

**BOROUGH OF NEPTUNE CITY
MEETING OF THE MAYOR AND COUNCIL**

**AGENDA
JANUARY 1, 2021**

Administers Oath of Office:

Councilmember- Pamela Renee Administered by Assemblyman Eric Houghtalling

Councilmember- Glen Kocsis Administered by Assemblywoman Joann Downey

Call meeting to order

Roll Call

Flag Salute

Mayor Wardell announces that the requirements of Chapter 231 P.L. 1975 have been satisfied by the publication of said notice in the Asbury Park Press, and the Coaster and by filing a copy with the municipal Clerk.

Public Comment on Agenda Items:

Presentations:

New Business:

Selection of Council President

Resolution 21-01 Mayor's Appointment for Borough Administrator

Resolution 21-02 Mayor's Appointments for Statutory Employees 2021

Resolution 21-03 Mayors Appointments

Resolution 21-04 Award of Contract for Professional Services in 2021- Legal Services

Resolution 21-05 Award of Contract for Professional Services in 2021- Legal-Labor Services

Resolution 21-06 Award of Contract for Professional Services in 2021-Engineering and Planning Services

Resolution 21-07 Award of Contract for Professional Services in 2021-IT Consultant

Resolution 21-08 Award of Contract for Professional Services in 2021-Prosecutor

Resolution 21-09 Award of Contract for Professional Services in 2021-Public Defender

Resolution 21-10 Award of Contract for Professional Services in 2021-Health Insurance Consultant

Resolution 21-11 Award of Contract for Professional Services in 2021-Audit Services in 2021

Resolution 21-12 Designation of Bank Depositories for 2021

Resolution 21-13 Adoption of Cash Management Program

Resolution 21-14 Schedule of Meetings for 2021

Resolution 21-15 Rules for Conduct of Meetings

Resolution 21-16 Holidays for 2021

Resolution 21-17 Authorization for Interest Charges for 2021

Resolution 21-18 Temporary Budget-Sewer Utility

Resolution 21-19 Temporary Budget-Current Fund Account

Resolution 21-20 Cancellation of Misc. balances and outstanding checks

Resolution 21-21 Authorization of electronic transfers of funds

Resolution 21-22 Authorization for prepayment of certain items

Resolution 21-23 Designation of Official Newspapers

Public Participation

Adjourn

RESOLUTION 2021-01
APPOINTMENT OF BOROUGH ADMINISTRATOR

WHEREAS, as of December 31, 2020 the Borough anticipates a need for the position of Borough Administrator, and

NOW THEREFORE BE IT RESOLVED, that the Mayor and Council of the Borough of Neptune City hereby reappoint Christopher Cherbini as Borough Administrator effective January 1, 2021 at an annual salary as per Salary Ordinance.

Councilperson	Motion	2nd Motion	Aye	Nay	Abstain
Calhoun					
Kocsis					
Pappas					
Pietrunti					
Renee					
Thomas					

CERTIFICATION

I, Tamara Brown, Municipal Clerk of the Borough of Neptune City, hereby certify the foregoing to be a true copy of a resolution adopted by the Council of the Borough of Neptune City at their meeting held January 1, 2021.

WITNESS, my hand and the seal of the Borough of Neptune City this 1st day of January, 2021.

TAMARA BROWN, MUNICIPAL CLERK

RESOLUTION 21-02
MAYORS APPOINTMENT OF CERTAIN EMPLOYEE POSITIONS

WHEREAS, certain employee positions are required to be appointed by Borough Ordinance or State statute, and

WHEREAS, the following appointments of employees to positions for the Borough of Neptune City for one-year terms are 1/1/2021-12/31/2021 unless otherwise, as made by the Mayor are hereby confirmed.

Housing Enforcement	2021	1 year	Kevin Diaz
Court Administrator	2021	1 year	Kelly Hellwig
Deputy Court Administrator	2021	1 year	Lynn Tremarco
Recycling Coordinator	2021	1 year	Gerrit Devos
Assistant Recycling Coordinator	2021	1 year	Robert Reynolds, Jr
Zoning Officer	2021	1 year	William Doolittle

Councilperson	Motion	2 nd Motion	Aye	Nay	Abstain
Calhoun					
Kocsis					
Pappas					
Pietrunti					
Renee					
Thomas					

CERTIFICATION

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WITNESS, my hand and the seal of the Borough of Neptune City this 1st day of January, 2021.

TAMARA BROWN, MUNICIPAL CLERK

**RESOLUTION 21-03
MAYOR'S APPOINTMENTS FOR 2021**

WHEREAS, the following appointments of employees and volunteers to positions for the Borough of Neptune City for one-year terms from 1/1/2021 to 12/31/2021 unless otherwise noted as made by the Mayor are hereby confirmed.

