Council Room Borough of Neptune City
January 1, 2016

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The Recessed Council Meeting from December 28, 2015 was called to order by Mayor Robert Brown at 11:45 am.

Council Present: Pryor, Cross, Zajack, More, Renee, Brady, Mayor Brown
Absent: None

Councilman Zajack offered the following resolution and moved its adoption. Seconded by Councilman Cross.

Resolution 2015-136
Reserve unexpended balances from 2015 Budget

WHEREAS, NJSA 40A-4 the Local Budget Law permits budget appropriations to re reserved for expenditures that are now encumbered prior to the close of the fiscal year, or for those undetermined charges from 2015 that will be paid in 2016,

NOW THEREFORE BE IT RESOLVED that the Mayor and Council of the Borough of Neptune City hereby reserve all unexpended balances from the 2015 Budget for all unpaid claims for 2015 that are specifically reserved by resolution.

On Roll Call the following vote was recorded:
Aye: Pryor, Cross, Zajack, More, Renee, Brady
Nay: None
Absent: None
The Mayor declared the motion carried and the resolution adopted.

Adjourn sine die (Cross- Zajack).

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Council Room Borough of Neptune City
January 1, 2016

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The Annual Reorganization Meeting of the Mayor and Council was called to order by Mayor Robert Brown at 12:00 pm.

Honorable Sherriff Golden administered the Oath of Office to Mayor Robert J. Brown
Freeholder Serena Dimaso administered the Oath of Office to Councilman Andrew Wardell
Freeholder Thomas A. Arnone administered the Oath of Office to Councilwoman Barbara Shafer
Joanne Downey Assembly Elect administered the Oath of Office to Councilman Michael Skudera

Council Present: Zajack, More, Renee, Wardell, Shafer, Skudera Mayor Brown
Absent: None

The Mayor asked everyone to join in on the Flag Salute.

Mayor Brown announced that the Notice Requirements of Chapter 231 P.L. 1975 have been satisfied by the publication of said notice in the Asbury Park Press, and Coaster and by filing a copy with the Municipal Clerk.

Mayor Administers Oaths of Office:

Fire Chief Thomas Bennett
Assistant Fire Chief James O'Connell
First Aid Captain Kenneth Sprague

In Mayor and Council Reports:

Mayor Brown congratulated Councilmen Wardell, Skudera and Councilwoman Shafer and wished everyone a happy and healthy year. The Mayor thanked the residents who had the faith in him to keep Neptune City moving in the direction it has been going. The Mayor also thanked his family.

Mayor Brown congratulated Tom Bennett, Jay O'Connell and Kenny Sprague and thanked them for their dedication.

Mayor Brown expressed his gratitude to all the volunteers for the Office of Emergency Management, First Aid Squad, Fire Department, Fire Cadets and the Cert program and thanked them and their families for their many hours of volunteer work.

Mayor Brown thanked Linda Brady for her service on council and serving the residents of Neptune City for 2015.

The Mayor thanked Rick Pryor for all of his years of service and he will be greatly missed. He also thanked Larry Cross for his many years on council as well as 40 years as a fireman and his many years on the Land Use Board in the past. Mr. Cross will be returning as a member of the Board. He also thanked them for being a friend.

Mayor Brown thanked all of the dignitaries in the audience, especially Freeholder Tom Arnone, Freeholder Serena DiMaso, Sherriff Sean Golden, Assembly Elect Joann Downey and Assembly Elect Eric Houghtaling.

Mayor Brown recognized three former mayors in the audience; Mayor Robert Deeves, Mayor Ted Wardell and Mayor Tom Arnone. Together there are over 40 years of mayors in the room. The Mayor expressed his thanks for the knowledge he has earned and the ability to help maintain the goals of Neptune City by serving the residents.

Mayor Brown encouraged residents to please come to council meetings. All are welcome to come and bring any concerns or questions. The door is always open.

The Mayor thanked everyone and expressed that he is honored to serve as Mayor.
Councilman Skudera thanked the residents for affording him such a great honor and is looking forward to working for the residents of the Borough where he grew up and is now raising his son and he is also looking forward to working with the current council. He stated he has a great respect for Mayor Brown. He thanked Rick Pryor for his being a classy individual and respects the way he carried himself throughout this election. He also recognized and thanked Freeholder Arnone and Assemblywoman Elect Joanne Downey for swearing him in. Mr. Skudera gave a special thanks to his family and stated that when one runs for office, your whole family runs too.

