

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

**AGENDA  
JANUARY 1, 2022**

Call meeting to order

**Administers Oath of Office:**

**Councilmember-** Dana A. Farley

**Councilmember-** Scott Dellett

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:**

**Administer Oath of Office:**

**Fire Chief-** Richard Maher

**Assistant Fire Chief-** Christopher Thomas

**First Aid Captain-** Kenny Sprague

**New Business:**

Selection of Council President

**Resolution 22-01** Mayor's Appointment for Borough Administrator

**Resolution 22-02** Mayor's Appointments for Statutory Employees 2022

**Resolution 22-03** Mayors Appointments

**Resolution 22-04** Award of Contract for Professional Services in 2022- Legal Services

**Resolution 22-05** Award of Contract for Professional Services in 2022- Legal-Labor Services

**Resolution 22-06** Award of Contract for Professional Services in 2022- Special Counsel

**Resolution 22-07** Award of Contract for Professional Services in 2022-Engineering and Planning Services

**Resolution 22-08** Award of Contract for Professional Services in 2022-IT Consultant

**Resolution 22-09** Award of Contract for Professional Services in 2022-Prosecutor

**Resolution 22-10** Award of Contract for Professional Services in 2022-Public Defender

**Resolution 22-11** Award of Contract for Professional Services in 2022-Health Insurance Consultant

**Resolution 22-12** Award of Contract for Professional Services in 2022-Audit Services in 2022

**Resolution 22-13** Designation of Bank Depositories for 2022

**Resolution 22-14** Adoption of Cash Management Program

**Resolution 22-15** Schedule of Meetings for 2022

**Resolution 22-16** Rules for Conduct of Meetings

**Resolution 22-17** Holidays for 2022

**Resolution 22-18** Authorization for Interest Charges for 2022

**Resolution 22-19** Temporary Budget-Sewer Utility

**Resolution 22-20** Temporary Budget-Current Fund Account

**Resolution 22-21** Cancellation of Misc. balances and outstanding checks

**Resolution 22-22** Authorization of electronic transfers of funds

**Resolution 22-23** Authorization for prepayment of certain items

**Resolution 22-24** Designation of Official Newspapers

**Public Participation**

**Adjourn**

**RESOLUTION 2022-01**  
**APPOINTMENT OF BOROUGH ADMINISTRATOR**

**WHEREAS**, as of December 31, 2021 the Borough will have a vacancy in the position of Borough Administrator, and

**NOW THEREFORE BE IT RESOLVED**, that the Mayor and Council of the Borough of Neptune City hereby appoint Albert Jardine as Borough Administrator effective January 1, 2022 at an annual salary as per Salary Ordinance.

Councilperson	Motion	2nd Motion	Aye	Nay	Abstain
Dellett					
Farley					
Kocsis					
Pappas					
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, 2022.

WITNESS, my hand and the seal of the Borough of Neptune City this 1<sup>st</sup> day of January, 2022.

TAMARA BROWN, MUNICIPAL CLERK

**RESOLUTION 22-02**  
**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 1/1/2022-12/31/2022 unless otherwise, as made by the Mayor are hereby confirmed.

Housing Enforcement	2022	1 year	Kevin Diaz
Court Administrator	2022	1 year	Kelly Hellwig
Deputy Court Administrator	2022	1 year	Lynn Tremarco
Recycling Coordinator	2022	1 year	Gerrit Devos
Assistant Recycling Coordinator	2022	1 year	Robert Reynolds, Jr
Zoning Officer	2022	1 year	William Doolittle

Councilperson	Motion	2 <sup>nd</sup> Motion	Aye	Nay	Abstain
Dellett					
Farley					
Kocsis					
Pappas					
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, 2022.

WITNESS, my hand and the seal of the Borough of Neptune City this 1<sup>st</sup> day of January, 2022.

\_\_\_\_\_  
TAMARA BROWN, MUNICIPAL CLERK

**RESOLUTION 22-03**  
**MAYOR'S APPOINTMENTS FOR 2022**

**WHEREAS**, the following appointments of employees and volunteers to positions for the Borough of Neptune City for one-year terms from 1/1/2022 to 12/31/2022 unless otherwise noted as made by the Mayor are hereby confirmed.

