the desire of the Mayor and Borough Council of the Borough of Manasquan, County of Monmouth, State of New Jersey, to reappoint Courtney Hogan as Tax Collector for the Borough of Manasquan as of January 1, 2016.

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

1. That the Mayor and Borough Council do hereby re-appoint Courtney Hogan as Tax Collector for the Borough of Manasquan as of January 1, 2016 for a term of four years in accordance with the provisions of N.J.S.A. 40A:9-142, said term ending on January 31, 2019.
2. That a certified copy of this resolution be forwarded to Courtney Hogan and the Chief Financial Officer of the Borough of Manasquan.

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

**APPROVAL OF MINUTES**

December 30, 2015 Special Meeting Minutes

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

**STATEMENTS BY COUNCIL MEMBERS**

Council Member Mangan congratulated Mayor Donovan and Council Member Walsh on their elections and recent swearing in and he looks forward to working with both of them throughout the year. He hopes that it will be a productive year and there is a lot on the plate. He thanked Mayor Dempsey for his service and appreciates everyone coming out tonight. He wished everyone a Happy and Healthy New Year.

Council Member McCarthy congratulated Mayor Donovan and Council Member Walsh for being sworn in on January 1, 2016 by Assemblyman Rible and he looks forward to working with both of them and he stated that he believes they are both more than qualified for the positions they were sworn in to serve. He thanked George and he stated that people will have the opportunity to thank him on January 16 at his retirement dinner at Spring Lake Manor. He also congratulated Dave Kircher who was sworn in as the new Fire Chief for the Borough of Manasquan and he thanked Ed Hill for his service as the prior Fire Chief. He congratulated Mike Bauer on his appointment to Police Chief and he congratulated Michael Grady for Volunteer of the Year. He also thanked council for their support for Council President and he looks forward to being the chair of the Beach Committee and he thanked Council Member Lee for his fantastic job last year.

Council Member Walsh thanked all the Democrats that helped him with his campaign and he is humbled and honored to be able to get to work with the council and he thanked George Dempsey and Ed Donovan for their help and support. He wished everyone a Happy New Year.

Council Member Lee wished everyone a Happy New Year and thanked George and Mayor Donovan and wished them good luck. He stated that he looks forward to working with everyone including professionals and staff. He also thanked Michael Grady for being the Volunteer of the Year.

Council Member Mangan stated that the first scheduled budget meeting of January 9 will be cancelled and the finance committee will be meeting to go over the dates and a calendar will be put out at the next scheduled council meeting.

Mayor Donovan wished everyone a Healthy, Happy and Prosperous New Year and stated it was a pleasure to serve on the council for 8 years and he looks forward to serving as Mayor. He congratulated Council Member McCarthy for being named council president and he congratulated Council Member Walsh, Council Member Lee for a great year on the beach, Mike Bauer as Police Chief, and Michael Grady for Volunteer of the Year.

#### AUDIENCE PARTICIPATION

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

Mary Ryan, 113 Beachfront wished everyone a Happy New Year and she offered a personal note of congratulations to Mayor Donovan, Council Member Olivera and Walsh. She thanked the council for their continued commitment to the community and the work that they do. She also thanked all the staff of the Borough. As a representative of the MBIA she extended a pledge to the council that they would like to continue to offer their services any way they can to help the Borough.

Mr. Kitrick thanked the council for re-appointing him and he enjoys working with them and he looks forward to the New Year. He congratulated and welcomed Council Member Walsh and he congratulated Mayor Donovan.

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

Mayor Donovan thanked Mayor Dempsey for all his service, time and help.

Council Member McCarthy made a motion to close the meeting at 6:41 p.m., seconded by Council Member Mangan. Motion carried unanimously.

Respectfully submitted,



Barbara J. Ilaria  
Municipal Clerk

**DATE APPROVED** 1-19-16