

**Council Room Borough of Neptune City
September 23, 2013**

The Regular Council Meeting of the Mayor and Council was called to order by Mayor Robert Brown at 7:00 pm.

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

Council Present: Shafer, Mitchell, Pryor, Cross, Zajack, More, Mayor Brown
Absent: None

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.

Moved and seconded (Cross/Pryor) to receive and file the Neptune City Municipal Court Report for August 2013. Carried.

Moved and seconded (Zajack/More) to receive and file a Notice of Hearing for 141 Steiner Avenue Block 3 Lot 17. Carried.

In Mayor and Council Reports:

Councilman More

Councilman Zajack reported there will be a Committee Meeting Wednesday, September 25th at 6:00pm.

Councilwoman Mitchell announced she attended a dinner at the United Methodist Church in celebration of their 100 year anniversary.

Councilman Cross had no report.

Councilman Pryor announced there will be a Committee Meeting either Wednesday or Thursday of this week to discuss a possible new program at the Community Center.

Councilwoman Shafer had no report.

Mayor Brown congratulated the United Methodist Church on their 100 year anniversary.

Mayor Brown reported the Flood Map Seminar held on Monday, September 16th went very well and was very informative.

The Mayor announced Trunk or Treat will be held Sunday, October 27th from 3pm to 6pm at the Community Center.

The Mayor reported the contractors for the Steiner Avenue Project and Key East Commons obtained all of their permits through the Borough today and started construction.

Mayor Brown announced a Bus for Seniors program will be starting tomorrow through Monmouth County Scat.

Mayor Brown reported surplus equipment has been obtained for the new OEM vehicle and generators for the Borough.

Mayor Brown announced the 2014 Mayor's Ball will be held April 12, 2013 at the Jumping Brook Country Club. All proceeds will be going to the Neptune City First Aid Squad.

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

Bill List September 23, 2013

Be it resolved that the following payroll and bills be paid:

Current Payroll	\$114,712.84
Current Bills	\$580,183.63
Current Agency	\$5222.21
Sewer Payroll	\$5342.83
Sewer Bills	\$2619.11
Sewer Agency	\$408.73
Public Defender Checking	\$261.03
Admin P.A. Checking	\$2067.00

On Roll Call the following vote was recorded:
Aye: Shafer, Mitchell, Pryor, Cross, Zajack, More
Nay: None
Absent: None

The Mayor declared the motion carried and the resolution adopted.

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

**RESOLUTION 2013-101
APPROVAL OF DISABLED DEDUCTION FOR TAXES**

WHEREAS, in accordance with N.J.S.A. 54:4 the Governing Body a Municipality may approve a property tax deduction for a disabled person; and

WHEREAS, the following deductions have been reviewed and recommended by the Neptune City Tax Assessor,

NOW THEREFORE BE IT RESOLVED, that the Mayor and Council of the Borough of Neptune City hereby approve the following Disabled Deductions for the year 2013:

Cheryl Maloney	Block 19 Lot 32	\$250.00
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On Roll Call the following vote was recorded:

Aye: Shafer, Mitchell, Pryor, Cross, Zajack, More

Nay: None

Absent: None

The Mayor declared the motion carried and the resolution adopted.

Councilman Pryor offered the following resolution and moved its adoption. Seconded by Councilwoman Mitchell.

**BOROUGH OF NEPTUNE CITY
RESOLUTION 2013-102
APPROVAL OF PAYMENT FOR FERNANDES CONSTRUCTION**

WHEREAS, the State of New Jersey Department of Transportation has notified all municipalities of the availability of funding under the Transportation Trust Fund Municipal Aid Program for the Fiscal Year 2014; and

WHEREAS, the Borough of Neptune City is desirous of submitting an application under this program for the following purpose:

- Poplar Place, Forest Street and Grey Place

NOW THEREFORE BE IT RESOLVED, by the Borough Council of the Borough of Neptune City, County of Monmouth, State of New Jersey, formally approves the grant application for the above stated project; and

FURTHER BE IT RESOLVED, that the Borough Engineer, Mayor and/or Municipal Clerk are hereby authorized to submit an electronic grant application identified as MA-2014-Neptune City Borough-00208 to the New Jersey Department of Transportation on behalf of the Borough of Neptune City; and

FURTHER BE IT RESOLVED, that the Mayor and Municipal Clerk are hereby authorized to sign the grant agreement on behalf of the Borough of Neptune City and that their signatures constitute acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

On Roll Call the following vote was recorded:
Aye: Shafer, Mitchell, Pryor, Cross, Zajack, More
Nay: None
Absent: None

The Mayor declared the motion carried and the resolution adopted.

