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Council Room Borough of Neptune City  
Reorg Meeting  
January 1, 2022

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**Oath of Office:**

Mayor Andrew Wardell administered the Oath of Office as Councilmember Scott Dellett.

Mayor Andrew Wardell administered the Oath of Office as First Aid Captain Kenny Sprague.

The Meeting of the Mayor and Council was called to order by Mayor Wardell at 12:04 am.

Borough Clerk Brown took roll call:

**PRESENT:** Councilmembers Dellett, Pappas, Thomas, Renee, Kocsis, and Mayor Wardell

**ABSENT:** Councilmember Farley

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

**FLAG SALUTE**

**APPROVAL OF MINUTES**

NONE

**PUBLIC PARTICIPATION (FOR AGENDA ITEMS ONLY)**

NONE

**PRESENTATIONS**

NONE

**NEW BUSINESS**

Election of Council President

C/Pappas made a motion to elect C/Thomas as Council President. Seconded by C/Dellett.

**VOICE VOTE** the following vote recorded: **AYE:** Councilmembers Pappas, Renee, Kocsis, Dellett.  
Mayor Wardell congratulated Councilmember Thomas.

C/Renee offered the following resolution and moved their adoption. Seconded by C/Thomas

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

**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 is 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.

Aye: Councilmembers Dellett, Kocsis, Pietrunti, Renee, Thomas  
Absent: Councilmember Farley  
Mayor Wardell declared the resolution adopted

*C/Kocsis* offered the following resolution and moved their adoption. Seconded by *C/Pappas*

**RESOLUTION 22-02**  
**MAYORS APPOINTMENT FOR CERTAIN POSITIONS**

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

**WHEREAS**, the following appointments of employees to position for the Borough of Neptune City for one year term are 1/1/2022-12/31/2022 unless otherwise, as made by the mayor are hereby confirmed.

Aye: Councilmembers Dellett, Kocsis, Pietrunti, Renee, Thomas  
Absent: Councilmember Farley  
Mayor Wardell declared the resolution adopted

*C/Thomas* offered the following resolution and moved their adoption. Seconded by *C/Pappas*.

**RESOLUTION 22-04**  
**AWARD OF CONTRACT FOR PROFESSIONAL SERVICES**

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

**WEHREAS**, the Borough of Neptune City received RFQ/RFPs, 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

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

Aye: Councilmembers Dellett, Kocsis, Pietrunti, Renee, Thomas  
Absent: Councilmember Farley  
Mayor Wardell declared the resolution adopted

*C/Pappas* offered the following resolution and moved their adoption. Seconded by *C/Thomas*.

**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/RFPs, 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 one in a newspaper designated as an official newspaper of the Borough of Neptune City.

Aye: Councilmembers Dellett, Kocsis, Pietrunti, Renee, Thomas

Absent: Councilmember Farley

Mayor Wardell declared the resolution adopted

*C/Pappas* offered the following resolution and moved their adoption. Seconded by *C/Thomas*.

#### **RESOLUTION 22-06**

#### **AWARD OF CONTRACT FOR PROFESSIONAL SERVICES**

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

**WEHREAS**, the Borough of Neptune City received RFQ/RFPs, as per Fair and Open process and

**WHEREAS**, based on the 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 one in a newspaper designated as an official newspaper of the Borough of Neptune City.

Aye: Councilmembers Dellett, Kocsis, Pietrunti, Renee, Thomas

Absent: Councilmember Farley

Mayor Wardell declared the resolution adopted

*C/Kocsis* offered the following resolution and moved their adoption. Seconded by *C/Thomas*.

#### **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/RFPs, as per Fair and Open process and

**WHEREAS**, based on the 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 one in a newspaper designated as an official newspaper of the Borough of Neptune City.

Aye: Councilmembers Dellett, Kocsis, Pietrunti, Renee, Thomas

Absent: Councilmember Farley

Mayor Wardell declared the resolution adopted

*C/Renee* offered the following resolution and moved their adoption. Seconded by *C/Dellett*

#### **RESOLUTION 22-08**

#### **AWARD OF ONTRACT 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/RFPs, 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, 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 one in a newspaper designated as an official newspaper of the Borough of Neptune City.

