

REORGANIZATION MEETING JANUARY 2, 2024

A Reorganization Meeting of Mayor and Council was convened at 6:00 p.m., in Council Chambers of Borough Hall with Mayor Donovan presiding.

Mayor Edward Donovan stated that this meeting is being held in accordance with the Open Public Meetings Act of 1975 and adequate notice has been provided by transmitting the Resolution of Annual Meetings to the Asbury Park Press and the Coast Star, by posting it in the Borough Hall on a bulletin board reserved for such announcements, and by posting it on the official website of the borough.

Mayor Donovan welcomed the audience and invited them to join in a moment of silent prayer and a salute to the Flag.

SWEARING IN CEREMONIES

Mayor Donovan swore in the following:

MAYOR: Michael W. Mangan – Four Year Term

COUNCIL: Jason “Jay” Bryant – Three Year Term

COUNCIL: Sheila Vidreiro - Three Year Term

Mayor Michael Mangan resumed the meeting.

ROLL CALL: Present: Council Members Bruce Bresnahan, Jay Bryant, Brian Holly, Lori Triggiano, and Sheila Vidreiro

Absent: Council Member Gregg Olivera

Also present were Municipal Administrator Thomas Flarity and Municipal Attorney Mark Kitrick.

Proclamation

Mayor Mangan read the following proclamation Honoring Mayor Edward G. Donovan

WHEREAS, Mayor Edward G. Donovan has served the Borough of Manasquan for eight years as Mayor, following eight years of service on the Borough Council; and

WHEREAS, Mayor Donovan's commitment to public service echoes a family tradition of civic duty, as his father honorably served on the Borough Council and as Mayor; and

WHEREAS, prior to his public service in Manasquan, Mayor Donovan had a distinguished career with the New Jersey State Police, retiring as a Captain, demonstrating a lifelong commitment to the safety and well-being of the public; and

WHEREAS, Mayor Donovan's leadership and vision have been instrumental in various significant borough projects including the rebuilding of the Municipal Marina, the creative redesign of Squan Plaza, the reconstruction of Sea Watch, and numerous other initiatives that have substantially enhanced the quality of life in Manasquan for residents and visitors alike; and

WHEREAS, Mayor Donovan, with the support of his wife Jane, who is also deeply involved in volunteering in Manasquan, has fostered a spirit of community and togetherness, strengthening the bonds that unite the residents of Manasquan; and

WHEREAS, Mayor Donovan's leadership, integrity, and dedication have left an indelible mark on the Borough of Manasquan, setting a high standard for future leaders and public servants;

WHEREAS, as Mayor Donovan retires from elected office, he does so exemplifying the true meaning of public service, commitment, and leadership and because of him, the town and the lives of the people of Manasquan have been greatly enhanced;

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of Manasquan hereby expresses its deepest gratitude and appreciation to Mayor Edward G. Donovan for his outstanding service and commitment to our community; and

BE IT FURTHER RESOLVED that this Council recognizes Mayor Donovan's significant contributions and wishes him and his wife Jane a fulfilling and rewarding continuation of their journey, as they plan to continue giving back to the community they cherish and love.

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Mayor Mangan read a statement thanking everyone for allowing him to continue to serve this amazing town and went over the purpose and function of council and their meetings. He thanked each of the council members for their dedication to this town and is looking forward to a great year. He went over some ideas for the new year including the quarterly borough newsletter and improve the way the council and planning board meetings are broadcast online as well as other topics to include the residents. He also thanked his family for their support and love.

REORGANIZATION

Council's Action regarding the 2024 Council President

Councilman Holly made a motion to appoint Councilman Olivera to the position of 2024 Council President, seconded by Councilwoman Triggiano. Motion carried unanimously.

Council Committee Appointments. The first Council Member's name called will be the Committee Chairperson.

<u>Committee</u>	<u>Chair</u>	<u>Member</u>	<u>Member</u>
Administration	Bryant	Bresnahan	Holly
Shared Services & Grants	Bresnahan	Triggiano	Olivera
Land Use	Triggiano	Vidreiro	Bryant
Public Safety	Olivera	Holly	Triggiano
Public Property	Holly	Olivera	Vidreiro
Community Services	Vidreiro	Bryant	Bresnahan

Councilman Holly made a motion to approve the council committee appointments, seconded by Councilwoman Triggiano. Motion carried unanimously.

