

REORGANIZATION MEETING JANUARY 2, 2018

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 Edward 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:

Mayor Donovan swore in Joseph Bossone for an unexpired two year term.

VOLUNTEER OF THE YEAR 2017 – Mark Liggett and William McManus

Mayor Donovan presented a plaque to each of the Volunteer of the Year recipients.

SWEARING IN CEREMONIES: (continued)

Mayor Donovan swore in Michael Mangan as a Council Member for a three year term.

Mayor Donovan advised that Jeffrey Lee will be sworn in at a later date.

ROLL CALL: Present: Council Members Michael Mangan, Rich Read, and Joseph Bossone.

Absent: Council Members Jeffrey Lee, James Walsh, and Gregg Olivera.

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

REORGANIZATION

Council's Action regarding the 2018 Council President

Council Member Bossone made a motion to nominate Council Member Mangan to the position of 2018 Council President, seconded by Council Member Read. Motion carried unanimously.

COMMITTEES FOR 2018

Administration Committee	Mangan	Read	Olivera
Finance Committee	Read	Olivera	Lee
Recreation Committee	Bossone	Mangan	Walsh
Code Committee	Walsh	Lee	Bossone
Public Safety Committee	Olivera	Walsh	Read
Public Works Committee	Lee	Bossone	Mangan

AD HOC COMMITTEES

Construction & Engineering Committee	Lee	Mangan	Read
Negotiations Committee	Walsh	Lee	Mangan
COAH Committee	Donovan	Mangan	Olivera
Citizen Advisory Committee	Mangan	Olivera	

SUBCOMMITTEE & COMMISSION LIAISONS

1. Board of Education – Mangan

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2. Chamber of Commerce – Bossone
3. Environmental Commission - Walsh
4. Manasquan Library - Olivera
5. Open Space Committee - Lee
6. Personnel Committee- Mangan, Lee, and Chairperson of affected Committee
7. Planning Board – Gregg Olivera
8. Shared Services – Bossone, Mangan, and Chairperson of affected Committee
9. Shore Community Alliance – Olivera

Council Member Read made a motion to approve the committees and liaisons, seconded by Council Member Mangan. Motion carried unanimously.

Mayor Donovan presented the following appointments for approval.

<u>POSITION</u>	<u>TERM</u>	<u>NAME</u>
Board of Appeals:		
Chairperson/Council Rep:	1 yr	James Walsh
Council Representative:	1 yr	Michael Mangan
Regular Member	2 yr	Thomas McAvoy
Member	2 yr	William Place
Board Attorney	1 yr	James D. Carton, IV

Board of Health:

Liaison	1 yr	Barbara Ilaria
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Council Member Mangan made a motion to approve the appointments, seconded by Council Member Bossone. Motion carried unanimously.

Mayor Donovan presented the following appointments for approval.

Cable Advisory:

Director of Television Services	1 yr	Lee Weisert
Member	3 yr	Michael Mangan
Member	3 yr	Lou Cocozza
Council Liaison	1 yr	Jeff Lee

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

Mayor Donovan presented the following appointments for approval.

Citizen Advisory:

Member	1 yr	Jay Bryant
Member	1 yr	Lauren Lake
Member	1 yr	Robert Ferrante
Member	1 yr	Mark Herrman
Member	1 yr	Eric Oldmixon
Member	1 yr	Sheila Videiro
Member	1 yr	Devon Thompson
Member	1 yr	Cara Schreck
Member	1 yr	John Lamaccia
Member	1 yr	Mark Mead
Member	1 yr	Mike Brown
Member	1 yr	Chrissy Rice

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

Mayor Donovan announced the following appointments.

Construction Official:	1 yr	Albert Ratz
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Emergency Management Council: (Mayor appoints)

Secretary	1 yr	Yvonne Ray
Mayor	1 yr	Edward Donovan

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Chair DPW Committee	1 yr	Jeffrey Lee
Police Chief	1 yr	Michael Bauer
Municipal Clerk	1 yr	Barbara Ilaria
Fire Dept. Chief	1 yr	Paul Samuel
DPW Superintendent	1 yr	Kevin Thompson
First Aid Captain	1 yr	John Case
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

Environmental Commission:

Member	3 yr	Donna Smith
Member	3 yr	Chip Dzenis
Member	3 yr	Jane Donovan
Alternate #2	2 yr	Douglas Caum

Historian: 1 yr Mary Ware

Official Tax Searcher: 1 yr Courtney Hogan

Mayor Donovan presented the following appointments for approval.