Aye: Councilmembers Dellett, Kocsis, Pietrunti, Renee, Thomas

Absent: Councilmember Farley

Mayor Wardell declared the resolution adopted

*C/Renee* offered the following resolution and moved their adoption. Seconded by *C/Kocsis*.

#### **RESOLUTION 22-09**

#### **AWARD OF CONTRACT FOR PROFESSIONAL SERVICES**

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

**WEHREAS**, the Borough of Neptune City received RFQ/RFPs, 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, 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 one in a newspaper designated as an official newspaper of the Borough of Neptune City.

Aye: Councilmembers Dellett, Kocsis, Pietrunti, Renee, Thomas

Absent: Councilmember Farley

Mayor Wardell declared the resolution adopted

*C/Pappas* offered the following resolution and moved their adoption. Seconded by *C/Thomas*

**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/RFPs, as per Fair and Open process and

**WHEREAS**, based on that process, the mayor has appointed *Susan Brennan, Esp.* as Public Defender with the advice and consent, 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 one in a newspaper designated as an official newspaper of the Borough of Neptune City.

Aye: Councilmembers Dellett, Kocsis, Pietrunti, Renee, Thomas

Absent: Councilmember Farley

Mayor Wardell declared the resolution adopted

*C/Pappas* offered the following resolution and moved their adoption. Seconded by *C/Thomas*.

**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/RFPs, 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, 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 one in a newspaper designated as an official newspaper of the Borough of Neptune City.

Aye: Councilmembers Dellett, Kocsis, Pietrunti, Renee, Thomas

Absent: Councilmember Farley

Mayor Wardell declared the resolution adopted

*C/Thomas* offered the following resolution and moved their adoption. Seconded by *C/Kocsis*

**RESOLUTION 22-12**  
**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/RFPs, as per Fair and Open process and

**WHEREAS**, based on that process, the mayor has appointed *Robert W. Allison, RMA.* as Municipal Auditor for the Borough of Neptune City with the advice and consent, 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 one in a newspaper designated as an official newspaper of the Borough of Neptune City.

Aye: Councilmembers Dellett, Kocsis, Pietruni, Renee, Thomas

Absent: Councilmember Farley

Mayor Wardell declared the resolution adopted

*C/Renee* offered the following resolution and moved their adoption. Seconded by *C/Kocsis*

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

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

**WHEREAS**, disbursements for the Tax Lien Account make 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.

Aye: Councilmembers Dellett, Kocsis, Pietruni, Renee, Thomas

Absent: Councilmember Farley

Mayor Wardell declared the resolution adopted

*C/Kocsis* offered the following resolution and moved their adoption. Seconded by *C/Thomas*

**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 maximum interest revenue through use of the authorizes legal depositories and approved investment instruments.

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

Aye: Councilmembers Dellett, Kocsis, Pietrunti, Renee, Thomas

Absent: Councilmember Farley

Mayor Wardell declared the resolution adopted

*C/Renee* offered the following resolution and moved their adoption. Seconded by *C/Thomas*

#### **RESOLUTION 22-15 SCEHDULE OF MEETINGS FOR 2022**

**WHEREAS**, the Open Public Meeting Act (N.J.S.A 10:4-6) provides 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 date and all meetings shall be held at 7:00pm and the months of June, July, and August at 6:00pm

Aye: Councilmembers Dellett, Kocsis, Pietrunti, Renee, Thomas

Absent: Councilmember Farley

Mayor Wardell declared the resolution adopted

*C/Renee* offered the following resolution and moved their adoption. Seconded by *C/Thomas*

#### **RESOLUTION 22-16 RULES OF CONDUCT OF MEETINGS**

**WHEREAS**, in order for the Governing body to conduct meetings and matter 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 matter.