<u><b>Department</b></u>	<u><b>Chairperson</b></u>	<u><b>Member</b></u>	<u><b>Member</b></u>
Admin & Finance	Brian Thomas	Scott Dellett	Mayor Wardell
Public Works	Danielle Pappas	Pamela Renee	Mayor Wardell
Law & Ordinance	Glen Kocsis	Brian Thomas	Mayor Wardell
Admin & Justice	Dana Farley	Danielle Pappas	Mayor Wardell
Special Services	Pamela Renee	Dana Farley	Mayor Wardell
Human Services	Scott Dellett	Glen Kocsis	Mayor Wardell

**Administration and Finance**

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

**Special Services**

Street Lights  
Dog Licenses  
Memorial Day Committee

**Law & Ordinance**

Construction Officials  
Zoning Officials  
Law & 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  
Shade Tree  
Environmental Committee

**Human Services**

Fire Department  
Fire Prevention Bureau  
First Aid Liaison

**RESOLUTION 22-03**  
**MAYOR'S APPOINTMENTS FOR 2022**

**WHEREAS**, the following appointments of employees and volunteers to positions for the Borough of Neptune City for one-year terms from 1/1/2022 to 12/31/2022 unless otherwise noted as made by the Mayor are hereby confirmed.

<b>Tax Collector</b>	2022-2025	4 year	<i>Al Jardine</i>
<b>Deputy Tax Collector</b>	2022	1 year	<i>Sylvia Laughlin</i>
<b>Deputy Municipal Clerk</b>	2022	1 year	<i>Nyasha Johnson</i>
<b>Block Grant Committee</b>			
Delegate	2022	1 year	<i>Al Jardine</i>
Alternate Delegate	2022	1 year	<i>Andrew Wardell</i>
<b>Administrative Officer</b>	2022	1 year	<i>Matt Shafai</i>
<b>PACO</b>	2022	1 year	<i>Al Jardine</i>
<b>Collector of Dog Licenses</b>	2022	1 year	<i>Tamara Brown</i>
<b>License Collector</b>	2022	1 year	<i>Tamara Brown</i>
<b>Deputy License Collector</b>	2022	1 year	<i>Nyasha Johnson</i>
<b>Deputy Registrar</b>	2022	1 year	<i>Nyasha Johnson</i>
<b>Alternate Deputy Registrar</b>	2022	1 year	<i>Tamara Brown</i>
<b>Official Assessment Searcher</b>	2022	1 year	<i>Al Jardine</i>
<b>JIF Representative</b>	2022	1 year	<i>Al Jardine</i>
<b>Alternate JIF Representative</b>	2022	1 year	<i>Tamara Brown</i>
<b>Safety Officer</b>	2022	1 year	<i>Robert Reynolds, Jr.</i>
<b>911 Coordinator</b>	2022	1 year	<i>Matthew J. Quagliato</i>
<b>Fire Subcode Officer</b>	2022	1 year	<i>William Doolittle</i>
<b>Police Matron</b>	2022	1 year	<i>Susan Hewitson</i>
<b>Class III SLEO/SRO</b>	2022	1 year	<i>William Hanson</i>

<b>Housing Liaison</b>	2022	1 year	<i>Al Jardine</i>
<b>Emergency Management</b>			
<b>LEPC Member</b>			
Mayor	2022	1 year	<i>Andrew Wardell</i>
Police	2022	1 year	<i>Matthew J. Quagliato</i>
Council	2022	1 year	<i>Danielle Pappas</i>
Administrator	2022	1 year	<i>Al Jardine</i>
Public Works	2022	1 year	<i>Gerrit Devos</i>
Education	2022	1 year	<i>Dr. Raymond J. Boccuti</i>
Municipal Clerk	2022	1 year	<i>Tamara Brown</i>
Fire Department	2022	1 year	<i>Richard Maher</i>
First Aid	2022	1 year	<i>Kenny Sprague</i>
Health Department	2022	1 year	<i>Christopher Merkel</i>
Construction	2022	1 year	<i>William Doolittle</i>
Chaplain	2022	1 year	<i>Dana Farley</i>