Open Space Committee:

Member – Regular (unexpired term)	3 yr	Eric Oldmixon
Member-Environmental	1 yr	Jason Bryant
Member-Planning Board	1 yr	Neil Hamilton
Member-Recreation	1 yr	Erik Ertle
Alternate Regular Member(unexpired term)	3 yr	Judy Mangan
Alternate: Environmental	1 yr	Daniel Seitz
Alternate: Planning Board	1 yr	Greg Love
Alternate: Recreation	1 yr	Rob Wells
Alternate – Council Rep	1 yr	Jeffrey Lee

Council Member Bossone made a motion to approve the appointments, seconded by Council Member Read. 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	4 yr	Neil Hamilton
CL IV	4 yr	Leonard Sullivan
CL IV	4 yr	John Muly
CL I, Mayor's Designee	1 yr	Barbara Ilaria
Secretary	1 yr	Mary Salerno

Recreation Commission:

Mayor's Representative:	1 yr	Robert Wells
Member	5 yr	Mark Liggett
Member	5 yr	Tracy Antonucci
Council Liaison	1 yr	Joseph Bossone

Shade Tree Commission:

Member	5 yr	Raymond Shinn
Member	5 yr	Rita Coleman
Mayor's Des.	1 yr	Tom Lozinski
Council Liaison	1 yr	Jeffrey Lee

Tourism Commission:

Member	3 yr	Carmen Triggiano
Member	3 yr	Barbara Ilaria
Member	3 yr	Gloria Kleinknecht

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Member	3 yr	Peter Goetz
Member	3 yr	Joseph Bossone
Member	3 yr	Jane Donovan
Member	3 yr	Lynn Sauer
Member	3 yr	Jamie Biesiada
Council Liaison	1 yr	Michael Mangan

Mayor Donovan announced the following appointments.

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

Council Member Mangan made a motion to pull resolution 30-2018 and carry it to the next scheduled meeting, seconded by Council Member Read. Motion carried unanimously.

Council Member Mangan made a motion to revise resolution 31-2018 to include Maser Consulting, seconded by Council Member Bossone. Motion carried unanimously.

Council Member Read made a motion to pull resolution 10-2018 to be reviewed, seconded by Council Member Mangan. Motion carried unanimously.

CONSENT AGENDA

RESOLUTION 1-2018

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 2018.

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

RESOLUTION 2-2018

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, 2018 through December 31, 2018.

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, 2018 through December 31, 2018.

RESOLUTION 3-2018

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 2018.

RESOLUTION 4-2018

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, 2018 through December 31, 2018.

CASH MANAGEMENT PLAN RESOLUTION 5-2018

REORGANIZATION MEETING JANUARY 2, 2018

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Manasquan, County of Monmouth, New Jersey, that for the year 2018 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	555 Warren Avenue Spring Lake Heights, New Jersey 07762
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 6-2018

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 2, 2018 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.

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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 7-2018

BE IT RESOLVED by the Borough Council of the Borough of Manasquan, County of Monmouth, State of New Jersey, that Thomas Flarity be appointed JIF Fund Commissioner and CJHIF Health Fund Commissioner for a one year term commencing on January 1, 2018 through December 31, 2018.

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, 2018 through December 31, 2018.

BE IT FURTHER RESOLVED by the Mayor and Council of the Borough of Manasquan that the Administrator, Thomas Flarity, is hereby authorized to perform all matters necessary to enable the issuance of all insurance premiums throughout the year 2018, without the need of further resolution or action by the Mayor and Council of the Borough of Manasquan.

RESOLUTION 8-2018

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 2018, effective January 1, 2018 through December 31, 2018 as follows:

EMPLOYEE:

Yvonne Calabro, O.E.M. Secretary \$1,000.00

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

RESOLUTION 9-2018

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 2018, effective January 1, 2018 through December 31, 2018 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
11-2018**

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 11th day of the 11th month of each year.

**RESOLUTION
12-2018**

BE IT RESOLVED, that Amy Spera, 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
13-2018**

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 2018 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
14-2018**

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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 2018 without the need of further resolutions or actions by the Mayor and Council of the Borough of Manasquan.

