

## REORGANIZATION MEETING JANUARY 3<sup>rd</sup>, 2017

A Reorganization Meeting of Mayor and Council was convened at 6:01 p.m., in Council Chambers of Borough Hall with Mayor Donovan presiding.

Mayor Donovan stated that this meeting is being held in accordance with the Open Public Meetings Act of 1975 and 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.

### **SWEARING IN CEREMONIES:**

Superior Court Judge Owen McCarthy swore in Richard Read as a Council Member for a three year term.

Superior Court Judge Owen McCarthy swore in Joseph Bossone as a Council Member for an unexpired term for 1 year.

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

Absent: Council Member Olivera

Also present were Municipal Administrator Thomas Flarity and Municipal Attorney Mark Kitrick.

### **VOLUNTEER OF THE YEAR 2016 – Judy Mangan**

Mayor Donovan read the following Proclamation for Volunteer of the Year.

**WHEREAS**, on January 3, 2017, Judy DiGirolamo Mangan will be recognized as the “VOLUNTEER OF THE YEAR”; and

**WHEREAS**, Judy was a teacher in the Manasquan School System for many years and has continued to help students to prepare for college entrance exams since her retirement. She continues to participate on the Manasquan High School Athletic Hall of Fame Committee. Judy currently teaches at Brookdale Community College; and

**WHEREAS**, as a member of the Manasquan Environmental Commission, Judy has been instrumental in two program, Stream Monitoring where she works with students from the Manasquan High School Environments Club to assess the health of our waterways, and Thermal Imaging Assessment, where Judy works with the Manasquan Fire District to conduct thermal evaluations of residents’ homes to help conserve energy; and

**WHEREAS**, through the years, Judy has been the consummate volunteer giving her time to many Environmental Commission projects such as town clean ups, beach sweeps, home composting workshops, paper shredding events, rain barrel workshops and recycling; and

**WHEREAS**, Judy is also an active member of the Manasquan Women’s Club, whose goal is to enhance the quality of life in our community and to serve as a grass roots volunteer resource; and

**WHEREAS**, in addition to the activities listed above, Judy gives her time to the Manasquan Hook & Ladder #1 Ladies Auxiliary. Judy and the other members volunteer their time and help raise money for our firemen and take part in other community events to benefit Manasquan.

**NOW, THEREFORE, BE IT RESOLVED**, that I, Edward G. Donovan, Mayor of the Borough of Manasquan, by the power vested in me, do hereby proclaim January 3, 2017 as Judy Mangan “VOLUNTEER OF THE YEAR RECOGNITION DAY” in recognition of his valuable service to the Borough of Manasquan. Let true and official copies of this Proclamation be spread upon the minutes of the Borough Council meeting held on the 3<sup>rd</sup> day of January, 2017.

### **REORGANIZATION**

#### **Council’s Action regarding the 2017 Council President**

Council Member Lee made a motion to nominate Council Member Mangan to the position of 2017 Council President, seconded by Council Member Bossone. Motion carried by the following vote: “yes” Council Member Lee, Walsh, Mangan, Read, and Bossone. “No” none.

Mayor Donovan stated that any position that has TBA will be appointed at a future meeting.

### **COMMITTEES FOR 2017**

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

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Administration & Finance Committee	Mangan	Olivera	Walsh
Beach & Recreation Committee	Lee	Bossone	Read
Building, Planning & Zoning Committee	Walsh	Read	Olivera
Public Safety Committee	Olivera	Mangan	Bossone
Public Works Committee	Bossone	Walsh	Lee
Streets & Buildings Committee	Read	Lee	Mangan

## ***SUBCOMMITTEES & COMMISSIONS***

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

Mayor Donovan present the following appointments for approval.

<u>POSITION</u>	<u>TERM</u>	<u>NAME</u>
<b>Board of Appeals:</b>		
Chairperson/Council Rep:	1 yr	James Walsh
Council Representative:	1 yr	TBA
Regular Member	2 yr	Vacant
Member	2 yr	Lauren Lake
Alternate #1	2 yr	vacant
Alternate #2	2 yr	vacant
Board Attorney	1 yr	James D. Carton, IV

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

Mayor Donovan present the following appointments for approval.