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

Aye: Councilmembers Dellett, Kocsis, Pietrunti, Renee, Thomas

Absent: Councilmember Farley

Mayor Wardell declared the resolution adopted

*C/Renee* offered the following resolution and moved their adoption. Seconded by *C/Kocsis*

**RESOLUTION 22-17**  
**HOLIDAYS FOR 2022**

**WHEREAS**, in accordance with negotiated Borough Contract 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.

Aye: Councilmembers Dellett, Kocsis, Pietrunti, Renee, Thomas

Absent: Councilmember Farley

Mayor Wardell declared the resolution adopted

*C/Kocsis* offered the following resolution and moved their adoption. Seconded by *C/Pappas*

**RESOLUTION 22-18**

**RESOLUTION OF THE BOROUGH OF NEPTUNE CITY FIXING THE RATE OF INTEREST TO BE CHARGED ON DELINQUENT TAXES, ASSEMENTS, AND SEWER MAINTENANCE**

**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 payments of taxes as provided by law; and

**WHEREAS**, N.J.S.A 54:4-67 has been amended to permit fixing of said rate of 8% 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.

Aye: Councilmembers Dellett, Kocsis, Pietrunti, Renee, Thomas

Absent: Councilmember Farley

Mayor Wardell declared the resolution adopted

*C/Thomas* offered the following resolution and moved their adoption. Seconded by *C/Renee*

**RESOLUTION 22-19**

**TEMPORARY BUDGET & SEWER UTILITY**

**WHEREAS**, N.J.S.A 40A:4-10 provides that (where any contracts and payments are to be made prior to the final adoption of the 2022 budget) temporary appropriations should be made for the purpose and amounts of 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 improvements 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.

Aye: Councilmembers Dellett, Kocsis, Pietrunti, Renee, Thomas

Absent: Councilmember Farley

Mayor Wardell declared the resolution adopted

*C/Kocsis* offered the following resolution and moved their adoption. Seconded by *C/Renee*

**RESOLUTION 22-20**  
**TEMPORARY BUDGET & SEWER UTILITY**

**WHEREAS**, N.J.S.A 40A:4-10 provides that (where any contracts and payments are to be made prior to the final adoption of the 2022 budget) temporary appropriations should be made for the purpose and amounts of 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 improvements 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.

Aye: Councilmembers Dellett, Kocsis, Pietrunti, Renee, Thomas

Absent: Councilmember Farley

Mayor Wardell declared the resolution adopted

*C/Thomas* offered the following resolution and moved their adoption. Seconded by *C/Pappas*

**RESOLUTION 22-21**  
**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' records; and

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

Aye: Councilmembers Dellett, Kocsis, Pietrunti, Renee, Thomas  
Absent: Councilmember Farley  
Mayor Wardell declared the resolution adopted

*C/Renee* offered the following resolution and moved their adoption. Seconded by *C/Thomas*

**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 5:30-9(a), and

**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.

Aye: Councilmembers Dellett, Kocsis, Pietrunti, Renee, Thomas  
Absent: Councilmember Farley  
Mayor Wardell declared the resolution adopted

*C/Thomas* offered the following resolution and moved their adoption. Seconded by *C/Pappas*

**RESOLUTION 21-23**  
**RESOLUTION AUTHORIZING PRE-PAYMENT OF CERTAIN BILLS FOR 2022**

**WHEREAS**, the Borough of Neptune City has budgeted funds for the payments 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**, the 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 prepayment of these items, so that they may be paid in a timely manner without penalty.

**NOW, THEREFOLD 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 hereby authorized and directed to make prepayment of the following items prior to the same appearing on the next meetings' list of bills and claims, for the remainder of the calendar year 2020, provided by the municipalities certifies to receipt of good or services in accordance with N.J.S.A. 40A:5-16(b) as applicable, and the Chief of Financial Officer certifies to the availability of funds for each prepayments.

Aye: Councilmembers Dellett, Kocsis, Pietrunti, Renee, Thomas

Absent: Councilmember Farley

Mayor Wardell declared the resolution adopted

*C/Kocsis* offered the following resolution and moved their adoption. Seconded by *C/Dellett*

#### **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 during the year 2022, the official newspaper 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.

Aye: Councilmembers Dellett, Kocsis, Pietrunti, Renee, Thomas

Absent: Councilmember Farley

Mayor Wardell declared the resolution adopted

#### **PUBLIC PARTICIPATION**

Mayor Wardell thanked everyone for coming and congrats to new Assembly Elect. *C/Renee* congratulated *C/Dellett*.

Motion to adjourn at 12:23 offered by *C/Pappas*. Seconded by *C/Thomas*.

Voice Vote: Councilmembers Dellett, Kocsis, Pappas, Renee, Thomas

Meeting is Adjourned.