**RESOLUTION
15-2018**

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
16-2018**

BE IT RESOLVED, that the Provident Bank shall be the depository for the following accounts:

Accumulated Leave Account	Open Space Account
Affordable Housing Account	Payroll Account
Animal Control Account	Payroll Agency Account
Beach Account	Public Defender Account
Beach Capital Account	Recreation Account
COAH Account	Street Opening Account
Current Fund Account	Tax Maps Account
Developers Bond Account	Tax Title Lien Account
Developers Escrow Account	Tourism Account
Disbursement Account	Traffic Trust Account
General Capital Account	Tree Escrow Account
Junior Guard Account	Unemployment Account
Law Enforcement Trust Fund Account	Water Sewer Account
Miscellaneous Trust I Account	Water Sewer Capital Account
Miscellaneous Trust II Account	

BE IT FURTHER RESOLVE, 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).

**RESOLUTION
17-2018**

REORGANIZATION MEETING JANUARY 2, 2018

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 2018 without the need of further resolution or action by the Mayor and Council of the Borough of Manasquan.

**RESOLUTION
18-2018**

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
19-2018**

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 2018 without the need of further resolution or action by the Mayor and Council of the Borough of Manasquan.

**RESOLUTION
20-2018**

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 2018 as required, without the need of further resolution or action by the Mayor and Council of the Borough of Manasquan.

**RESOLUTION
21-2018**

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 2018, without the need of further resolution or action by the Mayor and Council of the Borough of Manasquan.

**RESOLUTION
22-2018**

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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 2.09; and

NOW, THEREFORE, BE IT RESOLVED, that the interest rate for the licenses issued for encroachments onto municipal properties in the year 2018 be 5.09%.

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
23-2018**

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 2018 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
24-2018**

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 2018 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
25-2018**

REORGANIZATION MEETING JANUARY 2, 2018

WHEREAS, the Borough of Manasquan is desirous of appointing SLEO's, Class I and Class II and Crossing Guards for 2018; 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, 2018 appoint the following for 2018:

Class I & II

- | | |
|------------------------------------|------------------------------|
| 1) Bennett, Brooke | 14) Scott, Ryan (Class 1) |
| 2) De Angelo III, Joseph | 15) Shunda, Ilar (Class 1) |
| 3) Eisenman, Donald | 16) Tedder, Austin (Class 1) |
| 4) Eisenman, Matthew (Class 1) | 17) Teller, Douglas |
| 5) Louhier, Nicholas (Class 1) | 18) Textor, Michael |
| 6) McMahon, Paul | 19) Zito, Ashley (Class 1) |
| 7) McMahon, Jessie | |
| 8) Norek, Sean | |
| 9) Parker, Richard A. | |
| 10) Perez Jr., Raul (Class 1) | |
| 11) Quigley, Ryan | |
| 12) Rose, Cameron | |
| 13) Sanchez Jr., Roberto (Class 1) | |

Part-time Communication Operator

- 1) Eisenman, Matthew

Full-Time Crossing Guards:

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

Part-Time Crossing Guard:

- 1) Balanche, Tara

**RESOLUTION
26-2018**

**RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF
MANASQUAN, COUNTY OF MONMOUTH, NEW JERSEY,
ESTABLISHING AGREEMENT WITH BOY SCOUT TROOP 59
REGARDING NEWSPAPER RECYCLING.**

WHEREAS, the Borough of Manasquan is a supporter of Boy Scouts of America and a proponent of recycling initiatives; and

WHEREAS, the Borough of Manasquan wishes to formalize its relationship with Boy Scout Troop 59 whereby Troop 59 shall be responsible for collecting newspapers curbside from residents consistent with established recycling properties on the second and last Sundays of the month; and

WHEREAS, Boy Scout Troop 59 shall deliver the collected recycled newspapers to dumpster provided by the Borough's waste collection service provider located at the North Main Street parking lot; and

WHEREAS, Boy Scout Troop 59 shall be responsible for maintaining the concrete shed located at the North Main Street parking lot, ensuring the North Main Street parking lot will be free of all newspaper and related debris and provide activity reports to the Governing Body from time to time; and

WHEREAS, this service will be funded by the Borough of Manasquan recycling grant and other similar grants; and

REORGANIZATION MEETING JANUARY 2, 2018

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Manasquan on this 2nd day of January 2018 as follows:

1. The Borough of Manasquan shall award an annual grant of \$3,500.00 annually to Troop 59 for the collection and delivery of newspapers on the 2nd and last Sunday of each month based on their participation in the Borough of Manasquan Recycling Program and community service hours performed
2. This Resolution shall serve as terms of this agreement which shall cover the period from January 1, 2018 through December 31, 2018.