Councilman Wardell wished everyone a Happy New Year. Mr. Wardell congratulated Mrs. Shafer, Mayor Brown and Councilman Michael Skudera. He thanked his family and friends for their support. His family has always been involved in town one way or another. Mr. Wardell thanked his daughter Gabby, his son Andrew and wife Julia. He especially thanked his mom and dad. Mr. Wardell expressed that he is looking forward to working with everyone.

Councilman Zajack thanked Larry Cross and Rick Pryor for their years of service. He thanked Linda Brady for serving and thanked Freeholder Tom Arnone for getting him involved with the community. Congratulations to Mayor Brown, Barbara Shafer, Andrew Wardell and Michael Skudera. Mr. Zajack is looking forward to working with everyone.

Councilwoman Shafer wished everyone a Happy New and thanked the residents for re-electing her. Mrs. Shafer is looking forward to working for the residents and spoke of her time on the Playground Committee, the Board of Education and her previous time on Council. Mrs. Shafer congratulated Mayor Brown, Mike Skudera and Andrew Wardell on their victory. Mrs. Shafer thanked Freeholder Arnone and her family and wished everyone a Happy New Year.
Councilwoman Renee wished everyone a Happy New Year and congratulated Councilwoman Shafer, Councilman Skudera, Councilman Wardell and Mayor Brown. She is looking forward to a new year working together as a team for the best interest of Neptune City and stated that although she has been a resident for three and a half years the resident have been very welcoming and she is lo9oking forward to moving Neptune City forward. Ms. Renee wished everyone a Happy New Year.
Councilman More congratulated the Mayor and all of the newly elected officials as well as all of the previous councilmembers. He stated it has been an honor to serve on Council and as the committee chair person for the Department of Public Works. Mr. More thanked his wife, and wished everyone a Happy and Prosperous New Year. .

Councilman Zajack offered the following resolution and moved its adoption Seconded by Councilwoman Shafer.

Be it resolved that Councilman John More be appointed as Council President.

On roll call the following vote was recorded:
Aye: Zajack, More, Renee, Wardell, Shafer, Skudera
Nay: None
Absent: None

The Mayor declared the motion carried and the resolution adopted.

Mayor's Appointments for 2016
Resolution 2016-01

Department	Chairperson	Member	Member
Admin & Finance	**Shafer**	**More**	**Skudera**
Public Works	**More**	**Wardell**	**Renee**
Law & Ordinance	**Renee**	**Zajack**	**Shafer**
Admin & Justice	**Zajack**	**Shafer**	**More**
Special Services	**Skudera**	**Renee**	**Wardell**
Human Services	**Wardell**	**Skudera**	**Zajack**

Administration and Finance
Borough Clerk/Elections
Finance Treasurer
Community Center
Borough Attorney
Municipal Engineer
Library

Special Services
Shade Tree
Street Lights
Dog Licenses

Law and Ordinance
Construction Officials
Zoning Officials
Law and Ordinance Committee

Administration and Justice
Municipal Court
Prosecutor
Police Department
Public Defender
Alliance to Prevent Drug & Alcohol Abuse

Public Works
Public Works Department
Sewer Department
Parks & Playgrounds
Recycling/Solid Waste
Environmental Committee

Human Services
Fire Department
Fire Prevention Bureau
First Aid Liaison
Emergency Management

Administrator	2016	1 year	Mary Sapp
Block Grant Committee			
Delegate	2016	1 year	Robert Brown
Alternate Delegate	2016	1 year	Mary Sapp
Board of Recreation			
Member	2016-2020	5 year	Andrew Wardell
Member	2016-2020	5 year	Louis Trocchio, Jr.
Council Liaison	2016	1 year	Joe Zajack
Borough Auditor	2016	1 year	Robert A. Hulsart
Borough Attorney	2016	1 year	Mark Aikins
Borough Engineer	2016	1 year	Matt Shafai
Labor Attorney	2016	1 year	James Plosia
Borough Planner	2016	1 year	Andrew Janiw
Enviornmental Engineer	2016	1 year	Tavit Najarian
Deputy Clerk/Treasurer	2016	1 year	Tammy Brown
Community Center Director	2016	1 year	Tom Adcock
Deputy Community Center Director	2016	1 year	Janet Collier
Borough Librarian	2016	1 year	Theresa Ricardello
Borough Prosecutor	2016	1 year	James Carton IV
Housing Enforcement	2016	1 year	Jerry Applegate
Code Enforcement	2016	1 year	Robert Reynolds, Sr.
Court Administrator	2016	1 year	Kelly Barrett
Deputy Court Administrator	2016	1 year	Lynn Tremarco
Collector of Dog License	2016	1 year	Mary Sapp
Personnel Officer	2016	1 year	Mary Sapp
Administrative Officer	2016	1 year	Matt Shafai
Emergency Management			
LEPC Member			
Mayor	2016	1 year	Robert J. Brown
Clerk	2016	1 year	Mary Sapp
Council	2016	1 year	Andrew Wardell
Coordinator	2014-2016	3 year	Louis Trocchio, Sr.
Public Works	2016	1 year	Gerrit Devos
Education	2016	1 year	Debra Mercora
Fire Department	2016	1 year	Tom Bennett
First Aid	2016	1 year	Ken Sprague
Health Department	2016	1 year	Christopher Merkel
Construction	2016	1 year	William Doolittle