SUBCOMMITTEE & COMMISSION LIAISONS

Negotiations	Mangan	Holly	Triggiano
Chamber of Commerce	Vidreiro	Bryant	
Construction Board of Appeals	Triggiano	N/A	
Environmental Commission	Bryant	N/A	
Fire District	Olivera	Bresnahan	
First Aid Squad	Olivera	Triggiano	
Manasquan Board of Education	Vidreiro	Bresnahan	
Manasquan Library	Bresnahan	Vidreiro	
Office of Emergency Management	Olivera	N/A	
Open Space Committee	Holly	Bryant	
Planning Board	Triggiano	N/A	
Sea Lavender Garden Club	Holly	Bryant	
Shade Tree Commission	Holly	Vidreiro	
Shore Community Alliance	Olivera	Triggiano	
Squan Beach Life Saving Station	Holly	Bresnahan	
Tourism Commission	Olivera	N/A	
Volunteer Recreation Committee	Vidreiro	Triggiano	

Councilman Holly made a motion to approve the subcommittee and commission liaisons, seconded by Councilman Bresnahan. Motion carried unanimously.

<u>POSITION</u>	<u>TERM</u>	<u>NAME</u>
Board of Appeals:		
Chairperson/Council Rep:	1 yr	Brian Holly
Council Representative:	1 yr	Lori Triggiano
Alt. #2 Citizen Representative	2 yr	VACANT
Board Attorney	1 yr	James D. Carton, IV

Councilman Bresnahan made a motion to approve the appointments, seconded by Councilman Bryant. Motion carried unanimously.

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Board of Health:

Member	4 yr	Keara Homan
Liaison	1 yr	Barbara Ilaria

Councilman Bresnahan made a motion to approve the appointments, seconded by Councilman Bryant. Motion carried unanimously.

Mayor Mangan announced the following appointments.

Construction Official: 1 yr Steven Winters

Emergency Management Council:

Secretary	1 yr	Yvonne Ray
Mayor	1 yr	Michael Mangan
Chair Public Property Committee	1 yr	Brian Holly
Police Chief	1 yr	Gregory Restivo
Municipal Clerk	1 yr	Barbara Ilaria
Fire Dept. Chief	1 yr	John Clayton
DPW Superintendent	1 yr	Carmen Triggiano
First Aid Captain	1 yr	Thomas Crawley
Shelter Care Coordinator	1 yr	Carolyn Kelly
Construction Official	1 yr	Steven Winters
Borough Engineer	1 yr	Colliers Engineering
Community Representative	1 yr	Peter Mayer
Community Representative	1 yr	Jerry Hall
Community Representative	1 yr	Sean Price
Mayor's Representative	1 yr	Edward Donovan
Council Liaison	1 yr	Gregg Olivera

Environmental Commission:

Member	3 yr	Peg Devane
Member	3 yr	Tom Manni
Member (unexpired term 1/1/23-12/31/25)	3 yr	Edward Donovan
Alternate #1	2 yr	Sharon Manni

Historian: 1 yr Mary Ware

Official Tax Searcher: 1 yr MaryEllen Karamus

Mayor Mangan presented the following appointments for approval.

Open Space Committee:

Member Council Rep	3 yr	Brian Holly
Member-Environmental	1 yr	Greg Love
Member-Planning Board	1 yr	Neil Hamilton
Member-Recreation	1 yr	Cliff Brenner
Alternate: Regular Member	3 yr	VACANT
Alternate: Council Rep	1 yr	Jay Bryant
Alternate: Environmental	1 yr	Paul Gleitz
Alternate: Planning Board	1 yr	VACANT
Alternate: Recreation	1 yr	Rob Wells

Councilman Holly made a motion to approve the appointments, seconded by Councilwoman Triggiano. Motion carried unanimously.

Mayor Mangan announced the following appointments and presented the CL III Council Liaison appointment.

Planning Board:

Member: Alt. #3	2 yr	VACANT
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Member: Alt. #4	2 yr	VACANT
CL III Council Liaison	1 yr	Lori Triggiano
CL I, Mayor's Designee	1 yr	VACANT

Councilman Holly made a motion to approve the CL III Council Liaison, seconded by Councilman Bryant. Motion carried unanimously.

Mayor Mangan announced the following appointments.

Recreation Committee:

Member	5 yr	William McManus
Member	5 yr	Mike Condon
Mayor's Representative:	1 yr	Robert Wells

Shade Tree Commission:

Member - Alternate	4 yr	William Patterson
Mayor's Des.	1 yr	Tammie Johnston

Tourism Commission:

Member	3 yr	Peter Goetz
Member	3 yr	Jamie Biesiada
Member	3 yr	Carmen Triggiano
Member	3 yr	Stacy Coder
Member	3 yr	Barbara Ilaria
Member	3 yr	Sheila Vidreiro
Member	3 yr	Lynn Sauer
Member	3 yr	Nancy Acciavatti
Member	3 yr	VACANT

CONSENT AGENDA

**RESOLUTION
1-2024**

BE IT RESOLVED by the Borough Council of the Borough of Manasquan, Monmouth County, New Jersey, that the following newspapers shall be designated the official newspapers of the Borough of Manasquan, New Jersey, for the year 2024.