*\* Members are appointed by Mayor*

**Office of Emergency Management**

Deputy Coordinator	2022	1 year	<i>Keith Mitchell</i>
Assistant Deputy Coordinator	2022	1 year	<i>Larry Cross</i>
Member	2022	1 year	<i>Robert Reynolds, Sr.</i>
Member	2022	1 year	<i>Brian McGrath</i>
Member	2022	1 year	<i>Gerrit Devos</i>
Member	2022	1 year	<i>Tamara Brown</i>
Member	2022	1 year	<i>Bruce Weiss</i>
Law Enforcement Liaison	2022	1 year	<i>Michael Vollbrecht</i>

*\* Members are appointed by Mayor*

**Memorial Day Committee**

Councilmember	2022	1 year	<i>Pamela Renee</i>
Mayor	2022	1 year	<i>Andrew Wardell</i>
Coordinator	2022	1 year	<i>Tom Adcock</i>
First Aid	2022	1 year	<i>Kenny Sprague</i>
Fire	2022	1 year	<i>Richard Maher</i>
Chaplain	2022	1 year	<i>Dana Farley</i>
Police	2022	1 year	<i>Matthew Quagliato</i>
Administrator	2022	1 year	<i>Al Jardine</i>

**Board of Recreation**

Member	2022-2026	5 year	<i>John O'Heney</i>
Member	2022-2026	5 year	<i>Katie Thomas</i>
Council Liaison	2022	1 year	<i>Brian Thomas</i>

*\* Members are appointed by Mayor*

**Housing Authority**

Member	2022-2026	5 year	<i>Celeste Clark</i>
Member	2022-2026	5 year	<i>Tom Adcock</i>
Member	2022-2026	5 year	<i>Albert Jardine</i>

**School Crossing Guards**

Guard	2022	1 year	<i>Dolores Ayers</i>
Guard	2022	1 year	<i>Anthony Matarazzo</i>
Guard	2022	1 year	<i>Lisa Martin</i>
Guard	2022	1 year	<i>Karen O'Brien</i>

**Shade Tree Committee**

Member	2022	1 year	<i>Tom Arnone</i>
Member	2022	1 year	<i>Gerrit Devos</i>
Member	2022	1 year	<i>Andrew Wardell</i>

*\* Members are appointed by Mayor*

**Land Use Board Members**

Class I Member	2022	1 Year	<i>Andrew Wardell</i>
Class II Member	2022	1 Year	<i>Robert Reynolds, Jr.</i>
Class III Member (consent)	2022	1 Year	<i>Dana Farley</i>
Alternate 3	2021-2022 unexpired	2 year	<i>Sharon Williams</i>

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

**Veterans Committee**

Chairperson	2022	1 year	<i>John Warhurst</i>
Member	2022	1 year	<i>Aaron Williams</i>
Member	2022	1 year	<i>Kelly DeVos</i>
Member	2022	1 year	<i>Donald L. Smith, Jr.</i>
Member	2022	1 year	<i>John Pietrunti</i>

*\* Members are appointed by Mayor*



**Drug Alliance**

Chairperson	2022	1 year	<i>Michele McGuigan</i>
Member	2022	1 year	<i>Andrew Wardell</i>
Member	2022	1 year	<i>Ewa Farry</i>
Member	2022	1 year	<i>Celeste Clark</i>
Member	2022	1 year	<i>Tom Adcock</i>
Member	2022	1 year	<i>Katie Thomas</i>
Member	2022	1 year	<i>Lisa Emmons</i>
Member	2022	1 year	<i>Tracy Brand</i>
Member	2022	1 year	<i>Pam Goldberg</i>
Member	2022	1 year	<i>Ed Zakerowski</i>
Member	2022	1 year	<i>Dani Pappas</i>

**Environmental Committee**

Chairperson	2022	1 year	<i>Gerrit Devos</i>
Member	2022	1 year	<i>Tom Arnone</i>
Member	2022	1 year	<i>Andrew Wardell</i>

**Historical Society**

Chairman	2022-2023	2 year	<i>Ronald Wardell</i>
Member	2022-2023	2 year	<i>Randy Rossman</i>
Member	2022-2023	2 year	<i>Richard McKay</i>
Member	2022-2023	2 year	<i>Jim Clayton</i>
Member	2022-2023	2 year	<i>Jack Crawford</i>
Member	2022-2023	2 year	<i>Joel Popkin</i>
Member	2022-2023	2 year	<i>Andrew Wardell</i>

**RESOLUTION 22-04**  
**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 Cleary, Giacobbe, Alfieri, Jacobs 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 <sup>nd</sup> Motion	Aye	Nay	Abstain
Dellett					
Farley					
Kocsis					
Pappas					
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, 2022.