<b>Board of Health:</b>		
Member	4 yr	Susan Thompson
Member	4 yr	Donna Trengrove
Liaison	1 yr	Barbara Ilaria

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

Mayor Donovan present the following appointments for approval.

<b>Cable Advisory:</b>		
Director of Television Services	1 yr	Lee Weisert
Member	3 yr	Lee Weisert
Council Liaison	1 yr	TBA

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

Mayor Donovan present the following appointment for approval.

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

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Mayor Donovan announced the following appointments.

## Emergency Management Council: (Mayor appoints)

Secretary	1 yr	Yvonne Calabro
Mayor	1 yr	Edward Donovan
Chair DPW Committee	1 yr	Joseph Bossone
Police Chief	1 yr	Michael Bauer
Municipal Clerk	1 yr	Barbara Ilaria
Fire Dept. Liaison	1 yr	David Kircher
DPW Superintendent	1 yr	Kevin Thompson
First Aid Captain	1 yr	Jerry Brown
Shelter Care Coordinator	1 yr	Rev. Reggie Albert
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	Sean Price
Mayor's Representative	1 yr	Michael Mangan
Council Liaison	1 yr	Gregg Olivera

Mayor Donovan announced the following appointments.

## Environmental Commission:

Member	3 yr	Harvey McKenzie
Member	3 yr	Judy Mangan
Alternate #2	2 yr	Vacant
Council Liaison	1 yr	TBA

Mayor Donovan announced the following appointment.

<b>Historian:</b>	1 yr	Mary Ware
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Mayor Donovan present the following appointment for approval.

<b>Official Tax Searcher:</b>	1 yr	Courtney Hogan
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Council Member Mangan made a motion to approve the appointment, seconded by Council Member Lee. Motion carried unanimously.

Mayor Donovan present the following appointments for approval.

## Open Space Committee:

Member – Regular	3 yr	Martin J. McHugh
Member – Regular	3 yr	William Giunco
Member – Regular	3 yr	William Place
Member-Environmental	1 yr	Jason Bryant
Alternate Member – Regular	3 yr	Vacant
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	Lee
Alternate – Council Rep	1 yr	TBA

Council Member Mangan made a motion to approve the appointments, 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	Kevin Thompson
CL IV	2 yr	Vacant
CL IV	4 yr	Robert Young
CL I, Mayor's Designee	1 yr	Barbara Ilaria
Alternate #1	2 yr	Peter Ragan
Alternate #2	2 yr	Mark Apostolou
Alternate #3	2 yr	Mark Larkin

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Alternate #4	2 yr	John Burke
Secretary	1 yr	Mary Salerno

Mayor Donovan presented the following appointment for approval.

CL III Council Liaison (Council)	1 yr	James Walsh
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Council Member Mangan made a motion to approve the appointment, seconded by Council Member Read. Motion carried unanimously.

Mayor Donovan announced the following appointments.

**Recreation Commission:**

Mayor's Representative:	1 yr	Robert Wells
Member	5 yr	Jennifer Toole
Alternate #1	5 yr	Vacant
Alternate #2	5 yr	Vacant
Council Liaison	1 yr	Jeff Lee

Mayor Donovan announced the following appointments.

**Shade Tree Commission:**

Member	5 yr	John Ryan
Member	5 yr	Heather Smith
Alternate #1	5 yr	Frank Servidio
Mayor's Des.	1 yr	Tom Lozinski
Council Liaison	1 yr	Joseph Bossone

Mayor Donovan announced the following appointments.

**Tourism Commission:**

Member	3 yr	Ray Summers
Member	3 yr	Colleen Oliver
Member	3 yr	Ray Shinn
Member	3 yr	Walter Wall
Member	3 yr	Gregg Olivera
Council Liaison	1 yr	Jeff Lee

Mayor Donovan presented the following appointment for approval.

<b>Water/Sewer Collector:</b>	1 yr	Courtney Hogan
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Council Member Mangan made a motion to approve the appointment, seconded by Council Member Bossone.

Motion carried unanimously.

Mayor Donovan announced the following appointments.

