

**Council Room Borough of Neptune City
JANUARY 1, 2018**

The Recessed Meeting of the Mayor and Council from December 26, 2017 was called to order by Mayor Brown at 11:45 a.m.

Borough Clerk Brown took roll call.

PRESENT: Councilmembers Pryor, Zajack, Renee, Wardell, Shafer, Tallman, and Mayor Brown.

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

Mayor Brown explained at the last meeting the Governing Body showed their appreciation and thanks to Councilwoman Shafer.

Freeholder Arnone was invited to the floor to make a presentation. Freeholder Arnone wished all a Happy New Year and offered congratulations to Councilwoman Renee and Councilman Elect Kocsis. Freeholder Arnone spoke about Councilwoman Shafer, detailing their time together on Council, highlighting projects completed while Councilwoman Shafer was on Council. Freeholder Arnone read a certificate into the record from the Monmouth County Board of Freeholders, then presented to the same to Councilwoman Shafer.

Mayor Brown recognized Vin Gopal, Assemblyman Houghtaling, Assemblywoman Downey and Former Mayor Wardell.

Adjourn sine die

Motion by C/Zajack. Seconded by C/Renee.

Voice Vote - AYE: Councilmembers Pryor, Zajack, Renee, Wardell, Shafer, and Tallman.

The meeting adjourned sine die at 11:53 p.m.

**Council Room Borough of Neptune City
JANUARY 1, 2018**

Assembly member Joann Downey swore Ms. Pamela Renee into Office as Councilmember of the Borough of Neptune City. Councilmember Renee took the Oath of Office surrounded by her family.

Assembly member Eric Houghtaling swore Mr. Glen Kocsis into Office as Councilmember of the Borough of Neptune City. Councilmember Kocsis took the oath surrounded by his family.

The Reorganization Meeting of the Mayor and Council of the Borough of Neptune City was called to order by Mayor Brown at 12:05 p.m.

Borough Clerk Brown took roll call.

PRESENT: Councilmembers Pryor, Zajack, Renee, Wardell, Tallman, Kocsis, and Mayor Brown.

Mayor Brown asked everyone to join in on the Flag Salute, and to remain standing for a moment of silence for the troops protecting us here and abroad.

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

Mayor Robert J. Brown Administers Oath of Office

Mayor Brown noted this is Chief Reynolds fourth time as chief, offering congratulations to him and his entire family. Mayor Brown swore in Mr. Robert Reynolds, Jr. as Fire Chief. Chief Reynolds was surrounded by his family as he took the oath of office. His family pinned on his badge.

Mayor Brown spoke about Mr. Thomas, thanking him and his family. Mayor Brown swore in Mr. Christopher Thomas as Assistant Fire Chief. Assistant Chief Thomas was surrounded by his family as he took the oath of office. His family pinned on his badge.

Mayor Brown spoke about Mr. Maher, noting he is a full time firefighter in Asbury Park; thanking Mr. Maher's family for their support.

Mayor Brown swore in Mr. Richard Maher as Fire Captain. Captain Maher was surrounded by his family and friends as he took the oath of office. His family pinned on his badge.

Mayor Brown noted Ms. Pappas has been Captain many times and does a great job. Mayor Brown swore in Ms. Danielle Pappas as First Aid Captain. Captain Pappas was surrounded by her family and friends as she took the oath of office. Her daughter pinned on her badge.

Mayor Brown spoke about how important the support of family is to First Responders. Mayor Brown swore in Ms. Rilyn Pappas as Assistant First Aid Captain. Assistant Captain Pappas was surrounded by her family as she took the oath of office. Her mother pinned on her badge.

PRESENTATIONS

Mayor Brown invited President Ed Sims of Neptune City Fire Company Number 1 and Anthony Barone to the floor for presentations. President Sims noted as tradition, the Department honors the outgoing Chief with a few honorable gifts. Anthony Barone read the inscription on the mug being presented to Ex-Chief O'Connell. Ex-Chief O'Connell was also presented with a T-shirt depicting events during his time as Chief.