WITNESS, my hand and the seal of the Borough of Neptune City this 1<sup>st</sup> day of January, 2022.

\_\_\_\_\_  
TAMARA BROWN, MUNICIPAL CLERK

**RESOLUTION 22-05**  
**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.

Councilperson	Motion	2 <sup>nd</sup> Motion	Aye	Nay	Abstain
Dellett					
Farley					
Kocsis					
Pappas					
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, 2022.

WITNESS, my hand and the seal of the Borough of Neptune City this 1<sup>st</sup> day of January, 2022.

\_\_\_\_\_  
TAMARA BROWN, MUNICIPAL CLERK

**RESOLUTION 22-06**  
**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 Jason Sena as Special Counsel 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 <sup>nd</sup> Motion	Aye	Nay	Abstain
Dellett					
Farley					
Kocsis					
Pappas					
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, 2022.

WITNESS, my hand and the seal of the Borough of Neptune City this 1<sup>st</sup> day of January, 2022.

TAMARA BROWN, MUNICIPAL CLERK

**RESOLUTION 22-07**  
**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 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	2 <sup>nd</sup> Motion	Aye	Nay	Abstain
Dellett					
Farley					
Kocsis					
Pappas					
Renee					
Thomas					

**CERTIFICATION**

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WITNESS, my hand and the seal of the Borough of Neptune City this 1<sup>st</sup> day of January, 2022.

\_\_\_\_\_  
TAMARA BROWN, MUNICIPAL CLERK

**RESOLUTION 22-08**  
**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 *Ellicott Consulting* as Information Technologies 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 <sup>nd</sup> Motion	Aye	Nay	Abstain
Dellett					
Farley					
Kocsis					
Pappas					
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, 2022.

WITNESS, my hand and the seal of the Borough of Neptune City this 1<sup>st</sup> day of January, 2022.

TAMARA BROWN, MUNICIPAL CLERK

**RESOLUTION 22-09**  
**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 *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 <sup>nd</sup> Motion	Aye	Nay	Abstain
Dellett					
Farley					
Kocsis					
Pappas					
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, 2022.

WITNESS, my hand and the seal of the Borough of Neptune City this 1<sup>st</sup> day of January, 2022.

TAMARA BROWN, MUNICIPAL CLERK

**RESOLUTION 22-10**  
**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 *Susanne Brennan, Esq.* 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 <sup>nd</sup> Motion	Aye	Nay	Abstain
Dellett					
Farley					
Kocsis					
Pappas					
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, 2022.

WITNESS, my hand and the seal of the Borough of Neptune City this 1<sup>st</sup> day of January, 2022.

TAMARA BROWN, MUNICIPAL CLERK



**RESOLUTION 22-11**  
**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 Insurance* as Health Insurance Consultants/Broker Services for Medical and Property and Casualty 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 <sup>nd</sup> Motion	Aye	Nay	Abstain
Dellett					
Farley					
Kocsis					
Pappas					
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, 2022.

WITNESS, my hand and the seal of the Borough of Neptune City this 1<sup>st</sup> day of January, 2022.

TAMARA BROWN, MUNICIPAL CLERK

**RESOLUTION 22-12**  
**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, 2022; 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 2020 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 <sup>nd</sup> Motion	Aye	Nay	Abstain
Dellett					
Farley					
Kocsis					
Pappas					
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, 2022.

WITNESS, my hand and the seal of the Borough of Neptune City this 1<sup>st</sup> day of January, 2022.

\_\_\_\_\_  
*Tamara Brown, Municipal Clerk*

**RESOLUTION 22-13  
DESIGNATION OF BANK DEPOSITORIES FOR 2022**

**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  
1<sup>st</sup> 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
Dellett					
Farley					
Kocsis					
Pappas					
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, 2022.

WITNESS, my hand and the seal of the Borough of Neptune City this 1<sup>st</sup> day of January, 2022.

TAMARA BROWN, MUNICIPAL CLERK

**RESOLUTION 22- 14**  
**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 1<sup>st</sup> 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
Dellett					
Farley					
Kocsis					
Pappas					
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, 2022.