Police	2016	1 year	Matthew J. Quagliato
Office of Emergency Management			
Chaplain	2016	1 year	Pastor Alec Park
Deputy Coordinator	2016	1 year	Edward Kirschenbaum
Assistant Deputy Coordinator	2016	1 year	Ed Zakerowski
Assistant Deputy Coordinator	2016	1 year	Larry Cross
Assistant Deputy Coordinator	2016	1 year	Richard Oppegaard
Police	2016	1 year	Keith Mitchell
Member	2016	1 year	Robert Reynolds, Sr.
Member	2016	1 year	Brian McGrath
Member	2016	1 year	Gerrit Devos
Member	2016	1 year	Vicky Butler
Member	2016	1 year	Robert Brown
Member	2016	1 year	Mary Sapp
Fire Police			
Member	2016-2020	5 year	Joseph McLaughlin
Member	2016-2020	5 year	Ron Biggs
Member	2016-2020	5 year	Don Dorsett
	2016-2020	5 year	Joe Kelly
Town Historian	2016	1 year	Richard Cottrell, Sr.
License Collector	2016	1 year	Mary Sapp
Deputy License Collector	2016	1 year	Tammy Brown
Local Assistance Board			
Member	2016	1 year	Tammy Brown
Member	2016-2017	2 year	Robert Brown
Member	2016-2017	2 year	Mary Sapp
Appropriate Authority	2016	1 year	Robert J. Brown
Memorial Day Committee			
Chairperson	2016	1year	Robert Brown
Coordinator	2016	1 year	Tom Adcock
First Aid	2016	1 year	Kenny Sprague
Fire	2016	1 year	Tom Bennett
Reverend	2016	1 year	Pastor Alec Park
Police	2016	1 year	Louis Trocchio, Sr.
Official Assessment Searcher	2016	1 year	Mary Sapp

Recycling Coordinator	2016	1 year	Gerrit Devos
Assistant Recycling Coordinator	2016	1 year	Robert Reynolds, Jr.
School Crossing Guards			
Guard	2016	1 year	Carol Sutton
Guard	2016	1 year	Karen O'Brien
Guard	2016	1 year	Dolores Ayers
Guard	2016	1 year	Sharon Colon
Guard	2016	1 year	Phil Sutton
Guard	2016	1 year	Ronald Biggs
Shade Tree Committee			
Member	2016	1 year	Tom Arnone
Member	2016	1 year	Gerrit Devos
Member	2016	1 year	Mary Sapp
Member	2016	1 year	Bob Brown
Deputy Tax Collector	2016	1 Year	Al Jardine
Police Matron	2016	1 year	Susan Hewitson
Police Matron	2016	1 year	Janet Collier
Housing Liaison	2016	1 year	Mary Sapp
Land Use Board Members			
Member	2016	1 Year	Robert Brown
Member	2016	1 Year	Robert Reynolds, Jr.
Member	2016	1 Year	Joseph Zajack
Member	2015-2018 unexp	4 Years	Larry Cross
Member	2016-2019	4 Years	Robert Shafer
Member	2016-2019	4 Years	John Amoscato
Alternate 2	2016-2017	2 years	Alex Tallman
Zoning Officer	2016	1 year	William Doolittle
JIF Representative	2016	1 year	Mary Sapp
Fire Subcode Inspector	2016	1 year	William Doolittle
Drug Alliance			
Chairperson	2016	1 year	Louis Trocchio, Sr.
Member	2016	1 year	Robert Brown
Member	2016	1 year	Tammy Brown
Member	2016	1 year	Barbara Shafer