**Fire-Police** – Anthony Alfano, Lt.; Bruce Bresnahan, Capt; Michele Ely; Paul Livelli; Greg Meier; Tim Manovill; Richard Patterson; William Paynton, Lt; Mark Stemmermann, Sect; Kevin Thompson; Boyd Wagner, Capt.

**CONSENT AGENDA**

**RESOLUTION**

**1-2017**

**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 2017.

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

**RESOLUTION**

**2-2017**

**BE IT RESOLVED** by the Borough Council of the Borough of Manasquan, County of Monmouth, State of New Jersey, that Municipal Administrator Thomas Flarity be appointed as the representative to the Monmouth County Community Block Grant Development Program effective January 1, 2017 through December 31, 2017.

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**BE IT FURTHER RESOLVED** that Mayor Edward Donovan be appointed as the deputy representative and his designee Kevin Thompson to the Monmouth County Community Block Grant Development Program effective January 1, 2017 through December 31, 2017.

**RESOLUTION  
3-2017**

**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 2017.

**RESOLUTION  
4-2017**

**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, 2017 through December 31, 2017.

**CASH MANAGEMENT PLAN  
RESOLUTION  
5-2017**

**BE IT RESOLVED** by the Mayor and Borough Council of the Borough of Manasquan, County of Monmouth, New Jersey, that for the year 2017 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  
6-2017**

**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 3, 2017 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  
7-2017**

**BE IT RESOLVED** by the Borough Council of the Borough of Manasquan, County of Monmouth, State of New Jersey, that Amy Spera be appointed JIF Fund Commissioner and CJHIF Health Fund Commissioner for a one year term commencing on January 1, 2017 through December 31, 2017

**BE IT RESOLVED** that Superintendent of Public Works Department Kevin Thompson be appointed as the Alternate JIF Fund Commissioner and Alternate CJHIF Health Fund Commissioner for a one year term commencing January 1, 2017 through December 31, 2017.

**BE IT FURTHER RESOLVED** by the Mayor and Council of the Borough of Manasquan that the Chief Financial Officer, Amy Spera, is hereby authorized to perform all matters necessary to enable the issuance of all insurance premiums throughout the year 2017, without the need of further resolution or action by the Mayor and Council of the Borough of Manasquan.

**RESOLUTION  
8-2017**

**WHEREAS**, Joseph DeIorio was custodian of the Borough of Manasquan Petty Cash Fund; and

**WHEREAS**, in accordance with N.J.S.A. 40:5-21, the Borough of Manasquan is changing custodians to Amy Spera; and

**WHEREAS**, Amy Spera is bonded in the amount of \$1,000,000 by virtue of a surety bond.

**NOW THEREFORE BE IT RESOLVED** that the Borough of Manasquan, County of Monmouth hereby authorizes such action and two copies of this resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.

**RESOLUTION  
9-2017**

**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 2017, effective January 1, 2017 through December 31, 2017 as follows:

**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  
10-2017**

**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, 2017 will be 53.5 cents per mile.

**RESOLUTION  
11-2017**

**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  
12-2017**

**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  
13-2017**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Manasquan that the Chief Financial Officer, Amy Spera, is hereby authorized to perform all matters necessary to enable the issuance of Borough Payroll checks in twenty-six installments throughout the year 2017 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 currently in effect.

**RESOLUTION  
14-2017**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Manasquan that the Chief Financial Officer, Amy Spera is hereby authorized to perform all matters necessary to enable the issuance of Borough Social Security payments in twenty-six installments throughout the year 2017 without the need of further resolutions or actions by the Mayor and Council of the Borough of Manasquan.

**RESOLUTION  
15-2017**

**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  
16-2017**

**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 Others Account of the Borough of Manasquan and the custodian shall be Amy Spera, Chief Financial Officer. All disbursements shall be made by checks signed by Amy Spera, Chief Financial Officer (or Courtney Hogan, Tax Collector), Edward Donovan, Mayor (or Council President) and Barbara Ilaria, Borough Clerk (or Nancy Acciavatti, Deputy Borough Clerk, in the absence of the Borough Clerk).