WITNESS, my hand and the seal of the Borough of Neptune City this 1<sup>st</sup> day of January, 2022.

TAMARA BROWN, MUNICIPAL CLERK



**RESOLUTIO 22-15**  
**SCHEDULE OF MEETINGS FOR 2022**

**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 2022 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	10	24
February	14	28
March	14	28
April	11	25
May	9	23
June		27
July		25
August		22
September	12	26
October	11 (Tuesday)	24
November	14	28
December	12	27 (Tuesday)

The Reorganization Meeting will be held at Noon on January 1, 2023.

**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
Dellett					
Farley					
Kocsis					
Pappas					
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 1<sup>st</sup> day of January, 2021.

\_\_\_\_\_  
TAMARA BROWN, MUNICIPAL CLERK

**RESOLUTION 22-16**  
**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
Dellett					
Farley					
Kocsis					
Pappas					
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, 2022.

WITNESS, my hand and the seal of the Borough of Neptune City this 1<sup>st</sup> day of January, 2022.

TAMARA BROWN, MUNICIPAL CLERK

**RESOLUTION 22-17  
HOLIDAYS FOR 2022**

**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**

*Monday, January 3*  
*Monday, January 17*  
*Monday, February 21*  
*Friday, April 15*  
***Float***  
*Monday, May 30*  
*Monday, July 4*  
*Monday, September 5*  
*Monday, October 10*  
Offices will be closed on  
***Friday, November 25, 2022***  
in lieu of Election Day  
*Friday, November 11*  
*Thursday, November 24*  
*Monday, December 26*

Councilperson	Motion	2nd Motion	Aye	Nay	Abstain
DeIlett					
Farley					
Kocsis					
Pappas					
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, 2022.

WITNESS, my hand and the seal of the Borough of Neptune City this 1<sup>st</sup> day of January, 2022.

TAMARA BROWN, MUNICIPAL CLERK

**RESOLUTION 22-18**  
**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 31<sup>st</sup> an additional penalty of 6% shall be charged against the delinquency.
2. Effective January 1, 2022 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
Dellett					
Farley					
Kocsis					
Pappas					
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, 2022.

WITNESS, my hand and the seal of the Borough of Neptune City this 1<sup>st</sup> day of January, 2022.

\_\_\_\_\_  
TAMARA BROWN, MUNICIPAL CLERK

**RESOLUTION 2022-19**

**January 1, 2022**

**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 2022 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 2022 budget exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and in said 2022 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, 2022.

\_\_\_\_\_  
Tamara Brown, Municipal Clerk

**RESOLUTION 2022-20**  
**MEETING JANUARY 1, 2022**

**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 2022 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 2022, and

**WHEREAS**, no more than 26.25% of the total appropriations in the total appropriations in the 2022 budget exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2022 budget in the sum of \$2,031,827.

**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
Sub-Code Officials	Salaries and Wages	8,500.00
Sub-Code Officials	Other Expenses	400.00
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, 2022.

\_\_\_\_\_  
Tamara Brown, Municipal Clerk



**RESOLUTION 22-21**  
**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
Dellett					
Farley					
Kocsis					
Pappas					
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, 2022.

WITNESS, my hand and the seal of the Borough of Neptune City this 1<sup>st</sup> day of January, 2022.

TAMARA BROWN, MUNICIPAL CLERK

**RESOLUTION 22-22**  
**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
Dellett					
Farley					
Kocsis					
Pappas					
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, 2022.

WITNESS, my hand and the seal of the Borough of Neptune City this 1<sup>st</sup> day of January, 2022.

TAMARA BROWN, MUNICIPAL CLERK

## **RESOLUTION 21-23**

### **RESOLUTION AUTHORIZING PRE-PAYMENT OF CERTAIN BILLS FOR 2022**

**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
Dellett					
Farley					
Kocsis					
Pappas					
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, 2022.

WITNESS, my hand and the seal of the Borough of Neptune City this 1<sup>st</sup> day of January, 2022.

TAMARA BROWN, MUNICIPAL CLERK

**RESOLUTION 22-24**  
**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 2022, 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
Dellett					
Farley					
Kocsis					
Pappas					
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, 2022.

WITNESS, my hand and the seal of the Borough of Neptune City this 1<sup>st</sup> day of January, 2022.

TAMARA BROWN, MUNICIPAL CLERK