<u>Department</u>	<u>Chairperson</u>	<u>Member</u>	<u>Member</u>
Admin & Finance	John Pietrunti	Brian Thomas	Mayor Wardell
Public Works	Pamela Renee	Glen Kocsis	Mayor Wardell
Law & Ordinance	Brian Thomas	Pamela Renee	Mayor Wardell
Admin & Justice	Glen Kocsis	John Pietrunti	Mayor Wardell
Special Services	Danielle Pappas	Dave Calhoun	Mayor Wardell
Human Services	Dave Calhoun	Danielle Pappas	Mayor Wardell

Administration and Finance

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

Administration and Justice

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

Special Services

Street Lights
Dog Licenses
Environmental Committee

Public Works

Public Works Department
Sewer Department
Parks & Playgrounds
Recycling/Solid Waste
Shade Tree

Law & Ordinance

Construction Officials
Zoning Officials
Law & Ordinance Committee

Human Services

Fire Department
Fire Prevention Bureau
First Aid Liaison

Block Grant Committee

Delegate	2021	1 year	Christopher Cherbini
Alternate Delegate	2021	1 year	Tamara Brown

Administrative Officer

PACO	2021	1 year	Matt Shafai
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Board of Recreation

Member	2021-2025	5 year	<i>Justin Smith</i>
Member	2021-2025	5 year	<i>Susan Elmer</i>
Council Liaison	2021	1 year	<i>Brian Thomas</i>

** Members are appointed by Mayor*

Emergency Management**LEPC Member**

Mayor	2021	1 year	<i>Andrew Wardell</i>
Police	2021	1 year	<i>Matthew J. Quagliato</i>
Council	2021	1 year	<i>Danielle Pappas</i>
Administrator	2021	1 year	<i>Christopher Cherbini</i>
Public Works	2021	1 year	<i>Gerrit Devos</i>
Education	2021	1 year	<i>Dr. Raymond J. Boccuti</i>
Municipal Clerk	2021	1 year	<i>Tamara Brown</i>
Fire Department	2021	1 year	<i>Richard Maher</i>
First Aid	2021	1 year	<i>Kenny Sprague</i>
Health Department	2021	1 year	<i>Christopher Merkel</i>
Construction	2021	1 year	<i>William Doolittle</i>
Chaplain	2021	1 year	<i>Dana Farley</i>

** Members are appointed by Mayor*

Office of Emergency Management

Deputy Coordinator	2021	1 year	<i>Keith Mitchell</i>
Assistant Deputy Coordinator	2021	1 year	<i>Larry Cross</i>
Member	2021	1 year	<i>Robert Reynolds, Sr.</i>
Member	2021	1 year	<i>Brian McGrath</i>
Member	2021	1 year	<i>Gerrit Devos</i>
Member	2021	1 year	<i>Tamara Brown</i>
Member	2021	1 year	<i>Bruce Weiss</i>
Law Enforcement Liaison	2021	1 year	<i>Michael Vollbrecht</i>

** Members are appointed by Mayor*

Fire Police

Member	2021-2025	5 year	Don Dorsett
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School Crossing Guards

Guard	2021	1 year	Karen O'Brien
Guard	2021	1 year	Dolores Ayers
Guard	2021	1 year	Sharon Colon
Guard	2021	1 year	Anthony Matarazzo
Guard	2021	1 year	Vicky Canalis
Guard	2021	1 year	Lakeeda Reed

Shade Tree Committee

		1 year	
Member	2021	1 year	<i>Tom Arnone</i>
Member	2021	1 year	<i>Gerrit Devos</i>
Member	2021	1 year	<i>Andrew Wardell</i>
<i>* Members are appointed by Mayor</i>		1 year	

Land Use Board Members

Class I Member	2021	1 Year	<i>Andrew Wardell</i>
Class II Member	2021	1 Year	<i>Robert Reynolds, Jr.</i>
Class III Member (consent)	2021	1 Year	Brian Thomas
Class IV Member	2021-2024	4 Years	<i>Michele McGuigan</i>
Class IV Member	2021-2024	4 Years	<i>Randy Reynolds</i>

** Members are appointed by Mayor with the exception of Class III member*

JIF Representative	2021	1 year	Christopher Cherbini
Alternate JIF Representative	2021	1 year	Tamara Brown
Safety Officer	2021	1 year	Robert Reynolds, Jr.
911 Coordinator	2021	1 year	Matthew J. Quagliato
Deputy Registrar	2021	1 year	Kathleen Kepler
Alternate Deputy Registrar	2021	1 year	Tamara Brown

Environmental Committee

Chairperson	2021	1 year	Gerrit Devos
Member	2021	1 year	Tom Arnone
Member	2021	1 year	Andrew Wardell

Police Matron	2021	1 year	Susan Hewitson
Police Matron	2021	1 year	Janet Collier

Housing Liaison	2021	1 year	Christopher Cherbini
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RESOLUTION 21-04
AWARD OF CONTRACT FOR PROFESSIONAL SERVICES

WHEREAS, the Borough of Neptune City has a need to acquire professional services, and

WHEREAS, the Borough of Neptune City received RFQ/RFP's, as per Fair and Open process and

WHEREAS, based on that process the Mayor has appointed Cutolo Barros LLC as Borough Attorney with the advice and consent of council, with an anticipated term of one year, and

WHEREAS, 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 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.