**RESOLUTION
27-2018**

**GOVERNING BODY CERTIFICATION OF COMPLIANCE WITH THE
UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S
"Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment
Decisions Under Title VII of the Civil Rights Act of 1964"**

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit's hiring practices as they pertain to the consideration of an individual's criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

NOW, THEREFORE BE IT RESOLVED, That the Governing Body of the Borough of Manasquan, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

**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 2018 without the need of further resolution or action by the Mayor and Council of the Borough of Manasquan.

**RESOLUTION
29-2018**

WHEREAS, the Borough Council of the Borough of Manasquan, County of Monmouth, New Jersey created a Manasquan Citizen Advisory Committee (MCAC) on June 5, 2017 by resolution to promote and facilitate a culture of non-political citizen involvement in government and to provide non-binding strategic advice and specific feedback to the Manasquan Governing Body on issues facing the Borough; and

WHEREAS, members of the MCAC shall meet the following requirements:

1. A registered voter in the Borough of Manasquan.
2. Full-time resident of the Borough for a minimum period of one (1) year.
3. Members shall be appointed annually and serve for a term of one (1) year to coincide with the reorganization meeting of the Borough.

REORGANIZATION MEETING JANUARY 2, 2018

4. For 2017 – the Governing body shall appoint members to serve terms that will expire at the next reorganization meeting of the Governing Body; and

WHEREAS, appointment of members to the MCAC shall be as follows:

1. Any member of the Governing Body may nominate an individual.
2. A second nomination shall be required for the nomination.
3. Confirmation of members of the MCAC shall be made by a majority vote of the Governing Body at the annual reorganization or any regularly scheduled public meeting; and

WHEREAS, the administration of the MCAC shall be as follows:

1. The Governing Body shall appoint members of the Borough Council to serve as Chairperson and Vice Chairperson of the MCAC until the next reorganization meeting of the Borough.
2. The Chairman shall be responsible for setting the agenda and shall preside over the meetings of the MCAC. The Vice Chairman shall assume these duties in the absence of the Chairman.
3. The MCAC shall include a maximum of 12 members (not including the Chairperson and Vice Chairperson).
4. The Governing Body shall designate the members of the MCAC at the annual reorganization meeting of the Borough or any regularly scheduled public meeting; and

WHEREAS, the budget of the MCAC will be as follows:

1. There shall be no budget for 2017
2. A re-examination of expenditures shall be conducted in conjunction with Budget Workshop discussions for Budget 2018.
3. The Governing Body shall determine annually as to whether the MCAC should receive any funding from the Borough; and

WHEREAS, the meetings of the MCAC shall be as follows:

1. Meetings shall be held on a quarterly basis.
2. The agenda for meetings shall be prepared by the Chairperson and provided to members of the Governing Body, via the Office of the Borough Clerk, no less than one week prior to regularly scheduled MCAC meetings.

NOW THEREFORE BE IT RESOLVED, that the Mayor and Council of the Borough of Manasquan do hereby continue the Manasquan Citizen Advisory Committee (MCAC) as set forth above.

RESOLUTION 31-2018

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 2018 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 \$17,500; and

WHEREAS, the anticipated term of these contracts are one year (January 1, 2018 to December 31, 2018); 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

REORGANIZATION MEETING JANUARY 2, 2018

Mark Kitrick – Borough Attorney
Kevin Starkey – Labor Counsel
John Ducey – Conflict Attorney
Jennifer Beahm – COAH Planner
Gregory Boyle – Special Litigation Counsel
Donald Greer – Public Defender
Maser Consultants – Borough Engineer

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 2nd day of January 2018 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 2018 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.

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

STATEMENTS BY COUNCIL MEMBERS

Council Member Mangan thanked his colleagues for nominating him as Council President and he looks forward to serving with everyone for the year, he thanked the staff and the professionals, and stated he is excited to see the progress of the new department heads.

Council Member Read echoed Council Member Mangan's outlook on the progress of the new department heads.

Council Member Bossone echoed the previous council members' thoughts and wished everyone a Happy New Year and he is looking forward to chairing the beach committee again.

Mayor Donovan thanked all the borough employees for a great 2017 and he is looking forward to a better 2018.

AUDIENCE PARTICIPATION

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

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

Council Member Mangan made a motion to close the meeting at 6:29 p.m., seconded by Council Member Read. Motion carried unanimously.

Respectfully submitted,



Barbara J. Ilaria
Municipal Clerk

Date Approved 2/5/2018