The Coast Star	Manasquan, New Jersey
The Asbury Park Press	Neptune, New Jersey
The Newark Star Ledger	Newark,

**RESOLUTION
2-2024**

BE IT RESOLVED by the Borough Council of the Borough of Manasquan, County of Monmouth, State of New Jersey, that Municipal Administrator Thomas Flarity be appointed as the representative to the Monmouth County Community Block Grant Development Program effective January 1, 2024 through December 31, 2024.

BE IT FURTHER RESOLVED that Mayor Michael Mangan be appointed as the Deputy Representative and his designee Amy Spera to the Monmouth County Community Block Grant Development Program effective January 1, 2024 through December 31, 2024.

**RESOLUTION
03-2024**

**RESOLUTION GRANTING PERMISSION TO PAY
CERTAIN BILLS PRIOR TO COUNCIL MEETINGS**

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WHEREAS, due to the meeting schedule of the Mayor and Council, the payment of certain bills is occasionally necessary in advance of the Regular Meeting date.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Manasquan that the authorized signatories are hereby authorized to sign checks for the following purposes, subject to approval at the next meeting of Council, and subject to the availability of funds:

1. School Taxes
2. County Taxes
3. Payrolls – all obligations
4. Health Benefits
5. Insurance Premiums
6. Employee related contractual obligations, garnishments, liens, unemployment, etc.
7. Postage – replenish meter
8. Recreation Trust Fund Expenses
9. Debt Service
10. Petty Cash Fund
11. Petty Cash Fund – replenish fund
12. Gasoline Purchases
13. Trust Fund – TTL Redemptions
14. Government Fees, Applications, Etc.
15. Dated Bills carrying Interest or Late Charges

BE IT FURTHER RESOLVED that a certified copy of this resolution be supplied to the Chief Financial Officer for her information and action as necessary.

**RESOLUTION
4-2024**

BE IT RESOLVED by the Borough Council of the Borough of Manasquan, County of Monmouth, State of New Jersey, that Frank DiRoma be appointed Community Rating System Coordinator for a one-year term from January 1, 2024, through December 31, 2024.

**CASH MANAGEMENT PLAN
RESOLUTION
5-2024**

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Manasquan, County of Monmouth, New Jersey, that for the year 2024 the following shall serve as the cash management plan of the Borough of Manasquan.

The Chief Financial Officer is directed to use this cash management plan as the guide in depositing and investing the Borough of Manasquan's funds.

The following are suitable and authorized investments.

Interest-bearing bank accounts and certificates of deposit in authorized banks, listed below, for deposit of local unit funds.

Government money market mutual funds as comply with N.J.S.A. 40A:5-15.1 (e)

Local government investment pools which comply with N.J.S.A. 40A:5-15.1 (e) and conditions set by the Division of Local Government Services.

New Jersey State Cash Management Fund.

Repurchase agreements (repos) of fully collateralized securities which comply with N.J.S.A. 40A:5-15.1 (a)

The following Government Unit Depository Protection Act approved banks are authorized depositories for the deposit of funds:

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Kearney Bank	2200 State Highway 35 Wall, New Jersey 08750
Manasquan Bank	185 Main Street Manasquan, New Jersey 08736
Provident Savings Bank	Highway 71 and 205 Main Street Manasquan, New Jersey 08736

The CFO shall report to the governing body any account that does not earn interest.

**RESOLUTION
6-2024**

CASH MANAGEMENT POLICY

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Manasquan, County of Monmouth, New Jersey, that the Chief Financial Officer shall administer the cash management plan adopted on January 2, 2024 through compliance with 40A:5-1 et seq, prudent application of these cash management policies, which shall not conflict the plan in any way.

I. **Objectives:** the priority of investing practices shall be, in order of descending importance, **security, liquidity, and yield.**

A. **Security:** The 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 in the overall portfolio. The objective is to mitigate credit risk and interest rate risk.

1. **Credit Risk:** Credit risk is the risk of loss due to failure of the security issuer or backer. Credit risk may be mitigated by:

a. Limiting investments to the safest types of securities.

b. Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which an entity will do business.

2. **Interest Rate Risk:** Interest rate risk is the risk that the market value of the securities in the portfolio will fall due to changes in general interest rates. Interest rate risk may be mitigated by:

a. Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and

b. By investing operating funds primarily in shorter-term securities.