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**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 Amy Spera, Chief Financial Officer or Courtney Hogan, Tax Collector. All disbursements shall be made by checks signed by Amy Spera, Chief Financial Officer or Courtney Hogan, Tax Collector.

**RESOLUTION  
17-2017**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Manasquan that the Chief Financial Officer, Amy Spera, is hereby authorized to perform all matters necessary to enable the issuance of the Unemployment/Disability payments on a quarterly basis throughout the year 2017 without the need of further resolution or action by the Mayor and Council of the Borough of Manasquan.

**RESOLUTION  
18-2017**

**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 Amy Spera, Chief Financial Officer, is hereby authorized to draw checks as follows:

\$50.00, which sum is to be utilized as a Petty Cash Fund in the Office of Finance

\$50.00, which sum is to be utilized as a Petty Cash Fund in the Office of Public Works

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

**BE IT FURTHER RESOLVED**, that the said Amy Spera, 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  
19-2017**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Manasquan that the Chief Financial Officer, Amy Spera 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 2017 without the need of further resolution or action by the Mayor and Council of the Borough of Manasquan

**RESOLUTION  
20-2017**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Manasquan that the Chief Financial Officer, Amy Spera, is hereby authorized to perform all matters necessary to enable the issuance of all Debt Payments throughout the year 2017 as required, without the need of further resolution or action by the Mayor and Council of the Borough of Manasquan.

**RESOLUTION  
21-2017**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Manasquan that the Chief Financial Officer, Amy Spera, is hereby authorized to perform all matters necessary to enable the issuance of all medical insurance premiums throughout the year 2017, without the need of further resolution or action by the Mayor and Council of the Borough of Manasquan.

**RESOLUTION  
22-2017**

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**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**, it 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 2017 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  
23-2017**

**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 2017 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  
24-2017**

**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 2017 for the members of council as follows:

Council Member Jeffrey Lee  
Council Member James Walsh  
Council Member Michael Mangan  
Council Member Gregg Olivera  
Council Member Rich Read  
Council Member Joseph Bossone

**RESOLUTION  
25-2017**

REORGANIZATION MEETING JANUARY 3<sup>rd</sup>, 2017

**WHEREAS**, the Borough of Manasquan is desirous of appointing SLEO's, Class I and Class II and Crossing Guards for 2017; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Manasquan, Monmouth County, New Jersey, on this 3rd day of January, 2017 appoint the following for 2017:

**Class I & II**

- |                       |                            |
|-----------------------|----------------------------|
| 1) Bennett, Brooke    | 15) Quigley, Ryan          |
| 2) Brewer, Brenton    | 16) Scott, Ryan (Class 1)  |
| 3) DeAngelo, Joseph   | 17) Shunda, Ilir (Class 1) |
| 4) Eisenman, Donald   | 18) Teller, Douglas        |
| 5) Farina, Nicole     | 19) Textor, Michael        |
| 6) Jones, Michael     | 20) Wheeler, Joshua        |
| 7) Jones Jr., Michael | 21) Zito, Ashley           |
| 8) Lehner, Stephanie  |                            |
| 9) McMahon, Jesse     |                            |
| 10) McMahon, Paul     |                            |
| 11) Norek, Sean       |                            |
| 12) Ottmer, Justin    |                            |
| 13) Parker, Richard   |                            |
| 14) Ringo, John       |                            |

**Part-time Communication Operator**

- 1) Eisenman, Matthew

**Full-Time Crossing Guards:**

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

**Substitute Crossing Guards:**

- 1) Balanche, Tara  
2) Farina, Nicolle  
3) Shunda, Ilir

**RESOLUTION  
26-2017**

**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 2017 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, 2017 to December 31, 2017); 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  
Jennifer Beahm - COAH Planner- CME Associates  
Gregory Boyle - Special Litigation Counsel

REORGANIZATION MEETING JANUARY 3<sup>rd</sup>, 2017

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

**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 3<sup>rd</sup> day of January 2017 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 2017 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  
27-2017**

**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 2017, effective January 1, 2017 through December 31, 2017 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  
28-2017**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Manasquan that the Chief Financial Officer, Amy Spera, is hereby authorized to perform all matters necessary to enable the payments to the pensions funds on a monthly basis throughout the year 2017 without the need of further resolution or action by the Mayor and Council of the Borough of Manasquan.