All present applauded all the volunteers for their services.

PUBLIC COMMENT ON AGENDA ITEMS – there were no comments on agenda items.

MAYOR AND COUNCIL REPORTS

Mayor Brown explained New Years is always a special start to the year, and then offered congratulations to Councilmembers Renee and Kocsis. Mayor Brown thanked the volunteers, noting most appointments are volunteer. Mayor Brown congratulated all officers. Mayor Brown discussed upcoming projects including the property at East Coast ICE, redevelopment on 5th near Memorial and Steiner and the open space grant received by Neptune City to revitalize the parks. Mayor Brown shared he is looking forward to working with the assembly in the upcoming year on various projects.

Councilman Pryor wished all a Happy New Year, offering congratulations to Councilmembers Renee and Kocsis. Councilman Pryor thanked his committee from last year. Councilman Pryor wished Ms. Shafer well, and then thanked all First Responders. Councilman Pryor noted he is looking forward to being on the Public Works Committee.

Councilman Tallman wished all a Happy New Year and thanked his Committee from 2017, noting Public Works runs very fluidly. Councilman Tallman offered congratulations to Councilmembers Renee and Kocsis. Councilman Tallman thanked Ms. Shafer for all she has done for the Neptune City and himself.

Councilman Kocsis thanked all who put their trust in him, noting he will serve on the Special Services Committee and looks forward to working with everyone.

Councilman Zajack offered congratulations to Councilmembers Renee and Kocsis. Councilman Zajack thanked everyone from his Committee, noting he is looking forward to working with Director Kirshenbaum again. Councilman Zajack thanked Ms. Shafer, Mayor Brown, and Borough Clerk Brown; wishing all a Happy New Year.

Councilwoman Renee thanked the residents, noting she looks forward to working with Council and is glad to be on the Law and Ordinance Committee.

Councilman Wardell offered congratulations to Councilmembers Renee and Kocsis. Councilman Wardell thanked his Committee, the volunteers and professionals. Councilman Wardell thanked Ms. Shafer for all she has done for the community, noting she will be very missed.

NEW BUSINESS

Election of Council President

C/Zajack made a motion to elect C/Wardell as Council President. Seconded by C/Tallman.

On Roll Call the following vote was recorded:

AYE: Councilmembers Pryor, Zajack, Renee, Tallman, and Kocsis.

ABSTAIN: Councilmember Wardell.

Mayor Brown congratulated Councilman Wardell.

C/Tallman offered the following resolution and moved its adoption. Seconded by C/Pryor.
 Mayor Brown noted a typo referencing Fire Chief and Fire Captain

C/Tallman motioned to adopt the resolution as amended. Seconded by C/Pryor

**RESOLUTION 18-01
 MAYOR'S APPOINTMENTS FOR 2018**

<u>Department</u>	<u>Chairperson</u>	<u>Member</u>	<u>Member</u>
<i>Admin & Finance</i>	Tallman	Wardell	Renee
<i>Public Works</i>	Pryor	Renee	Tallman
<i>Law & Ordinance</i>	Renee	Pryor	Wardell
<i>Admin & Justice</i>	Zajack	Tallman	Kocsis
<i>Special Services</i>	Kocsis	Pryor	Zajack
<i>Human Services</i>	Wardell	Zajack	Kocsis

Administration and Finance

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

Special Services

- Shade Tree
- Street Lights
- Dog Licenses
- Environmental Committee

Law and Ordinance

- Construction Officials
- Zoning Officials
- Law and Ordinance Committee

Administration and Justice

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

Public Works

- Public Works Department
- Sewer Department
- Parks & Playgrounds
- Recycling/Solid Waste