Member	2016	1 year	Robert Shafer
Member	2016	1 year	Tom Adcock
Member	2016	1 year	Mary Sapp
Member	2016	1 year	Lisa Emmons
Member	2016	1 year	Tracy Brand
Member	2016	1 year	Pam Goldberg
Member	2016	1 year	Ed Zakerowski
Member	2016	1 year	Michaela O'Brien
Member	2016	1 year	vacant
Member	2016	1 year	Michele McGuigan
Junior Member	2016	1 year	Rachel Weir
911 Coordinator	2016	1 year	Edward Kirschenbaum
Building Inspector	2016	1 year	Jerry Applegate
Alternate Prosecutor	2016	1 year	David J. Leone
Public Defender	2016	1 year	Ron Troppoli
Registrar of Vital Statistics	2014-2016	3 year	Tammy Brown
Deputy Registrar	2016	1 year	Sylvia Laughlin
Environmental Committee			
Chairperson	2016	1 year	Gerrit DeVos
Member	2016	1 year	Tom Arnone
Member	2016	1 year	Robert Brown
Veterans Liaison	2016	1 year	Ronald Biggs
Board of Education Liaison	2016	1 year	Andrew Wardell

Councilman More offered the following resolution and moved its adoption Seconded by Councilman Zajack.

On roll call the following vote was recorded:

Aye: Zajack, More, Renee, Wardell, Shafer, Skudera
Nay: None
Absent: None

The Mayor declared the motion carried and the resolution adopted.

Consent Agenda

Resolutions 16-002 - 16-009

All items listed are considered to be routine and non-controversial by the Mayor and Council and will be approved by one motion. There will be no separate discussion on these items unless a Council member(s) so request it, in which case the item(s) will be removed from the Consent Agenda and considered in its normal sequence on the agenda. The one motion signifies and adoption of all resolutions, receive and file letters, correspondence, reports and approval of applications and minutes.

Resolution 16-001 Mayor's Appointments for 2016
Resolution 16-002 Schedule of Meetings for 2016
Resolution 16-003 Designation of Bank Depositories for 2016
Resolution 16-004 Authorization of Award of Professional Services for 2016
Auditor, Legal Services, Engineering Services, Planner
Resolution 16-005 Rules of Conduct for Meetings
Resolution 16-006 Holidays for 2016
Resolution 16-007 Authorization of Interest Charges for 2016
Resolution 16-008 Temporary Budget - Current Fund
Resolution 16-009 Temporary Budget – Sewer Fund

RESOLUTION 16-02

SCHEDULE OF MEETINGS FOR 2016

Whereas, the Open Public Meeting Act (NJSA 10:4-6 et seq.) provides for the requirement that an annual notice of a public body shall state the time, date and location of the meeting of such public body to be held during the succeeding year; and

Now therefore be it resolved by the Mayor and Council of the Borough of Neptune City, County of Monmouth, State of New Jersey, that all Council Meetings of the Mayor and Council will be held during the year 2016 at Neptune City Council Chambers, 106 W. Sylvania Avenue, Neptune City NJ on the following dates and all meetings shall be at 7:00 PM and the months of June, July and August at 6:00PM

January	11	25
February	8	22
March	14	28
April	11	25
May	9	23
June	13	27
July	11	25
August	8	22
September	12	26
October	11 (Tuesday)	24
November	14	28
December	12	27 (Tuesday)

The recessed meeting of December 27th will be held on January 1, 2017 at 11:45 A.M. and the Reorganization Meeting will be held at Noon on January 1, 2017.

Be it further resolved that the Asbury Park Press and the Coaster be named as the official newspapers to who all notices of meetings shall be sent.

BOROUGH OF NEPTUNE CITY
RESOLUTION 16-03

WHEREAS, the following Banks and Trust Companies be the official depositories wherein all of the accounts for the Borough of Neptune City be kept:

TD Bank
Kearny Bank
Santander Bank
New Jersey Community Bank
PNC Bank

WHEREAS, disbursements of the following accounts be made by checks signed by Mayor Robert J. Brown and the Borough Clerk/Treasurer Mary Sapp, in the absence of the Mayor or the Borough Clerk, Chief Financial Officer may sign these checks:

Savings /Checking Accounts

Developer Escrow Accounts	Unemployment Escrow
Environmental	Public Assistance I & II
Sewer	Board of Recreation I
Payroll	Agency
Construction	Special Trust
Hazardous Spill Fund	Law Enforcement Trust Fund
Sick Leave	General Capital
Sewer Capital	Animal Control
Drug Alliance	Fire Prevention
Current Account	

WHEREAS disbursements for the Municipal Court Bail and General Accounts be made by checks signed by the Court Administrator, and

WHEREAS, disbursements for the Board of Recreation II be made by checks signed by the Mayor, Mary Sapp, Borough Clerk/ Treasurer, and in the absence of the Mayor, the Chief Financial Officer.