B. **Liquidity:** The portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Investments of various funds should be structured so that they match the potential need. Thus, investments of operating funds should be kept in investments with a maturity of not more than one year. Investments of a capital, or long term trust fund nature should match the expected use of the funds, but not to exceed five years. Investments should consist of securities with active secondary markets or in mutual funds that permit liquidation at net asset value. Securities shall not be sold prior to maturity with the following exceptions:

1. A declining credit security could be sold early to minimize the loss of principal.

2. A security swap would improve the quality, yield, or target duration in the portfolio.

3. Liquidity needs of the local unit require that the security be sold.

C. **Yield:** The investment portfolio must be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity

objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. The chief financial officer shall carefully evaluate the legality, security, and yield attributes of any investment offering above market yields.

II. Standards of Care

A. Prudence

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio in accordance with State law and this policy. Chief financial officers acting in accordance with the cash management plan and policy shall be relieved of any liability for loss of such moneys due to the insolvency or closing of any depository designated by, or the decrease in value of any investment authorized by, the cash management plan.

Investment shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

B. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall not have personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material investment in financial institutions with which they conduct business. They shall disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of their entity. Personnel involved in investment activities shall comply with the Local Government Ethics Law.

C. Delegation of Responsibility and Authority

Responsibility and authority to manage the cash management plan and policy is granted to the chief financial officer pursuant to N.J.S.A. 40A:5-14. No person may engage in an investment transaction except as provided under the terms of the policy and the written procedures established by the chief financial officer. The chief financial officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

III. Safekeeping and Custody

A. Authorized Banks for Deposit of Governmental Funds

The cash management plan shall list all authorized banks for deposit of governmental funds. Only banks approved by the Department of Banking and Insurance under the Government Unit Depository Protection Act (GUDPA) can be approved depositories.

B. Internal Controls

1. The governing body shall act to provide that the agency has an internal control structure that is established, defined and maintained to ensure that the assets of the entity are protected from loss, theft or misuse. The chief financial officer shall develop written internal controls and submit them to the governing body for approval. The internal control structure shall be designed to provide reasonable assurance that the assets of the entity are protected from loss, theft or misuse. The concept of reasonable assurance recognizes that:

a. the cost of a control should not exceed the benefits likely to be derived.

b. the valuation of costs and benefits of internal controls requires estimates and judgments by management.

C. Delivery vs Payment

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All trades where applicable will be executed by delivery vs payment (DVP). This ensures that securities are deposited in the eligible financial institution prior to the release of funds. Securities will be held by a third party custodian as evidenced by safekeeping receipts.

IV. Policy

The cash management plan must be approved by the governing body, by resolution, on an annual basis, and may be amended at any time during the year to reflect changes due to changes in laws, depositories, funds or investments.

**RESOLUTION
7-2024**

BE IT RESOLVED by the Borough Council of the Borough of Manasquan, County of Monmouth, State of New Jersey, that Thomas Flarity be appointed JIF Fund Commissioner and CJHIF Health Fund Commissioner for a one-year term commencing on January 1, 2024 through December 31, 2024.

BE IT RESOLVED that Municipal Clerk, Barbara Ilaria be appointed as the Alternate JIF Fund Commissioner and Alternate CJHIF Health Fund Commissioner for a one-year term commencing January 1, 2024 through December 31, 2024.

BE IT FURTHER RESOLVED by the Mayor and Council of the Borough of Manasquan that the Administrator, Thomas Flarity, is hereby authorized to perform all matters necessary to enable the issuance of all insurance premiums throughout the year 2024, without the need of further resolution or action by the Mayor and Council of the Borough of Manasquan.

**RESOLUTION
8-2024**

BE IT RESOLVED that the Borough Council of the Borough of Manasquan, County of Monmouth, State of New Jersey, has authorized that the following employee shall receive the stipend listed below for the calendar year 2024, effective January 1, 2024, through December 31, 2024, as follows:

EMPLOYEE: Yvonne Ray, O.E.M. Secretary \$1,000.00

BE IT FURTHER RESOLVED that the Borough Clerk is authorized to notify the employee upon passage of this resolution.

**RESOLUTION
9-2024**

BE IT RESOLVED that the Borough Council of the Borough of Manasquan, County of Monmouth, State of New Jersey, has authorized that the following employees shall receive the stipend listed below when facilitating a Planning Board Meeting for the calendar year 2024:

EMPLOYEE: Barbara Ilaria \$100.00 per meeting

Nancy Acciavatti \$100.00 per meeting

Assigned Designee \$100.00 per meeting

BE IT RESOLVED that the Borough Clerk is authorized to notify the employee upon passage of this resolution.