Councilperson	Motion	2 nd Motion	Aye	Nay	Abstain
Calhoun					
Kocsis					
Pappas					
Pietrunti					
Renee					
Thomas					

CERTIFICATION

I, Tamara Brown, Municipal Clerk of the Borough of Neptune City, hereby certify the foregoing to be a true copy of a resolution adopted by the Council of the Borough of Neptune City at their meeting held January 1, 2021.

WITNESS, my hand and the seal of the Borough of Neptune City this 1st day of January, 2021.

TAMARA BROWN, MUNICIPAL CLERK

RESOLUTION 21-05
AWARD OF CONTRACT FOR PROFESSIONAL SERVICES

WHEREAS, the Borough of Neptune City has a need to acquire professional services, and

WHEREAS, the Borough of Neptune City received RFQ/RFP's, as per Fair and Open process and

WHEREAS, based on that process the Mayor has appointed Plosia Cohen as Labor Attorney with the advice and consent of council, with an anticipated term of one year, and

WHEREAS, 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 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.

CERTIFICATION

Councilperson	Motion	2 nd Motion	Aye	Nay	Abstain
Calhoun					
Kocsis					
Pappas					
Pietrunti					
Renee					
Thomas					

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WITNESS, my hand and the seal of the Borough of Neptune City this 1st day of January, 2021.

TAMARA BROWN, MUNICIPAL CLERK

RESOLUTION 21-06
AWARD OF CONTRACT FOR PROFESSIONAL SERVICES

WHEREAS, the Borough of Neptune City has a need to acquire professional services, and

WHEREAS, the Borough of Neptune City received RFQ/RFP's, as per Fair and Open process and

WHEREAS, based on that process the Mayor has appointed Leon S. Avakian as Borough Engineer and Municipal Planner with the advice and consent of council, with an anticipated term of one year, and

WHEREAS, 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 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.

Councilperson	Motion	2nd Motion	Aye	Nay	Abstain
Calhoun					
Kocsis					
Pappas					
Pietrunti					
Renee					
Thomas					

CERTIFICATION

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WITNESS, my hand and the seal of the Borough of Neptune City this 1st day of January, 2021.

TAMARA BROWN, MUNICIPAL CLERK

RESOLUTION 21-07
AWARD OF CONTRACT FOR PROFESSIONAL SERVICES

WHEREAS, the Borough of Neptune City has a need to acquire professional services, and

WHEREAS, the Borough of Neptune City received RFQ/RFP's, as per Fair and Open process and

WHEREAS, based on that process the Mayor has appointed Ellicott Consulting to provide Information Technologies services with the advice and consent of council, with an anticipated term of one year, and

WHEREAS, 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 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.

Councilperson	Motion	2 nd Motion	Aye	Nay	Abstain
Calhoun					
Kocsis					
Pappas					
Pietrunti					
Renee					
Thomas					

CERTIFICATION

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WITNESS, my hand and the seal of the Borough of Neptune City this 1st day of January, 2021.

TAMARA BROWN, MUNICIPAL CLERK

RESOLUTION 21-08
AWARD OF CONTRACT FOR PROFESSIONAL SERVICES

WHEREAS, the Borough of Neptune City has a need to acquire professional services, and

WHEREAS, the Borough of Neptune City received RFQ/RFP's, as per Fair and Open process and

WHEREAS, based on that process the Mayor has appointed James Carton IV as Municipal Prosecutor with the advice and consent of council, with an anticipated term of one year, and

WHEREAS, 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 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.

Councilperson	Motion	2 nd Motion	Aye	Nay	Abstain
Calhoun					
Kocsis					
Pappas					
Pietrunti					
Renee					
Thomas					

CERTIFICATION

I, Tamara Brown, Municipal Clerk of the Borough of Neptune City, hereby certify the foregoing to be a true copy of a resolution adopted by the Council of the Borough of Neptune City at their meeting held January 1, 2021.

WITNESS, my hand and the seal of the Borough of Neptune City this 1st day of January, 2021.

TAMARA BROWN, MUNICIPAL CLERK

RESOLUTION 21-09
AWARD OF CONTRACT FOR PROFESSIONAL SERVICES

WHEREAS, the Borough of Neptune City has a need to acquire professional services, and

WHEREAS, the Borough of Neptune City received RFQ/RFP's, as per Fair and Open process and

WHEREAS, based on that process the Mayor has appointed Ronald Troppoli as Public Defender with the advice and consent of council, with an anticipated term of one year, and

WHEREAS, 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 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.