BE IT FURTHER RESOLVED, that the Mayor and Council of the Borough of Neptune City do hereby adopt the Cash Management Plan which is attached to this resolution.

BOROUGH OF NEPTUNE CITY
CASH MANAGEMENT PLAN

INTRODUCTION

The New Jersey "Local Fiscal Affairs Law", N.J.S.A 40A: 5-14 requires that every local unit adopt a Cash Management Plan and shall deposit its funds pursuant to that plan. The primary objective of the plan are to preserve the safety of public funds, seek investment instruments that offer liquidity and maximize interest revenue through the use of authorized legal depositories and approved investment instruments.

I. AUTHORITY

a. Borough Council of the Borough of Neptune City, County of Monmouth.

b. Delegation of Authority – Authority to implement the investment program is granted to the Chief Financial Officer. The Chief Financial Officer shall act in accordance with the requirements of the Cash Management Plan, New Jersey Statutes and proper use of internal controls. No other persons may engage in investment transactions except for those subordinate officials of the Chief Financial Officer.

II. STATEMENTS OF POLICY

It shall be the policy of the Borough of Neptune City, County of Monmouth to adopt a Cash Management Plan, and to authorize the Chief Financial Officer to administer said Plan, for the purpose of deposit and investment of the maximum of available funds in interest bearing instruments. The investment instruments shall be safe, liquid and offer market yields.

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.
The utilized investment instruments shall remain sufficiently liquid to meet all operating cash requirements that may be reasonably anticipated.

Investments shall be planned with the objective of attaining a market rate, while taking into account legal restriction, risk and liquidity. Return on investment is secondary importance compared to safety.

III. DEFINITIONS

"Arbitrage" refers to the rules and regulation governing the issuance of Bonds or Notes and the reinvestment of the proceeds at a higher yield. These regulations are promulgated by the Internal Revenue Service, regulation 1.103.

"Cash Management Fund" is the New Jersey Cash Management Fund. This Fund is one of a number of funds invested by the New Jersey Division of Investments of the Department of Treasury under the jurisdiction of the State Investment Council. The Fund is authorized to receive the invest local unit funds pursuant to N.J.S.A. 40A:5-14.

"Certificate of Eligibility" is the certification issued by the New Jersey Department of Banking. Division of Banking that a public depository is eligible to act as a depository for public funds and qualifies as a participant in the New Jersey Governmental Unit Deposit Protection Act, GUDPA.

"Compensating Balance Account" is a bank account at an eligible depository which pays no interest or interest lower than ½ of 1 percent maximum, in return for specific services, for example check sorting, payroll services, wire transfers and other services.

"Eligible Public Depositories" is a Banking or Savings and Loan Association with a current certificate of eligibility from the State Banking Department. The Borough of Neptune City shall designate said depositories, by resolution of the governing body on January 1st of each year in accordance with N.J.S.A. 40A: 5-14.

"Eligible Securities" are those investment instruments authorized by N.J.S.A. 40A: 5-15.1.

"Interest Bearing Account" is an account or time deposit in an eligible public depository, earning interest, or any deposit in the State of New Jersey Cash Management Fund.

II. STANDARD OF CARE

1. The standard of prudence to be sued by those delegated to effect investment transactions on behalf of the Borough of Neptune City shall be the "prudent person" standard. Investments shall be made with judgment and care, under circumstances the prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs. Investments shall not be for speculation.

2. Employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their eligibility to make impartial decisions. Employees shall disclose any material interest in financial institutions which business is conducted and they shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Borough of Neptune City

3. The Chief Financial Officer is responsible for establishing and maintaining internal controls. The controls should ensure that the assets of the Borough of Neptune City are protected from loss, theft or misuse.

V. PROCEDURES FOR RECEIPT OF MONIES

Department Procedures

A. Department heads will ensure that a receipt is issued in duplicate for all transactions. A copy of the receipt shall be given to the paying party and the duplicate maintained by the issuing department. The receipts shall be pre-numbered, or sequentially numbered if computer generated.

B. All monies collected or received from any source by or on behalf of the Borough, Department, or any Board thereof, shall be forwarded to the Division of Accounts and Control within forty-eight (48) hours of receipt.