**RESOLUTION
10-2024**

WHEREAS, the Mayor and Council of the Borough of Manasquan reimburse officials, officers and employees for automobile business usage; and

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WHEREAS, the Mayor and Council are desirous of setting a rate for automobile business usage; and

WHEREAS, the State of New Jersey reimbursement rate for standard mileage expense rate for automobile business usage for Fiscal Year 2024 will be .47 cents per mile.

**RESOLUTION
11-2024**

WHEREAS, R. S. 54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for nonpayment of taxes or assessments; and

WHEREAS, R. S. 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 on any amount in excess of \$1,500.00; and

WHEREAS, R. S. 54:4-65 provides for a 6% year end penalty to be charged on delinquencies over \$10,000 in any one year on any one property; and

WHEREAS, C99, P.L. 1997 requires the governing body to pass a resolution to hold a tax sale;

NOW, THEREFORE, BE IT RESOLVED, by the Borough of Manasquan, County of Monmouth, State of New Jersey, as follows:

1. The Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500.00 of taxes or assessments becoming delinquent after the due date and 18% per annum on any amount of taxes or assessments in excess of \$1,500.00 becoming delinquent after the due date.

2. Quarterly tax payments shall have a ten (10) day grace period, with the due date counted as being day one (1).

3. The Tax Collector is hereby authorized to charge a 6% year end penalty for all unpaid delinquencies over \$10,000 on any one property at the end of any one year.

4. The Tax Collector is hereby authorized to cancel any tax credit balances up to \$10.00 and tax debit balances up to \$5.00.

5. The Tax Collector must hold a tax sale on current or prior year delinquencies each year and may sell any properties delinquent after the 11th day of the 11th month of each year.

**RESOLUTION
12-2024**

BE IT RESOLVED, that Amy Spera, Certified Financial Officer, be and is hereby named the Public Agency Compliance Officer (P.A.C.O.) for Affirmative Action in the Borough of Manasquan.

**RESOLUTION
13-2024**

BE IT RESOLVED, by the Mayor and Council of the Borough of Manasquan that the Chief Financial Officer, Amy Spera, is hereby authorized to perform all matters necessary to enable the issuance of Borough Payroll checks in twenty-six installments throughout the year 2024 without the need of further resolutions or action by the Mayor and Council of the Borough of Manasquan, and

BE IT FURTHER RESOLVED that the payroll referred to herein for Borough employees is as authorized by ordinances and resolutions currently in effect.

**RESOLUTION
14-2024**

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BE IT RESOLVED, by the Mayor and Council of the Borough of Manasquan that the Chief Financial Officer, Amy Spera is hereby authorized to perform all matters necessary to enable the issuance of Borough Social Security payments in twenty-six installments throughout the year 2024 without the need of

**RESOLUTION
15-2024**

BE IT RESOLVED, that the Hon. Michael Mangan, Mayor of the Borough of Manasquan, be and is hereby authorized to sign checks and warrants on behalf of the Borough of Manasquan and otherwise act for the Borough of Manasquan in such instances as may become necessary in the various banking transactions involving the Borough, and

BE IT FURTHER RESOLVED, that the President of Council of the Borough of Manasquan, be and is hereby authorized to act as aforesaid in the place and stead of the Mayor at such times as by law he is empowered so to do.

BE IT FURTHER RESOLVED, that a copy of this resolution be filed with Provident Bank, one of the official depositories of the Borough.

**RESOLUTION
16-2024**

BE IT RESOLVED, that the Provident Bank shall be the depository for the following accounts:

- | | |
|------------------------------------|------------------------------|
| Accumulated Leave Account | Municipal Community Alliance |
| Affordable Housing Account | Open Space Account |
| Animal Control Account | Payroll Account |
| Beach Account | Payroll Agency Account |
| Beach Capital Account | Public Defender Account |
| Beach Credit Card | Recreation Account |
| COAH Account | Street Opening Account |
| Community Pass Account | Tax Maps Account |
| Current Fund Account | Tax Title Lien Account |
| Developers Bond Account | Tourism Account |
| Developers Escrow Account | Traffic Trust Account |
| Disbursement Account | Tree Escrow Account |
| General Capital Account | Unemployment Account |
| Junior Guard Account | Water Sewer Account |
| Law Enforcement Trust Fund Account | Water Sewer Capital Account |
| Miscellaneous Trust I Account | |
| Miscellaneous Trust II Account | |

BE IT FURTHER RESOLVED, the custodian shall be Amy Spera, Chief Financial Officer. All disbursements shall be made by checks signed by Amy Spera, Chief Financial Officer (or Thomas Flarity, Business Administrator in the absence of the Chief Financial Officer), Michael Mangan, Mayor (or Council President in the absence of the Mayor) or Barbara Ilaria, Borough Clerk (or Nancy Acciavatti, Deputy Borough Clerk, in the absence of the Borough Clerk).