Councilperson	Motion	2 nd Motion	Aye	Nay	Abstain
Calhoun					
Kocsis					
Pappas					
Pietrunti					
Renee					
Thomas					

CERTIFICATION

I, Tamara Brown, Municipal Clerk of the Borough of Neptune City, hereby certify the foregoing to be a true copy of a resolution adopted by the Council of the Borough of Neptune City at their meeting held January 1, 2021.

WITNESS, my hand and the seal of the Borough of Neptune City this 1st day of January, 2021.

TAMARA BROWN, MUNICIPAL CLERK

RESOLUTION 21-10
AWARD OF CONTRACT FOR PROFESSIONAL SERVICES

WHEREAS, the Borough of Neptune City has a need to acquire professional services, and

WHEREAS, the Borough of Neptune City received RFQ/RFP's, as per Fair and Open process and

WHEREAS, based on that process the Mayor has appointed Brown & Brown as Health Insurance Consultants with the advice and consent of Council, with an anticipated term of one year, and

WHEREAS, 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 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.

Councilperson	Motion	2 nd Motion	Aye	Nay	Abstain
Calhoun					
Kocsis					
Pappas					
Pietrunti					
Renee					
Thomas					

CERTIFICATION

I, Tamara Brown, Municipal Clerk of the Borough of Neptune City, hereby certify the foregoing to be a true copy of a resolution adopted by the Council of the Borough of Neptune City at their meeting held January 1, 2021.

WITNESS, my hand and the seal of the Borough of Neptune City this 1st day of January, 2021.

TAMARA BROWN, MUNICIPAL CLERK

RESOLUTION 21-11
AWARD OF CONTRACT FOR MUNICIPAL AUDITOR

WHEREAS, pursuant to N.J.S.A. 40A:5-3, the Borough of Neptune City (the "Borough") has a need to acquire the professional services of a Registered Municipal Accountant to conduct the Borough's annual audit and to provide related professional services as needed; and

WHEREAS, the Borough of Neptune City solicited and received bids for this position using the Fair and Open process; and

WHEREAS, based on that process the Mayor has appointed, with the advice and consent of Council, Robert W. Allison, RMA to serve as municipal auditor for the Borough with an anticipated term of one year running from January 1, 2021; and

WHEREAS, funds shall be available in the Annual Municipal Budget of the Borough of Neptune City to support these services and the Chief Financial Officer has certified the availability of these funds; and

NOW THEREFORE BE IT RESOLVED that:

- 1) Robert W. Allison, RMA agrees to serve and is hereby appointed by the Mayor, with the advice and consent of Council, to serve as municipal auditor for the Borough of Neptune City, County of Monmouth, State of New Jersey for the year 2021 at the rate set forth in his response to the Request for Proposal issued by the Borough; and
- 2) The Mayor and the Clerk are hereby authorized and directed to execute an Agreement for the provision of such professional services, a copy of which shall be maintained by the Clerk and advertised in the Borough's official newspaper pursuant to law.

Councilperson	Motion	2 nd Motion	Aye	Nay	Abstain
Calhoun					
Kocsis					
Pappas					
Pietrunti					
Renee					
Thomas					

CERTIFICATION

I, Tamara Brown Municipal Clerk of the Borough of Neptune City, hereby certify the foregoing to be a true copy of a resolution adopted by the Council of the Borough of Neptune City at their meeting held January 1, 2021.

WITNESS, my hand and the seal of the Borough of Neptune City this 1st day of January, 2021.

Tamara Brown, Municipal Clerk

RESOLUTION 21- 12
DESIGNATION OF BANK DEPOSITORIES FOR 2021

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

Manasquan Bank
TD Bank
Kearny Bank
Santander Bank
1st Constitution Bank

WHEREAS, disbursements of the following accounts be made by checks signed by the Mayor, Chief Financial Officer or Municipal Clerk/Treasurer.

Developer's Trust	Unemployment Trust
Sewer Operating	Board of Recreation
Payroll	Payroll Agency
Trust Fund	Law Enforcement Trust Fund
General Capital	Animal Control
Sewer Capital	Tax Lien Redemption
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 Tax Lien Account be made by checks signed by the Tax Collector, and

WHEREAS, disbursements for the Board of Recreation be made by checks signed by the Mayor, Municipal Clerk/Treasurer, and

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.

Councilperson	Motion	2nd Motion	Aye	Nay	Abstain
Calhoun					
Kocsis					
Pappas					
Pietrunfi					
Renee					
Thomas					

CERTIFICATION

I, Tamara Brown, Municipal Clerk of the Borough of Neptune City, hereby certify the foregoing to be a true copy of a resolution adopted by the Council of the Borough of Neptune City at their meeting held January 1, 2021.