Councilwoman Mitchell offered a motion to amend the Agenda for Resolution 2013-103 to reward the bids for revaluation. Seconded by Councilman Cross.

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

**RESOLUTION 2013-103
AWARD OF BID FOR REVALUATION**

WHEREAS, the Borough of Neptune City has been ordered by the Monmouth County Division of Taxation to perform a Revaluation of all real properties within the Borough 2015 tax year; and

WHEREAS, requests for Proposals were requested for the purpose of performing said Revaluation; and

WHEREAS, two proposals were received on September 3, 2013 which were \$182,000.00 from Tyler Technologies of Moraine, Ohio and \$125,000.00 from Realty Appraisal of West New York, N.J.; and

WHEREAS, Realty Appraisal is deemed to be the lowest, responsible bidder; and

NOW THEREFORE BE IT RESOLVED, that the Mayor and Council of the Borough of Neptune City hereby awards a contract to Realty Appraisal Company of West New York, N.J. to perform a Revaluation of all Real Property in the Borough of Neptune City to be effective for the 2015 Tax Year; and

BE IT FURTHER RESOLVED, that the Mayor and Borough Administrator be authorized to sign a contract for the above contract.

On Roll Call the following vote was recorded:

Aye: Shafer, Mitchell, Pryor, Cross, Zajack, More

Nay: None

Absent: None

The Mayor declared the motion carried and the resolution adopted.

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

**BOROUGH OF NEPTUNE CITY
RESOLUTION 2013-104
APPROVAL OF BOND ANTICIPATION NOTE FOR VARIOUS ROAD PROGRAMS**

WHEREAS, the Borough of Neptune City on May 10, 2004, February 13, 2006 and July 24, 2006 finally passed and adopted Ordinances 2004-07, 2005- 15A and 2006-8, respectively, authorizing roadway and related improvements to Ridge Terrace, Ridge Place, McAneny Street and Evergreen Avenue (Ordinance 2004-07); and Bennett Avenue, Emerson Place and Oak Terrace (Ordinance 2005-15A); and Third Avenue between Memorial Drive and State Highway 35 (Ordinance 2006-08), in the Borough appropriated various sums in payment of the same and authorized issuance of Bond Anticipation Notes in an amount not exceeding SIX HUNDRED SEVENTY-THOUSAND THREE HUNDRED FIFTY AND 00/100ths (\$677,350.00) DOLLARS allocated as follows: TWO HUNDRED THIRTY-SEVEN THOUSAND FIVE HUNDRED AND 00/100ths (\$237,500.00) DOLLARS (Ordinance 2004-07); ONE HUNDRED TWENTY-SIX THOUSAND THREE HUNDRED FIFTY AND 00/100ths (\$126,350.00) DOLLARS (Ordinance 2005-15A); and THREE HUNDRED THIRTEEN THOUSAND FIVE HUNDRED and 00/100ths (\$313,500.00) DOLLARS (Ordinance 2006-08) to finance the cost thereof; and

WHEREAS, the Mayor and Council deem it necessary and advisable on September 23, 2013 to issue Bond Anticipation Note Number 7 in the amount of ONE HUNDRED SIXTY-FIVE THOUSAND AND 00/100ths (\$165,000.00) DOLLARS or in such other appropriate increments thereof;

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Neptune City as follows:

1. That issuance of said Bond Anticipation Note Number 7 of the Borough of Neptune City in the County of Monmouth and State of New Jersey in the amount of ONE HUNDRED SIXTY-FIVE THOUSAND and 00/100ths (\$165,000.00) DOLLARS or in such other appropriate increments thereof payable October 3, 2014 is hereby approved. The Bond Anticipation Note allocates amounts under Ordinances 2004-07 (\$15,000.00), Ordinance 2005-15A (\$85,000.00) and Ordinance 2006-08 (\$65,000.00).
2. The Mayor and Borough Clerk be and they are hereby authorized and directed to execute said Notes on the part of the Borough, and the Mayor is hereby directed to cause the seal of

said Borough to be impressed upon said Notes, and the Borough Clerk is hereby authorized and directed to attest said seal.

3. Said Borough Clerk be and she is hereby directed to report to the Mayor and Council the amount, description, interest rate and maturity of said Notes sold pursuant to this Resolution at the meeting of said Mayor and Borough Council next succeeding the sale of said Notes.