Human Services

- Fire Department
- Fire Prevention Bureau
- First Aid Liaison

Administrator	2018-2019	2 year	Henry Underhill
Public Safety Director	2018-2019	2 year	Edward Kirschenbaum
Tax Collector	2018-2021	4 year	Al Jardine
Block Grant Committee			
Delegate	2018	1 year	Robert Brown
Alternate Delegate	2018	1 year	Henry Underhill
Board of Recreation			
Member	2018-2022	5 year	Lou Trocchio, Sr.
Council Liaison	2018	1 year	Joe Zajack
Borough Auditor	2018	1 year	Robert A. Hulsart
Borough Attorney	2018	1 year	Mark Aikins

Borough Engineer	2018	1 year	Matt Shafai
Borough Planner	2018	1 year	Jennifer Beahm
Insurance Consultant	2018	1 year	Brown & Brown
Deputy Clerk/Treasurer	2018	1 year	Henry Underhill
Community Center Director	2018	1 year	Tom Adcock
Deputy Community Center Director	2018	1 year	Janet Collier
Borough Librarian	2018	1 year	Theresa Ricardello
Borough Prosecutor	2018	1 year	James Carton IV
Housing Enforcement	2018	1 year	Jerry Applegate
Code Enforcement	2018	1 year	Robert Reynolds, Sr.
Court Administrator	2018	1 year	Tracey Sorrentino
Deputy Court Administrator	2018	1 year	Lynn Tremarco
Collector of Dog License	2018	1 year	Tamara Brown
Personnel Officer	2018	1 year	Henry Underhill
Administrative Officer	2018	1 year	Matt Shafai
Emergency Management			
LEPC Member			
Mayor	2018	1 year	Robert J. Brown
Police	2018	1 year	Matthew J. Quagliato
Council	2018	1 year	Joe Zajack
Administrator	2018	1 year	Henry Underhill
Public Works	2018	1 year	Gerrit Devos
Education	2018	1 year	Debra Mercora
Municipal Clerk	2018	1 year	Tamara Brown
Fire Department	2018	1 year	Robert Reynolds, Jr.
First Aid	2018	1 year	Danielle Pappas
Health Department	2018	1 year	Christopher Merkel
Construction	2018	1 year	William Doolittle
Chaplain	2018	1 year	
Office of Emergency Management			
Coordinator	2018	1 year	Ed Zakerowski
Deputy Coordinator	2018	1 year	Edward Kirschenbaum
Assistant Deputy Coordinator	2018	1 year	Larry Cross
Assistant Deputy Coordinator	2018	1 year	Richard Oppegaard
Assistant Deputy Coordinator	2018	1 year	Keith Mitchell
Member	2018	1 year	Robert Reynolds, Sr.
Member	2018	1 year	Brian McGrath
Member	2018	1 year	Henry Underhill
Member	2018	1 year	Gerrit Devos
Member	2018	1 year	Tamara Brown
Member	2018	1 year	Bruce Weiss
Law Enforcement Liaison	2018	1 year	James Isacson
License Collector	2018	1 year	Tamara Brown
Deputy License Collector	2018	1 year	Henry Underhill

Appropriate Authority	2018	1 year	Robert J. Brown
Memorial Day Committee			
Chairperson	2018	1 year	Henry Underhill
Mayor	2018	1 year	Robert J. Brown
Coordinator	2018	1 year	Tom Adcock
First Aid	2018	1 year	Kenny Sprague
Fire	2018	1 year	Jay O'Connell
Reverend	2018	1 year	
Police	2018	1 year	Matthew J. Quagliato
Official Assessment Searcher	2018	1 year	Al Jardine
Recycling Coordinator	2018	1 year	Gerrit Devos
Assistant Recycling Coordinator	2018	1 year	Robert Reynolds, Jr.
School Crossing Guards			
Guard	2018		Carol Sutton
Guard	2018		Karen O'Brien
Guard	2018		Dolores Ayers
Guard	2018		Sharon Colon
Guard	2018		Ronald Biggs
Shade Tree Committee			
Member	2018	1 year	Tom Arnone
Member	2018	1 year	Gerrit Devos
Member	2018	1 year	Robert Brown
Member	2018	1 year	Henry Underhill
Deputy Tax Collector	2018	1 Year	Michele Narcisco
Police Matron	2018	1 year	Susan Hewitson
Police Matron	2018	1 year	Janet Collier
Housing Liaison	2018	1 year	Henry Underhill
Land Use Board Members			
Member	2018	1 Year	Robert Brown
Member	2018	1 Year	Robert Reynolds, Jr.
Member	2018	1 Year	Joseph Zajack
Alternate 3	2018-2019	2 years	Erin Maciorowski
Zoning Officer	2018	1 year	William Doolittle
JIF Representative	2018	1 year	Henry M. Underhill
Alternate JIF Representative	2018	1 year	Tamara Brown
Safety Officer	2018	1 year	Robert Reynolds, Jr.
Fire Subcode Inspector	2018	1 year	William Doolittle
Drug Alliance			
Chairperson	2018	1 year	Tamara Tallman
Member	2018	1 year	Robert Brown
Member	2018	1 year	Barbara Shafer