WITNESS, my hand and the seal of the Borough of Neptune City this 1st day of January, 2021.

TAMARA BROWN, MUNICIPAL CLERK

RESOLUTION 21- 13
CASH MANAGEMENT PLAN

WHEREAS, N.J.S.A. 40A: 5-14 requires that every local unit adopt a Cash Management Plan, **and**

WHEREAS, the primary objectives of the plan are to preserve the safety of Public funds, seek investment instruments that offer liquidity and maximize interest revenue through use of authorized legal depositories and approved investment instruments,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Neptune City, County of Monmouth, State of New Jersey that the following Cash Management Plan for the Borough of Neptune City be adopted.

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 is to preserve the safety of public funds, seek investment instruments that offer liquidity and maximize interest revenue through 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. STATEMENT 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 of secondary importance compared to safety.

III. DEFINITIONS

“Arbitrage” refers to the rules and regulations 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 and 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 of 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.

IV. STANDARDS OF CARE

1. The standard of prudence to be used 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 with 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

1. Department Procedures

A. Department Directors 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 Division of Accounts and Control will prepare collected revenues for deposit to the designated legal depository.

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

E. The Department/Division Director 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 agencies shall engage in the practice of cashing checks with public funds. Cashing of employee pay checks is included in this 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 Neptune City Borough Council 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 State Statute or promulgated regulations.

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

United 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 statutes concerning depositories of public funds, and all depositories shall obtain the highest amount possible F.D.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 in funds.
4. Amounts derived from the sale of bonds or notes, only to the extent that a specific written opinion of bond counsel states that the earning of (full) interest would result in the bonds or notes being classified as an arbitrage (not federally tax exempt) issued pursuant to Federal regulations to the extent that sum interest is allowable, it shall be deposited at such a rate if such rate is obtainable.

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 statute 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.

IX. REPORTING

1. The Chief Financial Officer in accordance with N.J.S.A. 40A:5-14 shall prepare, if necessary, 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 of 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 Borough Council meeting

Councilperson	Motion	2nd Motion	Aye	Nay	Abstain
Calhoun					
Kocsis					
Pappas					
Pietrunti					
Renee					
Thomas					

CERTIFICATION

I, Tamara Brown, Municipal Clerk of the Borough of Neptune City, hereby certify the foregoing to be a true copy of a resolution adopted by the Council of the Borough of Neptune City at their meeting held November 23, 2020.

WITNESS, my hand and the seal of the Borough of Neptune City this 23th day of November, 2020.

TAMARA BROWN, MUNICIPAL CLERK

RESOLUTIO 21-14
SCHEDULE OF MEETINGS FOR 2021

WHEREAS, the Open Public Meeting Act (NJSA 10:4-6 et seq.) provides for the requirement that an annual notice of 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 2020 at Neptune City Council Chambers, 106 W. Sylvania Avenue, Neptune City NJ on the following dates and all meetings shall be held at 7:00pm and the months of June, July and August at 6:00pm

January	11	25
February	8	22
March	8	22
April	12	26
May	10	24
June		28
July		26
August		23
September	13	27
October	12 (Tuesday)	25
November	8	22
December	13	27

The Reorganization Meeting will be held at Noon on January 1, 2022.

BE IT FURTHER RESOLVED that as official newspapers all notices of meetings shall be sent to the Asbury Park Press and The Coaster

Councilperson	Motion	2nd Motion	Aye	Nay	Abstain
Calhoun					
Kocsis					
Pappas					
Pietrunti					
Renee					
Thomas					

CERTIFICATION

I, Tamara Brown, Municipal Clerk of the Borough of Neptune City, hereby certify the foregoing to be a true copy of a resolution adopted by the Council of the Borough of Neptune City at their meeting held January 1, 2021.

WITNESS, my hand and the seal of the Borough of Neptune City this 1st day of January, 2021.

TAMARA BROWN, MUNICIPAL CLERK

RESOLUTION 21-15
RULES OF CONDUCT OF 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.

Councilperson	Motion	2nd Motion	Aye	Nay	Abstain
Calhoun					
Kocsis					
Pappas					
Pietrunti					
Renee					
Thomas					

CERTIFICATION

I, Tamara Brown, Municipal Clerk of the Borough of Neptune City, hereby certify the foregoing to be a true copy of a resolution adopted by the Council of the Borough of Neptune City at their meeting held January 1, 2021.

WITNESS, my hand and the seal of the Borough of Neptune City this 1st day of January, 2021.