**RESOLUTION
17-2024**

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BE IT RESOLVED, by the Mayor and Council of the Borough of Manasquan that the Chief Financial Officer, Amy Spera, is hereby authorized to perform all matters necessary to enable the issuance of the Unemployment/Disability payments on a quarterly basis throughout the year 2024 without the need of further resolution or action by the Mayor and Council of the Borough of Manasquan.

**RESOLUTION
18-2024**

WHEREAS, the application to establish a Petty Cash Fund in the Office of the Borough Clerk, Office of Finance, Office of the Chief of Police and in the Office of the Public Works Department of the Borough of Manasquan has been approved by the Director of Local Government Services, now therefore,

BE IT RESOLVED, by the Mayor and Council of the Borough of Manasquan that Amy Spera, Chief Financial Officer, is hereby authorized to draw checks as follows:

\$100.00, which sum is to be utilized as a Petty Cash Fund in the Office of the Borough Clerk

\$100.00, which sum is to be utilized as a Petty Cash Fund in the Office of the Chief of Police

\$50.00, which sum is to be utilized as a Petty Cash Fund in the Office of Finance

\$50.00, which sum is to be utilized as a Petty Cash Fund in the Office of the Public Works

BE IT FURTHER RESOLVED that the said Amy Spera, Chief Financial Officer, is hereby authorized to draw similar checks in the future, pursuant to the guidelines established in the approved application at whatever times the said Petty Cash Fund required additional monies.

**RESOLUTION
19-2024**

BE IT RESOLVED, by the Mayor and Council of the Borough of Manasquan that the Chief Financial Officer, Amy Spera is hereby authorized to perform all matters necessary to enable the issuance of the County, School and Fire District Tax payments on a quarterly basis throughout the year 2024 without the need of further resolution or action by the Mayor and Council of the Borough of Manasquan

**RESOLUTION
20-2024**

BE IT RESOLVED, by the Mayor and Council of the Borough of Manasquan that the Chief Financial Officer, Amy Spera, is hereby authorized to perform all matters necessary to enable the issuance of all Debt Payments throughout the year 2024 as required, without the need of further resolution or action by the Mayor and Council of the Borough of Manasquan.

**RESOLUTION
21-2024**

BE IT RESOLVED, by the Mayor and Council of the Borough of Manasquan that the Chief Financial Officer, Amy Spera, is hereby authorized to perform all matters necessary to enable the issuance of all medical insurance premiums throughout the year 2024, without the need of further resolution or action by the Mayor and Council of the Borough of Manasquan.

**RESOLUTION
22-2024**

WHEREAS, the Governing Body of the Borough of Manasquan has permitted encroachments onto municipal properties through authorized and executed licenses; and

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WHEREAS, when a license is approved, an annual fee is charged to the property owner who is encroaching onto municipal property, with legal interest; and

WHEREAS, it has been deemed necessary to establish a rate of interest for licenses issued for municipal encumbrances; and

WHEREAS, the Borough has determined the rate be based on the 1 Year Secured Overnight Financing Rate (SOFR) plus 3 percentage points; and

WHEREAS, the current 1 Year SOFR rate is 4.759 as of 12/23/2023; and

NOW, THEREFORE, BE IT RESOLVED, that the interest rate for the licenses issued for encroachments onto municipal properties in the year 2024 be 7.759%.

NOW, THEREFORE, BE IT RESOLVED, by the Borough of Manasquan, County of Monmouth, State of New Jersey that the Mayor and Council authorize the Municipal Clerk's Office to institute said interest for properties licensed to allow encroachments onto municipal property.

**RESOLUTION
23-2024**

**RESOLUTION OF THE BOROUGH COUNCIL OF THE
BOROUGH OF MANASQUAN, COUNTY OF
MONMOUTH, NEW JERSEY, APPOINTING ANDY
MILLS AS SOUTH MONMOUTH AFTER RESCUE
TEAM SUPERVISOR**

WHEREAS, the Office of Emergency Management Coordinator has recommended Andrew Mills receive a stipend in the amount of \$2,500.00 for the year 2024 for his position as the South Monmouth After Hours Rescue Team Supervisor (SMART Team) from January 1, 2024 - December 31, 2024.