Member	2018	1 year	Robert Shafer
Member	2018	1 year	Tom Adcock
Member	2018	1 year	Henry Underhill
Member	2018	1 year	Lisa Emmons
Member	2018	1 year	Tracy Brand
Member	2018	1 year	Pam Goldberg
Member	2018	1 year	Ed Zakerowski
Member	2018	1 year	Pam Montemurno
Member	2018	1 year	Michele McGuigan
911 Coordinator	2018	1 year	Edward Kirschenbaum
Building Inspector	2018	1 year	Jerry Applegate
Alternate Prosecutor	2018	1 year	Michael Lynch
Alternate Prosecutor	2018	1 year	Sean Kean
Alternate Prosecutor	2018	1 year	Susan DeSimone
Alternate Prosecutor	2018	1 year	Paul Granick
Public Defender	2018	1 year	Ron Troppoli
Deputy Registrar	2018	1 year	Sylvia Laughlin
Alternate Deputy Registrar	2018	1 year	Kathleen Kepler
Environmental Committee			
Chairperson	2018	1 year	Gerrit Devos
Member	2018	1 year	Tom Arnone
Member	2018	1 year	Robert Brown
Member	2018	1 year	Shane Toohey
Housing Authority			
Member	2018-2022	5 year	Pam Goldberg
Member	2018-2022	5 year	Michael Shafai
Board of Ed Liaison	2018	1 year	Andrew Wardell
Veteran's Liaison	2018	1 year	Ronald Biggs
Historical Society			
Chairman	2018-2019	2 year	Ronald Wardell
Member	2018-2019	2 year	Randy Rossman
Member	2018-2019	2 year	Richard McKay
Member	2018-2019	2 year	Alex Tallman
Member	2018-2019	2 year	Jack Crawford
Member	2018-2019	2 year	Joel Popkin
Member	2018-2019	2 year	Andrew Wardell

On Roll Call the following vote was recorded:

AYE: Councilmembers Pryor, Zajack, Renee, Wardell, Tallman, and Kocsis.

Mayor Brown declared the resolution adopted.

CONSENT AGENDA

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

C/Wardell offered to take the following resolutions as a group and motioned for their adoption. Seconded by C/Kocsis.

- Resolution 18-02 Schedule of Meetings for 2018**
- Resolution 18-03 Designation of Bank Depositories for 2018**
- Resolution 18-04 Award of Contract for Professional Services for:**

- Legal Services for 2018
- Legal-Labor Services for 2018
- Engineering and Planning Services for 2018
- Planning Services for 2018
- Audit Services for 2018
- Health Insurance Consultants

- Resolution 18-05 Rules for Conduct of Meetings**
- Resolution 18-06 Holidays for 2018**
- Resolution 18-07 Authorization for Interest Charges for 2018**
- Resolution 18-08 Authorizing Pre-payment of certain items**
- Resolution 18-09 Temporary Budget – Sewer Utility**
- Resolution 18-10 Temporary Budget – Current Fund Account**
- Resolution 18-11 Authorization for the 2019 Municipal Alliance Grant**

On Roll Call the following vote was recorded:
AYE: Councilmembers Pryor, Zajack, Renee, Wardell, Tallman, and Kocsis.
Mayor Brown declared the resolutions adopted.