TAMARA BROWN, MUNICIPAL CLERK

**RESOLUTION 21-16
HOLIDAYS FOR 2021**

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

New Year's Day
Martin Luther King Day
Presidents Day
Good Friday
Easter
Memorial Day
Fourth of July
Labor Day
Columbus Day

Election Day

Veterans Day
Thanksgiving
Christmas

OFFICES CLOSED

Friday, January 1
Monday, January 18
Monday, February 15
Friday, April 2
Float
Monday, May 31
Monday, July 5
Monday, September 6
Monday, October 11
Offices will be closed on
Friday, November 26, 2020
in lieu of Election Day
Thursday, November 11
Thursday, November 25
Friday, December 24

Councilperson	Motion	2nd Motion	Aye	Nay	Abstain
Calhoun					
Kocsis					
Pappas					
Pietrunti					
Renee					
Thomas					

CERTIFICATION

I, Tamara Brown, Municipal Clerk of the Borough of Neptune City, hereby certify the foregoing to be a true copy of a resolution adopted by the Council of the Borough of Neptune City at their meeting held January 1, 2021.

WITNESS, my hand and the seal of the Borough of Neptune City this 1st day of January, 2021.

TAMARA BROWN, MUNICIPAL CLERK

RESOLUTION 21-17
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, 2021 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.

Councilperson	Motion	2nd Motion	Aye	Nay	Abstain
Calhoun					
Kocsis					
Pappas					
Pietrunti					
Renee					
Thomas					

CERTIFICATION

I, Tamara Brown, Municipal Clerk of the Borough of Neptune City, hereby certify the foregoing to be a true copy of a resolution adopted by the Council of the Borough of Neptune City at their meeting held January 1, 2021.

WITNESS, my hand and the seal of the Borough of Neptune City this 1st day of January, 2021.

TAMARA BROWN, MUNICIPAL CLERK

RESOLUTION 2021-18

January 1, 2021

WHEREAS, N.J.S.A. 40A:4-10 provides that (where any contracts or payments are to be made prior to the final adoption of the 2021 budget) temporary appropriations should be made for the purpose and amounts required in manner and time therein provided, and

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

WHEREAS, no more than 26.25% of the total appropriations in the total appropriations in the 2020 budget exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and in said 2020 budget in the sum of \$312,375.

NOW, THEREFORE, BE IT RESOLVED that the following appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for their records:

Sewer Utility Operating	Salaries and Wages	\$	42,500.00
Sewer Utility Operating	Other Expenses		125,000.00
Neptune Township Utilities Authority	Other Expenses		140,000.00
Social Security	Other Expenses		<u>4,000.00</u>
		\$	<u><u>311,500.00</u></u>

I, Tamara Brown, Municipal Clerk of the Borough of Neptune City, County of Monmouth, State of New Jersey, do hereby certify that the above resolution was approved by the governing body at the meeting of January 1, 2021.

Tamara Brown, Municipal Clerk

RESOLUTION 2021-19
MEETING JANUARY 1, 2021

WHEREAS, N.J.S.A. 40A:4-10 provides that (where any contracts or payments are to be made prior to the final adoption of the 2021 budget) temporary appropriations should be made for the purpose and amounts required in manner and time therein provided, and

WHEREAS, the date of this resolution is within the first thirty days of January 2021, and

WHEREAS, no more than 26.25% of the total appropriations in the total appropriations in the 2020 budget exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2020 budget in the sum of \$1,932,740.

NOW, THEREFORE, BE IT RESOLVED that the following appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for their records:

Administrator's Office	Salaries and Wages	\$	12,500.00
Administrator's Office	Other Expenses		4,000.00
Mayor and Council	Salaries and Wages		10,000.00
Mayor and Council	Other Expenses		1,000.00
Municipal Clerk	Salaries and Wages		16,500.00
Municipal Clerk	Other Expenses		4,000.00
Central Postage	Other Expenses		1,500.00
Financial Administration	Salaries and Wages		6,500.00
Financial Administration	Other Expenses		3,400.00
Collection of Taxes	Salaries and Wages		7,600.00
Collection of Taxes	Other Expenses		2,400.00
Assessment of Taxes	Salaries and Wages		6,200.00
Assessment of Taxes	Other Expenses		5,000.00
Legal Services	Other Expenses		6,000.00
Engineering Services	Other Expenses		4,000.00
Information Technology	Other Expenses		25,000.00
Land Use Board	Salaries and Wages		3,000.00
Land Use Board	Other Expenses		3,000.00
Code Enforcement	Salaries and Wages		5,800.00
Code Enforcement	Other Expenses		150.00
Liability Insurance	Other Expenses		40,000.00
Workers' Compensation Insurance	Other Expenses		50,500.00
Group Insurance for Employees	Other Expenses		230,000.00
Police	Salaries and Wages		475,000.00
Crossing Guards	Salaries and Wages		8,000.00
Clerical - Police Department	Salaries and Wages		21,250.00
Police	Other Expenses		35,000.00
Fire	Other Expenses		9,000.00
Fire - Fire Hydrants	Other Expenses		11,250.00
Fire Prevention Bureau	Salaries and Wages		5,000.00
Fire Prevention Bureau	Other Expenses		1,000.00
Emergency Management	Salaries and Wages		500.00
Emergency Management	Other Expenses		3,000.00
Municipal Prosecutor	Salaries and Wages		9,000.00
Municipal Prosecutor	Other Expenses		300.00
Road Repair and Maintenance	Salaries and Wages		138,000.00
Road Repair and Maintenance	Other Expenses		10,000.00
Traffic Lights	Other Expenses		2,000.00
Solid Waste Collection	Salaries and Wages		1,250.00
Solid Waste Collection	Other Expenses		100,000.00
Public Buildings and Grounds	Salaries and Wages		6,000.00
Public Buildings and Grounds	Other Expenses		13,200.00
Maintenance of Borough Vehicles	Other Expenses		15,000.00
Animal Control	Other Expenses		2,700.00
Parks and Playgrounds	Other Expenses		3,400.00
Community Center	Salaries and Wages		30,000.00
Community Center	Other Expenses		5,000.00
Expenses in Participation in County Library	Salaries and Wages		13,000.00
Expenses in Participation in County Library	Other Expenses		1,000.00