NOW, THEREFORE BE IT RESOLVED on the 2nd day of January 2024, by the Borough Council of the Borough of Manasquan, in the County of Monmouth and State of New Jersey as follows:

1. Andrew Mills will receive a stipend in the amount \$2,500 for his position as 2024 SMART Team Supervisor.
2. A certified copy of this resolution shall be sent to:

Andrew Mills
39 Deep Creek Drive
Manasquan, NJ 08736

**RESOLUTION
24-2024**

WHEREAS, Chapter 2 of the Borough of Manasquan Municipal Code states that the council shall meet for organization on the first day of January or within the first 7 days in January in any year at such time and place as council may direct; and

WHEREAS, as Chapter 2-3 under the Powers and Duties of Mayor shall maintain peace and good order; and

WHEREAS, Chapter 2-3.1 states the Mayor shall on all occasions preserve order and decorum; and

WHEREAS, Chapter 2-5.1 states that the deliberations of the council shall be governed by Roberts Rules of Order; and

NOW THEREFORE BE IT RESOLVED, that the Mayor, in order to effectuate proper decorum, assigns the seating arrangement for the year beginning 2024 for the members of council as follows:

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Council Member Bruce Bresnahan
Council Member Jason Bryant
Council Member Brian Holly
Council Member Gregg Olivera
Council Member Lori Triggiano
Council Member Shiela Vidreiro

**RESOLUTION
25-2024**

**GOVERNING BODY CERTIFICATION OF COMPLIANCE WITH
THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY
COMMISSION'S "Enforcement Guidance on the Consideration of
Arrest and Conviction Records in Employment Decisions Under Title
VII of the Civil Rights Act of 1964"**

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit's hiring practices as they pertain to the consideration of an individual's criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

NOW, THEREFORE BE IT RESOLVED, That the Governing Body of the Borough of Manasquan, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

**RESOLUTION
26-2024**

BE IT RESOLVED, by the Mayor and Council of the Borough of Manasquan that the Chief Financial Officer, Amy Spera, is hereby authorized to perform all matters necessary to enable the payments to the pension funds on a monthly basis throughout the year 2024 without the need of further resolution or action by the Mayor and Council of the Borough of Manasquan.

**RESOLUTION
27-2024**

**APPOINTMENT OF TAX ASSESSOR AS
AGENT IN TAX APPEALS**

WHEREAS, from time to time the Tax Assessor discovers an error in calculation, transposition, measurement or typographical errors in the tax assessments on the tax list after the time the County Board of Taxation has certified the tax rates for the tax year; and

WHEREAS, the Mayor and Council of the Taxing District of Manasquan is desirous that every taxpayer pays his fair share of taxes; and

WHEREAS, if the above discovered errors are not corrected, the taxpayers affected would not be paying their fair share of taxes; and

WHEREAS, the method of correcting such errors is to file a Petition of Appeal for the current tax year with the Manasquan County Board of Taxation.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Manasquan that Robyn Palughi, Tax Assessor, is hereby authorized to act as the Agent for the Taxing District and file a Petition of Appeal or Appeals for the year 2024 with the Monmouth County Board of Taxation, to correct such assessments to the proper value and that a copy of any Petition of appeal with the Monmouth County Board of Taxation under this Resolution is to be filed with the Borough Clerk.

BE IT FURTHER RESOLVED that Robyn Palughi, Tax, Assessor, is hereby authorized to execute stipulation of settlement of any tax appeal filed by the Taxing District or by a taxpayer for the tax year 2024.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to the Monmouth County Board of Taxation with such Petition of Appeal.

**RESOLUTION
28-2024**

**RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH
OF MANASQUAN, MONMOUTH COUNTY, NEW JERSEY,
ADOPTING USE OF FORCE POLICY**

WHEREAS, the Manasquan Police Department follows the Office of the Attorney General's Use of Force Policy dated April 2022.

NOW, THEREFORE, BE IT RESOLVED, on this 2nd day of January 2024, by the Borough Council of the Borough of Manasquan, in the County of Monmouth and State of New Jersey that the Use of Force Policy be adopted by the Governing Body.

**RESOLUTION
29-2024**

WHEREAS, N.J.S.A. 40A:11-5 (1) (a) (1) permits the governing body to award a professional services contract without publicly advertising for bids and bidding therefor; and

WHEREAS, the borough council has determined that there is a need for professional services during the 2024 calendar year; and

WHEREAS, the borough council has determined to provide the need to acquire these professional services as a fair and open contract pursuant to the provisions of N. J. S. A. 19:44A-20.4; and

WHEREAS, the chief financial officer of the municipality has determined and certified in writing that the value of these professional services may exceed \$17,500; and

WHEREAS, the anticipated term of these contracts are one year (January 1, 2024 to December 31, 2024); and

WHEREAS, the following professional services providers have or will submit contracts to be reviewed for completeness and approval by the borough attorney indicating that they will provide their services for the agreed upon rate (s) that are contained in their contracts that are or will be on file in the Clerk's Office.