**RESOLUTION 18-02
SCHEDULE OF MEETINGS FOR 2018**

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

Now therefore be it resolved by the Mayor and Council of the Borough of Neptune City, County of Monmouth, State of New Jersey, that all Council Meetings of the Mayor and Council will be held during the year 2018 at Neptune City Council Chambers, 106 W. Sylvania Avenue, Neptune City NJ on the following dates and all meetings shall be at 7:00 PM and the months of June, July and August at 6:00PM

January	8	22
February	12	26
March	12	26
April	9	23
May	14	29 (Tuesday)
June	11	
July	9	
August	13	
September	10	24
October	9 (Tuesday)	22
November	13 (Tuesday)	26
December	10	26 (Wednesday)

The recessed meeting of December 26th will be held on January 1, 2019 at 11:45 A.M. and the Reorganization Meeting will be held at Noon on January 1, 2019.

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

RESOLUTION 18-03

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

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

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

Savings /Checking Accounts

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

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

WHEREAS, disbursements for the Board of Recreation II be made by checks signed by the Mayor, Administrator or Borough 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.

BOROUGH OF NEPTUNE CITY CASH MANAGEMENT PLAN

INTRODUCTION

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

I. AUTHORITY

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

II. STATEMENTS OF POLICY

It shall be the policy of the Borough of Neptune City, County of Monmouth to adopt a Cash Management Plan, and to authorize the Chief Financial Officer to administer said Plan, for the purpose of deposit and investment of the maximum of available funds in interest bearing instruments. The investment instruments shall be safe, liquid and offer market yields. Safety of principal is the foremost objective of the Cash Management Plan. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital.

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

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

III. DEFINITIONS

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

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

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

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

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

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

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

II. STANDARD OF CARE

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

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

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

V. PROCEDURES FOR RECEIPT OF MONIES

Department Procedures

- A. Department heads will ensure that a receipt is issued in duplicate for all transactions. A copy of the receipt shall be given to the paying party and the duplicate maintained by the issuing department. The receipts shall be pre-numbered, or sequentially numbered if computer generated.
- B. All monies collected or received from any source by or on behalf of the Borough, Department, or any Board thereof, shall be forwarded to the Division of Accounts and Control within forty-eight (48) hours of receipt.
- C. The Municipal Treasurer shall oversee that all collected revenues are deposited to the designated legal depository.

- D. All monies received shall be placed in a secure place until forwarded for deposit.
 - E. Each Department head shall file with the Chief Financial Officer a monthly report of all monies received in the manner prescribed. The report also will include year-to-date amounts received.
 - F. No department, division, or agency shall engage in the practice of cashing checks with public funds. Cashing of employee pay checks is included in the prohibition.
2. Chief Financial Officer
- A. All monies collected or received from any source by or on behalf of the Borough shall be deposited within forty-eight (48) hours of receipt of designated banks.
 - B. Ensure that all monies deposited are in an interest bearing account(s).
 - C. Where compensating balances are used to offset bank expenses, an agreement between the bank(s) and the Borough shall be executed and reviewed annually.
 - D. The Chief Financial Officer shall make recommendations of legal public depositories to the Mayor and Council of the Borough of Neptune City who shall by resolution designate said depositories at the annual reorganization meeting of the Council. The list of authorized depositories may be amended at any time during the year.
 - E. Maturity of Investments-Investments shall be limited to maturity not to exceed one year on all operating funds unless a longer maturity is permitted within the provision of the State Statute or promulgated regulation.
 - F. Investment Securities – The Chief Financial Officer has the responsibility to determine which investments instruments are best suited for the Borough. However, the Chief Financial Officer shall be authorized only to invest in securities permitted by New Jersey State Statute. No investment shall be made in any depository that does not meet current Federal minimum standard for Leverage Ratio, Tier 1 and Tier 2 Capital Ratio.