C. The Municipal Treasurer shall oversee that all collected revenues are deposited to the designated legal depository.

D. All monies received shall be placed in a secure place until forwarded for deposit.

E. Each Department head shall file with the Chief Financial Officer a monthly report of all monies received in the manner prescribed. The report also will include year-to-date amounts received.

F. No department, division, or agency shall engage in the practice of cashing checks with public funds. Cashing of employee pay checks is included in the prohibition.

2. Chief Financial Officer

A. All monies collected or received from any source by or on behalf of the Borough shall be deposited within forty-eight (48) hours of receipt of designated banks.

B. Ensure that all monies deposited are in an interest bearing account(s).

C. Where compensating balances are used to offset bank expenses, an agreement between the bank(s) and the Borough shall be executed and reviewed annually.

D. The Chief Financial Officer shall make recommendations of legal public depositories to the Mayor and Council of the Borough of Neptune City who shall by resolution designate said depositories at the annual reorganization

meeting of the Council. The list of authorized depositories may be amended at any time during the year.

E. Maturity of Investments-Investments shall be limited to maturity not to exceed one year on all operating funds unless a longer maturity is permitted within the provision of the Sate Stature or promulgated regulation.

F. Investment Securities – The Chief Financial Officer has the responsibility to determine which investments instruments are best suited for the Borough. However, the Chief Financial Officer shall be authorized only to invest in securities permitted by New Jersey State Statute. No investment shall be made in any depository that does not meet current Federal minimum standard for Leverage Ratio, Tier 1 and Tier 2 Capital Ratio.

Presently, a local unit may permit investments in such institutions as permitted in Section 4 of P.L. 1970, Chapter 236 (6.17:19-44) and other instruments specified as follows:

Mutual Funds backed by the United States Government Obligations

Untied States Treasury Bills (T-Bills)

Municipal Bonds or Notes

Commercial Bank Deposits and Certificates of Deposit

Repurchase Agreements

Investment in Savings and Loan Associations

United States Government Agency and Instrumentality Obligations

State of New Jersey Cash Management Fund

School District Obligations

All designated depositories must conform to all applicable State statures concerning depositories of public funds, and all depositories shall obtain the highest amount possible F.D.I.C. and /or F.S.L.I.C. coverage for all municipal assets.

VI. FUNDS EXCLUDED FROM INVESTING

The following types of funds are not required to be placed in interest bearing account:

1. Petty cash funds

2. Cash drawn from a Federal Agency under a letter of credit which has to be paid out within 5 working days to a vendor.

3. Deposit, retainage, or amounts posted by way of bond, held by the local unit for such things as faithful performance, if the local unit would be required by law to pay back any interest earned to the provider of the deposit, except where the local unit is required by law or court decision to invest the funds.

VII. BOROUGH AUDITOR

1.The Borough investment practices and the agreement of banking services and compensation thereof shall be reviewed by the Borough Auditor as part of the annual audit, as required by the N.J. S. A 40A:5-4. Where a conflict exists between this Cash Management Plan and State stature the applicable statute shall govern.

VIII. SURETY BONDS

1. The Chief Financial Officer shall be covered by a surety bond. During the annual audit the municipal Auditor shall examine said bond to determine that proper coverage is in effect.

2. Staff members of the Division of Accounts and Control shall be covered by a Public Employee Faithful Performance Bond (Blanket Bond) in the minimum of $10,000.00.

3.The Chief Financial Officer in accordance with N.J.S. A. 40A:5-14 shall prepare a written monthly investment report and submit same to the Borough Council.

The summary report will be prepared in the manner which will allow the Borough Council and the administration to ascertain whether investment activities during the reporting period have conformed to the Cash Management Plan. The report shall set forth each organization holding local unit funds, the amount securities purchased or sold, class or type of securities purchased, book value, earned income, fee incurred, and market value of all investments as of the report date. Such written report shall be included in the minutes of a regular Council meeting.

Borough of Neptune City
Resolution 2016-04
Awarding of Contracts for Professional Services

WHEREAS, the Borough of Neptune City has a need to acquire 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 Borough Administrator has determined and certified in writing that the value of the acquisition will exceed $17,500.00; and,

WHEREAS, the anticipated term of this contract is one year, and

WHEREAS, the following professionals have been appointed and
Mark Aikins, Esq., Legal Services
Jamie Plosia, Esq., Labor Legal Services
Leon S. Avakian, Engineering Services
Robert Hulsart & Co., Audit Services
Andrew Janiw Beacon Planning, Planning Services
Tavit Najarian Associates, Environmental Engineers

WHEREAS, the above professionals have completed and submitted a Business Entity Disclosure Certification which certifies they have not made any reportable contributions to a political or candidate committee in the Borough of Neptune City in the previous one year, and that the contract will prohibit them from ,making any reportable contributions through the term of the contract, and

NOW THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Neptune City authorizes the above professionals to enter into a contract with the Borough of Neptune City as described herein; and

BE IT FURTHER RESOLVED that the Business Entity Disclosure Certification and the Determination of Value be placed on file with this resolution and,

BE IT FURTHER RESOVED that a notice of this resolution shall be published in its entirety once in a newspaper designated as an official newspaper of the Borough of Neptune City.