On Roll Call the following vote was recorded:

Aye: Shafer, Mitchell, Pryor, Cross, Zajack, More

Nay: None

Absent: None

The Mayor declared the motion carried and the resolution adopted.

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

**BOROUGH OF NEPTUNE CITY
RESOLUTION 2013-105
APPROVAL OF BOND ANTIICIPATION NOTE FOR POLICE DISPATCH EQUIP**

WHEREAS, the Borough of Neptune City on August 28, 2000 passed on second reading and adopted Ordinance 2000-12 authorizing the purchase by the Borough of Neptune City of Police Dispatch Equipment, as set forth in said Ordinance and appropriated the sum of ONE HUNDRED TEN THOUSAND and 00/100ths (\$110,000.00) DOLLARS in payment of the same and authorized issuance of Bond Anticipation Notes in an amount not exceeding ONE HUNDRED FOUR THOUSAND FIVE HUNDRED and 00/100ths (\$104,500.00) DOLLARS to finance the cost thereof; and

WHEREAS, the Mayor and Council deem it necessary and advisable on September 23, 2013 to authorize the issuance of Bond Anticipation Note Number 7 in the amount of FIFTY-FIVE THOUSAND AND 00/100ths (\$55,000.00) DOLLARS or in such other appropriate increments thereof in connection with the financing of same; and

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Neptune City as follows:

1. That issuance of said Bond Anticipation Note Number 7 of the Borough of Neptune City in the County of Monmouth and State of New Jersey in the amount of FIFTY-FIVE THOUSAND AND 00/100ths (\$55,000.00) DOLLARS or in such appropriate increments thereof payable October 3, 2014 is hereby approved.
2. The Mayor and Borough Clerk be and they are hereby authorized and directed to execute said Notes on the part of the Borough, and the Mayor is hereby directed to cause the seal of

said Borough to be impressed upon said Notes, and the Borough Clerk is hereby authorized and directed to attest said seal.

Said Borough Clerk be and she is hereby directed to report to the Mayor and Council the amount, description, interest rate and maturity of said Notes sold pursuant to this Resolution at the meeting of the said Mayor and Borough Council next succeeding the sale of said Notes.

On Roll Call the following vote was recorded:
Aye: Shafer, Mitchell, Pryor, Cross, Zajack, More
Nay: None
Absent: None

The Mayor declared the motion carried and the resolution adopted.

Councilwoman Mitchell offered the following resolution and moved its adoption. Seconded by Councilman Pryor.

**BOROUGH OF NEPTUNE CITY
RESOLUTION 2013-106
APPROVAL OF BOND ANTICIPATION NOTE FOR A 2003 DUMP TRUCK**

WHEREAS, the Borough of Neptune City on September 9, 2002 finally passed and adopted Ordinance 2002-18 authorizing the purchase by the Borough of Neptune City of a 2003 16 cubic yard dump body truck, as set forth in said Ordinance and appropriated the sum of \$70,000.00 (SEVENTY THOUSAND DOLLARS) in payment of the same and authorized issuance of Bond Anticipation Notes in an amount not exceeding \$66,500.00 (SIXTY-SIX THOUSAND FIVE HUNDRED DOLLARS) to finance the cost thereof; and

WHEREAS, the Mayor and Council deem it necessary and advisable on September 23, 2013 to authorize the issuance of Bond Anticipation Note Number 7 in the amount of THIRTY-FIVE THOUSAND AND 00/100ths (\$35,000.00) DOLLARS or in such other appropriate increments thereof in connection with the financing of same; and

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Neptune City as follows:

1. That issuance of said Bond Anticipation Note Number 7 of the Borough of Neptune City in the County of Monmouth and State of New Jersey in the amount of THIRTY-FIVE THOUSAND AND 00/100 (\$35,000.00) DOLLARS or in such other appropriate increments thereof payable October 3, 2014 is hereby approved.
2. The Mayor and Borough Clerk be and they are hereby authorized and directed to execute said Notes on the part of the Borough, and the Mayor is hereby directed to cause the seal of said Borough to be impressed upon said Notes, and the Borough Clerk is hereby authorized and directed to attest said seal.

3. Said Borough Clerk be and she is hereby directed to report to the Mayor and Council the amount, description, interest rate and maturity of said Notes sold pursuant to this Resolution at the meeting of said Mayor and Borough Council next succeeding the sale of said Notes.

On Roll Call the following vote was recorded:

Aye: Shafer, Mitchell, Pryor, Cross, Zajack, More

Nay: None

Absent: None

The Mayor declared the motion carried and the resolution adopted.