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

Mutual Funds backed by the United States Government Obligations

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. and /or F.S.L.I.C. coverage for all municipal assets.

VI. FUNDS EXCLUDED FROM INVESTING

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

1. Petty cash funds
2. Cash drawn from a Federal Agency under a letter of credit which has to be paid out within 5 working days to a vendor.
3. Deposit, retainage, or amounts posted by way of bond, held by the local unit for such things as faithful performance, if the local unit would be required by law to pay back any interest earned to the provider of the deposit, except where the local unit is required by law or court decision to invest the funds.

VII. BOROUGH AUDITOR

1. The Borough investment practices and the agreement of banking services and compensation thereof shall be reviewed by the Borough Auditor as part of the annual audit, as required by the N.J. S. A 40A:5-4. Where a conflict exists between this Cash Management Plan and State 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.
3. The Chief Financial Officer in accordance with N.J.S. A. 40A:5-14 shall prepare a written monthly investment report and submit same to the Borough Council.

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

Resolution 2018-04
Awarding of Contracts for Professional Services

WHEREAS, the Borough of Neptune City has a need to acquire professional services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Borough Administrator has determined and certified in writing that the value of the acquisition will exceed \$17,500.00; and,

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

WHEREAS, the following professionals have been appointed and

Mark Aikins, Esq., Legal Services
Jamie Plosia, Esq., Labor Legal Services
Leon S. Avakian, Engineering and Planning Services
Robert Hulsart & Co., Audit Services
Brown & Brown Advisors, Health Insurance Consultant Services

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

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

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

BE IT FURTHER 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.

RESOLUTION 18-05
RULES OF CONDUCT FOR MEETINGS

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

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

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

**RESOLUTION 18-06
HOLIDAYS FOR 2018**

Whereas, in accordance with negotiated Borough Contracts and the Policy Manual of the Borough of Neptune City there are thirteen recognized holidays, and

Whereas, the following holidays are recognized and the Borough Offices and the Public Works Department will be closed on the following dates:

Holiday	Offices Closed
New Year’s Day	Monday, January 1, 2018
Martin Luther King Day	Monday, January 15, 2018
President’s Day	Monday, February 19, 2018
Good Friday	Friday, March 30, 2018 in lieu of Easter
Memorial Day	Monday, May 28, 2018
Fourth of July	Wednesday, July 4, 2018
Labor Day	Monday, September 3, 2018
Columbus Day	Monday, October 8, 201
Election Day	Offices will be closed on Friday, November 23, 2018 in lieu of Election Day
Veteran’s Day	Monday, November 12, 2018
Thanksgiving	Thursday, November 22, 2018
Christmas	Tuesday, December 25, 2018

Resolution 2018-07

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

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

Whereas, N.J.S.A. 54:4-67 has been amended to permit the fixing of said rate of 8% per annum on the first \$1,500.00 of the delinquency and 18% per annum of any amount in excess of \$1,500.00 and allows an additional penalty of 6% to be collected against a delinquency in excess of \$10,000.00 on properties that fail to pay the delinquency prior to the end of the calendar year.

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

1. The Tax Collector is hereby authorized and directed to charge 8% annum on the first \$1,500.00 of charges becoming delinquent after due date and 18% per annum of any amount in excess of \$1,500 and allows for delinquencies in excess of \$10,000.00 in arrears beyond December 31st, an additional penalty of 6% shall be charged against the delinquency.
2. Effective January 1, 2018 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.