RESOLUTION 16-05
RULES OF CONDUCT FOR MEETINGS

WHEREAS, In order for a Governing body to conduct meetings and matters of business of the Municipality, it becomes necessary to adopt rule of order, and

WHEREAS, it is the desire of the Mayor and Council to conduct their proceedings in an orderly and efficient manner,

NOW THEREFORE BE IT RESOLVED, that the Mayor and Council of the Borough of Neptune City hereby adopt Roberts Rules of Order as the rules to conduct meetings of the Governing Body.

RESOLUTION 16-06
HOLIDAYS FOR 2016

Whereas, in accordance with negotiated Borough Contracts and the Policy Manual of the Borough of Neptune City there are thirteen recognized holidays, and
Whereas, the following holidays are recognized and the Borough Offices and the Public Works Department will be closed on the following dates:

Holiday	Offices Closed
New Year's Day	Friday, January 1, 2016
Martin Luther King Day	Monday, January 18, 2016
President's Day	Monday, February 15, 2016
Good Friday	Friday, March 25, 2016
Easter	Will be used as a float holiday
Memorial Day	Monday, May 30, 2016
Fourth of July	Monday, July 4, 2016
Labor Day	Monday, September 5, 2016
Columbus Day	Monday, October 10, 2016
Election Day	Offices will be closed on Friday, November 25, 2016 in lieu of Election Day
Veteran's Day	Friday, November 11, 2016
Thanksgiving	Thursday, November 24, 2016
Christmas	Monday, December 26, 2016

Borough of Neptune City

Resolution 2016-07

RESOLUTION OF THE BOROUGH OF NEPTUNE CITY FIXING THE RATE OF INTEREST TO BE CHARGED ON DELINQUENT TAXES, ASSESSMENTS, AND SEWER MAINTENANCE FEES.

Whereas, N.J.S.A. 54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for nonpayment of taxes, assessments or sewer maintenance fees subject to any abatement or discount for the late payment of taxes as provided by law; and

Whereas, N.J.S.A. 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 of any amount in excess of $1,500.00 and allows an additional penalty of 6% to be collected against a delinquency in excess of $10,000.00 on properties that fail to pay the delinquency prior to the end of the calendar year.

Now therefore be it resolved by the Mayor and Council of the Borough of Neptune City as follows:

1. The Tax Collector is hereby authorized and directed to charge 8% annum on the first $1,500.00 of charges becoming delinquent after due date and 18% per annum of any amount in excess of $1,500 and allows for delinquencies in excess of $10,000.00 in arrears beyond December 31st, an additional penalty of 6% shall be charged against the delinquency.

2. Effective January 1, 2016 there will be a ten (10) day grace period of quarterly tax, assessment, or sewer maintenance payments made by cash, check or money order.

3. Any payments not made in accordance with paragraph two of this resolution shall be charged interest from the due date as set forth in paragraph one of this resolution.

4. This resolution shall be published in its entirety in an official newspaper of the Borough of Neptune City.

2016 Temporary Budget
Resolution 2016-08

Whereas, NJSA 40A: 4-19 provides that where any contracts, commitments, or payments are to be made prior to the final adoption of the 2016 Budget and in the manner and time therein provided; and required in the manner and time therein provided;

Whereas, the date of this resolution is within the first thirty days of January 2016, and

Whereas, 26.25% of the total current appropriations in the 2015 Budget is the sum of $1,683,825 exclusive of any appropriation for Capital Improvements, Debt Service, and Public Assistance.