Municipal Court	Salaries and Wages	40,000.00
Municipal Court	Other Expenses	2,500.00
Public Defender	Salaries and Wages	3,000.00
Construction Official	Salaries and Wages	9,200.00
Construction Official	Other Expenses	310.00
Building Inspector	Salaries and Wages	2,250.00
Building Inspector	Other Expenses	100.00
Plumbing Inspector	Salaries and Wages	1,800.00
Plumbing Inspector	Other Expenses	100.00
Electrical Inspector	Salaries and Wages	2,025.00
Electrical Inspector	Other Expenses	100.00
Fire Inspector	Salaries and Wages	2,425.00
Fire Inspector	Other Expenses	100.00
Electricity	Other Expenses	8,500.00
Street Lighting	Other Expenses	8,500.00
Telephone	Other Expenses	7,225.00
Water	Other Expenses	1,000.00
Natural Gas	Other Expenses	8,000.00
Gasoline	Other Expenses	11,500.00
Social Security	Other Expenses	40,000.00
Defined Contribution Retirement Program	Other Expenses	500.00
Shared Service - Monmouth County 911	Other Expenses	145,000.00
Shared Service - Neptune Township Reverse 911	Other Expenses	2,800.00
Shared Service - Bradley Beach - Prisoner Processing	Other Expenses	1,500.00
Shared Service - Borough of Bay Head - Financial Administration	Other Expenses	9,000.00
Shared Service - Neptune Township - EMS Service	Other Expenses	10,000.00
Safe and Secure Grant	Other Expenses	30,000.00
		<u>\$ 1,714,335.00</u>

I, Tamara Brown, Municipal Clerk of the Borough of Neptune City, County of Monmouth, State of New Jersey, do hereby certify that the above resolution was approved by the governing body at the meeting of January 1, 2021.

Tamara Brown, Municipal Clerk

RESOLUTION 21-20
Resolution Authorizing Cancellation of Miscellaneous
Charges and Outstanding Checks

WHEREAS, there may exist miscellaneous debits and credits, including old outstanding checks, older than six months in the Borough's bank accounts; and

WHEREAS, cancellation of these miscellaneous debits and credits would provide for a more accurate and efficient means of maintaining the Borough's records; and

WHEREAS, the Borough's Chief Financial Officer recommends that these items be canceled from the Borough records.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Neptune City that the Chief Financial Officer cancel any miscellaneous debits and credits older than six months from the Borough's bank accounts to Operations

Councilperson	Motion	2nd Motion	Aye	Nay	Abstain
Calhoun					
Kocsis					
Pappas					
Pietrunti					
Renee					
Thomas					

CERTIFICATION

I, Tamara Brown, Municipal Clerk of the Borough of Neptune City, hereby certify the foregoing to be a true copy of a resolution adopted by the Council of the Borough of Neptune City at their meeting held January 1, 2021.

WITNESS, my hand and the seal of the Borough of Neptune City this 1st day of January, 2021.

TAMARA BROWN, MUNICIPAL CLERK

RESOLUTION 21-21
AUTHORIZATION OF ELECTRONIC TRANSFERS OF FUNDS

WHEREAS, the Governing Body of the Borough of Neptune City authorizes electronic transfers of funds, in accordance with N.J.S.A. 40A:5-16(c) and N.J.A.C. 5:30-9A, and

WHEREAS, the electronic transfer of funds shall be permitted for:

1. The processing of the Borough payroll inclusive of all related taxes and voluntary withholdings and
2. the employer share of pension liabilities and
3. debt service payments for all the outstanding debt of the Borough and
4. the payment of health insurance bills.

WHEREAS, the Governing Body of the Borough of Neptune City authorizes Chief Financial Officer to conduct such transfers.