**Resolution 2018-08
Authorization for prepayment of certain items**

BE IT RESOLVED by the Mayor and Council of the Borough of Neptune City that authorization be given to the Chief Finance Officer to issue checks for the purpose of utilities, payroll, debt service, governmental fees and insurance and for the printing and mailing costs of the Borough prior to appearing on the meeting bill list, such funds to be taken from the pre-budgeted amount for each such expenses for 2018

**RESOLUTION 2018-09
TEMPORARY BUDGET-SEWER UTILITY**

WHEREAS, N.J.S.A. 40A:4-10 provides that (where any contracts or payments are to be made prior to the final adopting of the 2018 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 2018, and

WHEREAS, no more than 26.25% of the total appropriations in the total appropriations in the 2017 budget exclusive of any appropriations made for interest and debt redemption charges and capital improvement fund in said 2017 budget in the sum of \$317,029.00, and

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	\$	42,000.00
Sewer Utility Operating	Other Expenses	\$	248,000.00
Social Security	Other Expenses	\$	<u>4,000.00</u>
		\$	294,000.00

**RESOLUTION 2018-10
TEMPORARY BUDGET-CURRENT FUND**

WHEREAS, N.J.S.A. 40A:4-10 provides that (where any contracts or payments are to be made prior to the final adopting of the 2018 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 2018, and

WHEREAS, no more than 26.25% of the total appropriations in the total appropriations in the 2017 budget exclusive of any appropriations made for interest and debt redemption charges and capital improvement fund in said 2017 budget in the sum of \$1,893,437.00, and

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	\$	16,625.00
Administrator's Office	Other Expenses		4,000.00
Mayor and Council	Salaries and Wages		9,800.00

Mayor and Council	Other Expenses	600.00
Municipal Clerk	Salaries and Wages	7,600.00
Municipal Clerk	Other Expenses	1,700.00
Central Postage	Other Expenses	1,500.00
Financial Administration	Other Expenses	500.00
Collection of Taxes	Salaries and Wages	7,200.00
Collection of Taxes	Other Expenses	2,425.00
Assessment of Taxes	Salaries and Wages	5,800.00
Assessment of Taxes	Other Expenses	1,800.00
Legal Services	Other Expenses	11,750.00
Engineering Services	Other Expenses	2,000.00
Land Use Board	Salaries and Wages	2,750.00
Land Use Board	Other Expenses	2,000.00
Code Enforcement	Salaries and Wages	5,425.00
Code Enforcement	Other Expenses	150.00
Liability Insurance	Other Expenses	40,000.00
Workers' Compensation Insurance	Other Expenses	45,000.00
Group Insurance for Employees	Other Expenses	230,000.00
Police	Salaries and Wages	465,000.00
Police	Other Expenses	30,875.00
Fire	Other Expenses	9,000.00
Fire - Fire Hydrants	Other Expenses	11,250.00
Fire Prevention Bureau	Salaries and Wages	3,450.00
Fire Prevention Bureau	Other Expenses	400.00
Emergency Management	Salaries and Wages	500.00
Emergency Management	Other Expenses	2,300.00
Municipal Prosecutor	Salaries and Wages	8,500.00
Municipal Prosecutor	Other Expenses	300.00
Road Repair and Maintenance	Salaries and Wages	125,800.00
Road Repair and Maintenance	Other Expenses	7,200.00
Traffic Lights	Other Expenses	3,000.00
Solid Waste Collection	Salaries and Wages	1,250.00
Solid Waste Collection	Other Expenses	87,000.00
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	12,175.00
Snow Removal and Storm Recovery	Salaries and Wages	7,500.00
Maintenance of Abandoned Properties	Other Expenses	2,500.00
Animal Control	Other Expenses	2,500.00
Parks and Playgrounds	Other Expenses	2,900.00
Community Center	Salaries and Wages	25,000.00