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

**RESOLUTION 2013-107
RELEASE OF MAINTENANCE BOND**

WHEREAS, TSS Holding has requested a release of the Maintenance Bond they have posted with the Borough for Block 10, Lot 1; and

WHEREAS, the Borough Engineer has reviewed the request and has determined that all of the site work has been completed and has certified that Bond can be released; and

NOW THEREFORE BE IT RESOLVED, that the Mayor and Council of the Borough of Neptune City hereby approve the release of the Maintenance Bond in the amount of \$9149.81.

On Roll Call the following vote was recorded:

Aye: Shafer, Mitchell, Pryor, Cross, Zajack, More

Nay: None

Absent: None

The Mayor declared the motion carried and the resolution adopted.

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

**BOROUGH OF NEPTUNE CITY
RESOLUTION 2013-108
CORRECTIVE ACTION REPORT FOR 2012 AUDIT REPORT**

12-01. Comment:

Approved salaries listed in the minutes indicate a range for employees but the approved salaries should be specific to each employee to clearly identify the salary paid to each employee. We identified where errors were made in the salaries paid to employees, which has been adjusted.

It was determined during our tests that turnovers to the payroll account were not adequate for the withholdings disbursed from the account mainly due to incorrect percentages being applied to Social Security liabilities. These undercharges have been adjusted and charged to the 2012 budget and the funds will be paid over to the payroll account to adjust for the undercharges.

A review of the internal controls and discussions with the Chief Financial Officer and the Administrator indicates that these situations have been corrected for 2013.

Recommendation:

That all salaries approved in the minutes be specific for each employee so there is a clear understanding of the salary to be paid.

That each turnover to the payroll account be reconciled to the amounts that are paid out.

That rates for Social Security and other withholdings be reviewed on a regular basis to verify that the correct rates are being used to calculate the withholding liabilities.

Analysis:

Salary ranges for positions were approved in the minutes. On some occasions, incorrect amounts were charged to the Social Security appropriations at the time incurred. The correction was made when the error was identified.

Corrective Action:

Internal controls have been established to assure the accuracy of the receipts and disbursements to and from the salary and agency accounts. The minutes will reflect specific salary to be paid to each employee.

Date of Implementation:

Immediately

On Roll Call the following vote was recorded:

Aye: Shafer, Mitchell, Pryor, Cross, Zajack, More
Nay: None
Absent: None

The Mayor declared the motion carried and the resolution adopted.

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

**BOROUGH OF NEPTUNE CITY
RESOLUTION 2013-109**

**SUPPORT THE APPLICATION OF THE NEPTUNE CITY SCHOOL DISTRICT AND
COASTAL MONMOUTH EDUCATION ALLIANCE TO THE UNITED STATES
DEPARTMENT OF EDUCATION FOR A RACE TO THE TOP – DISTRICT GRANT**

WHEREAS, the Neptune City School District has taken the lead role within a consortium called the Coastal Monmouth Education Alliance (CMEA), which consists of the Neptune Township, Neptune City, Bradley Beach and Belmar school districts, to make application to the United States Department of Education for a Race to the Top – District Grant; and

WHEREAS, the grant application focuses on improving the educational outcomes and schooling experience of the over 5500 students collectively served by the CMEA through the use of mobile technology; and

WHEREAS, if awarded the grant, students in the participating districts will have the opportunity to experience technologically advanced classroom settings, participate in long term personalized learning projects, and create digital portfolios as they progress through their respective school district; and

WHEREAS, mobile technology will create opportunities for students to go beyond the typical teacher/student classroom dyad and interact with content through information networking with other students and across various knowledge sites; and

WHEREAS, the number of students within the CMEA places the consortium in the award bracket of \$10 million to \$20 million over the four year grant period,

THEREFORE BE IT RESOLVED, that the Mayor and Council of the Borough of Neptune City, County of Monmouth, hereby expresses its full support of the application of the Neptune City School District and Coastal Monmouth Education Alliance to the United States Department of Education for a Race to the Top – District Grant; and

BE IT FURTHER RESOLVED, that the Mayor and Council firmly believes that if successful, this grant award will present a unique learning and technological experience for all Neptune City students; and

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Neptune City School District.

On Roll Call the following vote was recorded:

Aye: Shafer, Mitchell, Pryor, Cross, Zajack, More

Nay: None

Absent: None

The Mayor declared the motion carried and the resolution adopted.

Moved and seconded (Mitchell/Zajack) to adjourn the meeting. Carried.

Mayor Robert Brown

Mary Sapp, Municipal Clerk