**RESOLUTION  
29-2017**

**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 2017 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 attached appropriations constitute the 2017 budget:

**2017 TEMPORARY BUDGET – SEE ATTACHED SCHEDULE**

**BEACH UTILITY FUND**

Account Description	2017 Temp Budget
BEACH SALARIES AND WAGES	\$ 200,000.00
OTHER EXPENSE	\$ 225,000.00
SOC SEC/MEDICARE - OASI	\$ 15,300.00
<u>Grand Totals</u>	<u>\$ 440,300.00</u>

REORGANIZATION MEETING JANUARY 3<sup>rd</sup>, 2017

WATER SEWER UTILITY FUND

Account Description	2017 Temp Budget
WATER/SEWER SALARIES AND WAGES	\$ 151,000.00
OTHER EXPENSE	\$ 132,000.00
SOUTH MONMOUTH REGIONAL SEWERG	\$ 264,995.72
DEBT SERVICE	\$ 101,155.92
SOC SEC/MEDICARE - OASI	\$ 11,600.00
<b>Grand Total</b>	<b>\$ 660,751.64</b>

CURRENT FUND

Account Description	2017 Temp Budget
ADMINISTRATORS SAL & WAGES	\$ 9,000.00
ADMINISTRATORS OTHER EXPENSE	\$ 14,600.00
MAYOR AND COUNCIL SAL & WAGES	\$ 2,600.00
MAYOR & COUNCIL OTHER EXPENSE	\$ 600.00
CLERKS OFFICE SAL & WAGES	\$ 26,500.00
MUN. CLERK'S OTHER EXPENSE	\$ 7,500.00
FIN AD SALARIES AND WAGES	\$ 15,500.00
FIN AD OTHER EXPENSES	\$ 2,000.00
AUDIT SERVICES	\$ 5,000.00
TAX COLL SALARIES & WAGES	\$ 7,800.00
TAX COLL OTHER EXPENSE	\$ 2,500.00
TAX ASSESS SALARIES & WAGES	\$ 8,000.00
TAX ASSESS OTHER EXPENSE	\$ 2,500.00
LEGAL & PROFESSIONAL SERVICES	\$ 40,000.00
ENGINEERING OTHER EXPENSE	\$ 18,000.00
PLANNING BOARD SALARIES & WAGE	\$ 6,000.00
PL BD OTHER EXPENSE	\$ 7,000.00
ZONING OFFICE SALARIES & WAGES	\$ 6,100.00
CODE ENF SALARIES AND WAGES	\$ 23,000.00
CODE ENFORCEMENT OTHER EXPENSE	\$ 3,000.00
CONSTRUCTION CODE SAL. & WAGES	\$ 36,000.00
UCC/CONSTRUCTION CODE - OE	\$ 9,000.00
ELECTRICAL INSPECTIONS	\$ 4,500.00
PLUMBING INSPECTIONS	\$ 6,500.00
FIRE INSPECTOR SALARY & WAGES	\$ 1,000.00
LIABILITY INSURANCE	\$ 43,000.00
WORKER COMPENSATION INSURANCE	\$ 35,100.00
EMPLOYEE GROUP INSURANCE	\$ 200,000.00
HEALTH BENEFIT WAIVER	\$ 17,000.00
POLICE SALARIES AND WAGES	\$ 700,000.00
POLICE OTHER EXPENSE	\$ 30,000.00
EMERG MGMT SALARIES AND WAGES	\$ 8,000.00
EMERG MGMT OTHER EXPENSE	\$ 5,000.00
STS & ROAD SALARIES AND WAGES	\$ 102,000.00
STREETS & ROAD OTHER EXPENSE	\$ 15,000.00
SHADE TREE COMMISSION	\$ 9,500.00
TRAFFIC LIGHTS	\$ 2,000.00
RECYCLING SALARIES AND WAGES	\$ 1,700.00
SOLID WASTE OTHER EXPENSE	\$ 90,000.00
PUB B & G OTHER EXPENSE	\$ 15,500.00
MAINT B/VEHICLES OTHER EXPENSE	\$ 14,000.00
BD OF HEALTH SALARIES & WAGES	\$ 1,000.00
ENVIRONMENTAL COMM. OTHER EXP	\$ 400.00
ANIMAL CONTROL SERVICES	\$ 5,000.00
RECREATION COMMISSION S & W	\$ 8,000.00
RECREATION OTHER EXPENSE	\$ 350.00
PARKS & PLAYGROUNDS SAL & WAGES	\$ 30,000.00
PARKS & PLAYGR OTHER EXPENSES	\$ 6,500.00
SENIOR CITIZEN TRANSPORTATION	\$ 150.00
WATERWAYS OTHER EXPENSE	\$ 1,325.00
TOURISM OTHER EXPENSE	\$ 950.00
ANN & HOL OTHER EXPENSE	\$ 250.00
UTILITIES	\$ 60,000.00
LANDFILL/SOLID WASTE DISPOSAL	\$ 81,000.00
NJEIT LOAN ADMIN FEES	\$ 1,537.50
SOCIAL SECURITY/MEDICARE	\$ 80,000.00
UNEMPLOYMENT INSURANCE CONTRIB	\$ 2,650.00