Community Center	Other Expenses	3,000.00
Expenses in Participation in County Library	Salaries and Wages	12,000.00
Expenses in Participation in County Library	Other Expenses	1,000.00
Municipal Court	Salaries and Wages	39,000.00
Municipal Court	Other Expenses	2,500.00
Public Defender	Salaries and Wages	2,800.00
Construction Official	Salaries and Wages	7,300.00
Construction Official	Other Expenses	310.00
Building Inspector	Salaries and Wages	2,100.00
Building Inspector	Other Expenses	100.00
Plumbing Inspector	Salaries and Wages	1,700.00
Plumbing Inspector	Other Expenses	100.00
Electrical Inspector	Salaries and Wages	1,700.00
Electrical Inspector	Other Expenses	100.00
Fire Inspector	Salaries and Wages	2,325.00
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	700.00
Natural Gas	Other Expenses	6,000.00
Gasoline	Other Expenses	11,500.00
Social Security	Other Expenses	<u>106,000.00</u>
		\$ <u>1,450,785.00</u>

RESOLUTION 2018-11
Authorization for the 2019 Municipal Alliance Grant

WHEREAS, the Governor's Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey; and

WHEREAS, the Borough Council of the Borough of Neptune City, County of Monmouth, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and

WHEREAS, the Borough Council further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and

WHEREAS, the Borough Council has applied for funding to the Governor's Council on Alcoholism and Drug Abuse through the County of Monmouth.

NOW, THEREFORE, BE IT RESOLVED that that the Mayor and Council of the Borough of Neptune City, County of Monmouth, State of New Jersey do hereby recognize the following:

1. The Borough Council does hereby authorize submission of a strategic plan for the Neptune City Municipal Alliance grant for Fiscal Year **2019** in the amount of:

DEDR \$10,000.00
 Cash Match \$ 2,500.00
 In-Kind \$ 7,500.00

2. The Borough Council acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

FORM 1A

STRATEGIC PLAN FOR FUNDING MUNICIPAL ALLIANCES

Grant Year: 2019

APPLICANT MUNICIPALITY/IES: Neptune City	COUNTY: Monmouth
ALLIANCE NAME: Neptune City Alliance	ALLIANCE WEBSITE:
ALLIANCE STREET ADDRESS: 106 W. Sylvania Ave TOWN: Neptune City STATE: NJ ZIP: 07753	
TELEPHONE: (732) 776-7224 Ext.	FAX: (732) 776-8906
ALLIANCE CHAIRPERSON: Dr. Tamara Tallman STREET ADDRESS: 81 Avondale Avenue TOWN: Neptune City STATE: NJ ZIP: 07753 EMAIL: ttallman@hillelyeshiva.org	ALLIANCE COORDINATOR: Henry M. Underhill STREET ADDRESS: 106 W. Sylvania Ave TOWN: Neptune City STATE: NJ ZIP: 07753 EMAIL: hunderhill@neptunecity.com
DATE OF RESOLUTION AUTHORIZING THE STRATEGIC PLAN (MM/DD/YYYY): / /	

A) Alliance DEDR Allocation \$ 10,000.00
 B) Cash Match (must be 25% of DEDR Allocation) \$ 2,500.00
 C) In-Kind Match (must be 75% of the DEDR Allocation) \$ 7,500.00
 TOTAL ALLIANCE BUDGET (add A+ B+C) \$ 20,000.00

Neptune City Robert Brown
 *MUNICIPALITY NAME/ MAYOR SIGNATURE
 Neptune City Henry Underhill, Administrator
 *MUNICIPALITY NAME/TITLE OF GOVERNING BODY REPRESENTATIVE SIGNATURE
 Neptune City
 *MUNICIPALITY NAME/TITLE OF GOVERNING BODY REPRESENTATIVE SIGNATURE
 Tamara Tallman
 ALLIANCE CHAIRPERSON SIGNATURE DATE

*** If a municipality is part of a consortium, a signature and resolution is required from all participating municipalities entering into the agreement. Signatures hereby accept all components of this grant including membership terms, Statement of Assurances and Fiscal Requirements.**

PUBLIC PARTICIPATION – there were no comments from the public.

Mayor Brown wished all a safe and happy new year.

ADJOURN 12:40 p.m.

Motion to adjourn by C/Tallman. Seconded by C/Renee.

Voice Vote - Aye: Councilmembers Pryor, Zajack, Renee, Wardell, Tallman, and Kocsis.