NOW, THEREFORE BE IT RESOLVED that the Governing Body of the Borough of Neptune City, County of Monmouth, State of New Jersey hereby authorizes the electronic transfers to the above specified vendors.

Councilperson	Motion	2nd Motion	Aye	Nay	Abstain
Calhoun					
Kocsis					
Pappas					
Pietrunti					
Renee					
Thomas					

CERTIFICATION

I, Tamara Brown, Municipal Clerk of the Borough of Neptune City, hereby certify the foregoing to be a true copy of a resolution adopted by the Council of the Borough of Neptune City at their meeting held January 1, 2021.

WITNESS, my hand and the seal of the Borough of Neptune City this 1st day of January, 2021.

TAMARA BROWN, MUNICIPAL CLERK

RESOLUTION 21-22

RESOLUTION AUTHORIZING PRE-PAYMENT OF CERTAIN BILLS FOR 2021

WHEREAS, the Borough of Neptune City has budgeted funds for the payment of obligations including, utilities, payroll, debt service, governmental fees and other statutory payments, insurance, and for the advertising, printing and mailing costs of the Borough; and

WHEREAS, the payment of these items occasionally arrives out of time for placement on the next available list of bills and claims, thereby inadvertently placing these bills and mailings in arrears because of the schedule of meetings; and

WHEREAS, this issue is compounded by the provisions of P.L. 2018, c. 127, which among other things, requires the Borough to complete certain payments within 60 days of invoice; and

WHEREAS, pursuant to Local Finance Notice 2019-02, municipalities may exercise their authority based upon N.J.S.A. 40A:5-17 "to permit the chief financial officer to pay bills between governing body meetings and submit a list of bills paid to the governing body at its next meeting for inclusion in the official minutes"; and

WHEREAS, the Borough's Chief Financial Officer recommend that the governing body adopt a resolution providing for the pre-payment of these items, so that they may be paid in a timely manner without penalty.

NOW, THEREFORE, BE IT RESOLVED by the Borough Committee of the Borough of Neptune City in the County of Monmouth, State of New Jersey that the Chief Financial Officer be and is hereby authorized and directed to make pre-payment of the following items prior to the same appearing on the next meeting's list of bills and claims, for the remainder of calendar year 2020, provided the municipality certifies to receipt of the goods or services in accordance with N.J.S.A. 40A:5-16(b) as applicable, and the Chief Financial Officer certifies to the availability of funds for each pre-payment:

1. Utilities (electric, gas, water, sewer and telephone, cellular telephone, gasoline, diesel fuel, internet providers, etc.).
2. Debt service as evidenced by pre-authorized bonds and/or notes.
3. Health, dental and other insurance premiums and/or claims.
4. Governmental fees and other statutory payments (school, county, sewage authority, state and county fees).
5. Bills pertaining to the advertising, printing and mailing costs of the Borough.
6. Third party fees collected through pre-authorized credit/debit card processing.

7. Bills for construction projects that are subject to the 30-day prompt payment law (N.J.S.A. 2A:30A-1 et. seq)
8. Bills for goods and services subject to the 60-day prompt payment law (P.L. 2018, c. 127)
9. Purchase of Investments
10. Other items with written authorization of the Borough Administrator

Councilperson	Motion	2nd Motion	Aye	Nay	Abstain
Calhoun					
Kocsis					
Pappas					
Pietrunti					
Renee					
Thomas					

CERTIFICATION

I, Tamara Brown, Municipal Clerk of the Borough of Neptune City, hereby certify the foregoing to be a true copy of a resolution adopted by the Council of the Borough of Neptune City at their meeting held January 1, 2021.

WITNESS, my hand and the seal of the Borough of Neptune City this 1st day of January, 2021.

TAMARA BROWN, MUNICIPAL CLERK

RESOLUTION 21-23
ESTABLISHMENT OF OFFICIAL NEWSPAPERS

WHEREAS, pursuant to N.J.S.A. 40:53-1, the Borough of Neptune City (the “Borough”) may designate official newspaper(s) for the publication of all advertisements or notices required by law; and

NOW THEREFORE BE IT RESOLVED that:

- 1) During the year 2021, the official newspapers for the Borough shall be the Star Ledger, the Asbury Park Press and The Coaster pursuant to N.J.S.A. 40:53-1 and N.J.S.A. 40:53-2.

Councilperson	Motion	2nd Motion	Aye	Nay	Abstain
Calhoun					
Kocsis					
Pappas					
Pietrunti					
Renee					
Thomas					

CERTIFICATION

I, Tamara Brown, Municipal Clerk of the Borough of Neptune City, hereby certify the foregoing to be a true copy of a resolution adopted by the Council of the Borough of Neptune City at their meeting held January 1, 2021.

WITNESS, my hand and the seal of the Borough of Neptune City this 1st day of January, 2021.

TAMARA BROWN, MUNICIPAL CLERK