# REORGANIZATION MEETING JANUARY 3<sup>rd</sup>, 2017

COMMUNITY ALLIANCE GRANT/MATCH	\$	20,000.00
GASOLINE INTERLOCAL W. BRIELLE	\$	34,450.00
MUN. COURT INTERLOCAL-BRIELLE	\$	34,000.00
SNOW REMOVAL-BRIELLE/SEA GIRT	\$	10,000.00
AID TO PRIVATELY OWNED LIBRARY	\$	26,500.00
MUN CT SALARIES AND WAGES	\$	30,000.00
MUN CT OTHER EXPENSE	\$	20,000.00
PUBLIC DEFENDER	\$	795.00
INTEREST ON NOTES	\$	4,600.00
NJ ENV.INFRASTRUCTURE TR.LOAN -PRINCIPAL	\$	20,000.00
SPECIAL EMERGENCY - 5 YEARS	\$	253,374.91
<b>Grand Total</b>	<b>\$</b>	<b>2,284,832.41</b>

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

## STATEMENTS BY COUNCIL MEMBERS

Council Member Lee congratulated Judge McCarthy on his judgeship and stated that he will be missed. He also congratulated Council Members Read and Bossone, and Judy Mangan for volunteer of the year. He stated that it is very important to have many different voices for the best of Manasquan. He stated that Manasquan would not be Manasquan without the level of volunteers and the addition of their services and time and the quality of life it brings to the residents.

Council Member Walsh congratulated Council Members Read and Bossone and welcomed Judge McCarthy. He reiterated what Council Member Lee said and he thanked Mary Ryan for her help with an issue at the beach. He wished everyone a happy new year and stated that he is looking forward to getting under way in 2017.

Council Member Mangan agreed with what Council Members Lee and Walsh said. He stated that he is looking forward to working with the staff that is in place for 2017. He wished everyone a happy and healthy new year.

Council Member Read congratulated Judge McCarthy and thanked him for swearing him in tonight. He also congratulated Tom Flarity and stated that he is excited about 2017 and he thinks that there has been assembled a fantastic team in the Borough Hall and he is excited to get started.

Council Member Bossone thanked Judge McCarthy for swearing him in and he welcomed Tom Flarity. He thanked the council members for appointing him to his term and his wife for her support. He wished everyone a happy new year.

Mayor Donovan welcomed aboard all the new employees, Chief Bauer, and municipal Clerk Barbara Ilaria and her staff who have kept the organization together while the team was being assembled. He stated that he is looking forward to an exciting 2017. He wished everyone a happy new year and thanked Judge McCarthy

## AUDIENCE PARTICIPATION

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

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

Council Member Walsh made a motion to close the meeting at 6:22 p.m., seconded by Council Member Mangan. Motion carried unanimously.

Respectfully submitted,



Barbara J. Ilaria  
Municipal Clerk

Date Approved 2/6/17