Now therefore be it resolved that the following temporary budget appropriations be made to the Chief Financial Officer for his records:

ACCOUNT #	ACCOUNT	S.W.	O.E.
20-701	GENERAL ADMINISTRATION	12000	4300
20-703	MAYOR AND COUNCIL	10000	2,000
20-704	MUNICIPAL CLERK	6,000	875
20-705	FINANCIAL ADMIN.	5,000	400
20-706	AUDIT SERVICES		100
20-708	COLLECTION OF TAXES	12,000	2,000
20-710	ASSESSMENT OF TAXES	6,200	1,200
20-712	LEGAL SERVICES		11,900
20-714	INTEREST ON APPEALS		100
20-715	ENGINEERING SERVICES		2,000
20-718	INTERLOCAL AGREEMENT		500
21-720	LAND USE BOARD	2,800	4,410
22-725	UNIFORM CONSTRUCTION	6,000	350
22-726	BUILDING SUBCODE	1,900	100
22-727	PLUMBING SUBCODE	1,500	100
22-728	ELECTRICAL SUBCODE	1,300	100
22-729	FIRE SUBCODE	1,700	100
22-730	CODE ENF. /HOUSING	1,300	300
23-730	INSURANCE-LIABILITY		35,000
23-732	INSURANCE-WORKERS COMP		45,000
23-733	INSURANCE - HEALTH		300,000
23-734	POLICE DEPT.	484,335	40,000
23-735	EMERGENCY MANAGEMENT	900	800
23-737	VOLUNTEER AMBULANCE CO.		300
23-738	FIRE DEPT.		5,200
23-739	FIRE PREVENTION BUREAU	3,000	400
23-740	PROSECUTOR	5,600	300
23-741	MAINT. ABONDONED PROP.		100

23-742	STREETS & ROADS	130,000	6,000
23-743	VEHICLE MAINTENANCE		7,500
23-744	SOLID WASTE COLLECTIONS	1,200	116,750
23-745	BUILDINGS & GROUNDS	4,500	8,000
23-746	PUBLIC WORKS - OTHER		1,000
23-747	ANIMAL CONTROL SERVICES		2,000
	COMMUNITY CENTER	2,000	3,500
23-751	LIBRARY	12,000	1,000
23-753	CELEBRATION OF PUB EVENTS		700
23-754	ELECTRIC		10,000
23-755	STREET LIGHTING		10,000
23-756	TELEPHONE		6,000
23-757	WATER		800
23-758	GAS (HEATING)		6,000
23-759	GASOLINE		15,000
23-760	FIRE HYDRANTS		10,000
23-761	LANDFILL DISPOSAL COSTS		1,000
23-762	CONTINGENT		1,000
23-763	PUBLIC EMPLOY. PENSION		99,905
23-764	SOCIAL SECURITY		35,000
23-765	POLICE PENSION		130,000
23-768	MUNICIPAL COURT	39,000	3,000
23-769	PUBLIC DEFENDER	1,400	

Total SW: 751,635 OE 932,090.= $1, 683,725

2016 Temporary Sewer Budget
Resolution 2016-09

Whereas, NJSA 40:4-19 provides that where any contracts, commitments, or payments are to be made prior to the final adoption of the 2016 Budget, required in the manner and time therein provided;

Whereas, the date of this resolution is within the first thirty days of January 2016, and

Whereas, 26.25% of the total appropriations in the 2016 Sewer Budget is the sum of $315,359 exclusive of any appropriation made for interest and debt redemption charges, capital improvement fund and public assistance in said 2016 Sewer Budget,

Now therefore be it resolved that the following temporary budget appropriations be made to the Chief Financial Officer for his records:

Temporary Sewer Appropriations 2016

Operations	S.W.	$50,000.00
Operations	O.E.	$260,359.00
Social Security	O.E.	$5,000.00
Total		$315,359.00

Councilman Zajack offered the following resolution and moved its adoption Seconded by Councilman More.

On roll call the following vote was recorded:

Aye: Zajack, More, Renee, Wardell, Shafer, Skudera
Nay: None
Absent: None

The Mayor declared the motion carried and the resolution adopted.

In public participation Freeholder Arnone congratulated Mayor Brown for the fine job he does, he also congratulated the rest of the council. Congratulations to Mrs. Shafter, Mr. Wardell and Mr. Skudera. Thank you to Rick Pryor. He served with him on council. A class act and very professional. Thank you to Larry Cross for his dedication to the residents.

Freeholder Arnone also mentioned the Tax Board and Tax Assessment program. As a resident he is not comfortable with the program, he said feel free to opt out of the program. As of right now there are a lot of flaws in the program and it needs some changes. Do what's best for Neptune City.

Mayor Brown thanked Freeholder Arnone for always being there. Thank you.

Moved and seconded (Zajack- Renee) to adjourn the meeting.

_____ _____

Mayor Robert Brown

Mary Sapp, Municipal Clerk