Allen Shechter, CPA - Borough Auditor

McManimon & Scotland, LLC - Borough Bond Counsel

Ronald Sage - Borough Prosecutor

Surenian, Edwards, Buzak & Nolan – Affordable Housing Attorney

Mark Kitrick, Esq. – Borough Attorney

Starkey, Kelly, Kenneally, Cunningham, Turnback & Yannone – Labor Attorney

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Mark R. Aikens, Esq. – Conflict Attorney
 Leon S. Avakian Inc. – Borough Planner (COAH)
 Donald Greer, Esq. – Public Defender
 Hartman-Duff, LLC – Hearing Officer
 NW Financial Group - Financial Planner
 Colliers Engineering & Design – Borough Engineer
 Ellicott Network Consultants- Information Technology Consultant
 CGP&H – Administrative Agent Council on Affordable Housing (COAH)
 Vanasse Hangen Brustlin, Inc. – Licensed Site Remediation Professional

These appointments are made pursuant to N. J. S. 2B:12-1 et seq.

WHEREAS, a certification as to the availability of funds executed by the chief financial officer is attached to this resolution pursuant to the provisions of N. J. A. C. 5:30-5-4;

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Manasquan, Monmouth County, New Jersey, on this 2nd day of January 2024 as follows:

1. The Business Disclosure Entity Certification of these professionals and the Determination of Value Certification of the chief financial officer shall be filed in the office of the municipal clerk, and shall be available for public inspection.
2. The Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with these professionals to provide professional services to the municipality for the 2024 contract year at the agreed upon rate that is contained in the contract/proposal on file in the Clerk’s Office.
3. A notice stating the nature, duration, service and the amount of this contract shall be published in the Coast Star and this resolution shall be maintained on file and available for the public inspection in the office of the municipal clerk.
4. A certified copy of this resolution shall be sent to the professionals included in this resolution.

**RESOLUTION
30-2024**

WHEREAS, N.J.S.A. 40:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2024 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Manasquan, County of Monmouth, State of New Jersey, that the attached appropriations constitute the 2024 budget:

2024 TEMPORARY BUDGET – SEE ATTACHED SCHEDULE

2024 TEMPORARY BUDGET

CURRENT FUND

Account Description	Temporary Budget
ADMIN S&W	\$ 22,286.25
ADMIN OE	\$ 2,628.94
M&C S&W	\$ 2,611.88
M&C OE	\$ 905.63
CLERK S&W	\$ 32,149.69
CLERK OE	\$ 18,315.94
FINANCE S&W	\$ 23,677.50
FINANCE OE	\$ 6,122.82
AUDIT	\$ 7,528.28
TAX COLL S&W	\$ 1,312.50
TAX COLL OE	\$ 3,386.26
TAX ASSESS S&W	\$ 7,861.88

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TAX ASSESS OE	\$ 1,955.63
LEGAL	\$ 40,687.50
ENGINEERING	\$ 34,125.00
PLANNING BOARD S&W	\$ 5,801.25
PLANNING BOARD OE	\$ 12,735.19
ZONING S&W	\$ 5,952.19
CODE ENFORC S&W	\$ 38,305.31
CODE ENFORC OE	\$ 5,011.14
UCC S&W - REGULAR S & W	\$ 51,804.38
UCC OE	\$ 21,509.26
ELECTRICAL SUB-CODE S & W	\$ 6,562.50
PLUMBING SUB-CODE S & W	\$ 7,402.50
FIRE SUB-CODE S & W	\$ 807.19
LIABILITY INSURANCE	\$ 28,875.00
WORKER COMPENSATIONS INSURANCE	\$ 22,968.75
MEDICAL, PRESCRIPTION, DENTAL	\$ 180,180.00
HEALTH BENEFIT WAIVER OPT OUTS	\$ 13,341.56
POLICE S&W	\$ 778,752.19
POLICE OE	\$ 41,958.56
OEM S&W	\$ 11,228.44
OEM OE	\$ 10,026.19
PROSECUTOR	\$ 6,930.00
DPW S&W	\$ 125,363.44
DPW OE	\$ 21,249.39
SHADE TREE OE	\$ 1,312.50
TRAFFIC LIGHTS	\$ 1,968.75
SOLID WASTE S&W - REGULAR S & W	\$ 3,642.19
SOLID WASTE OE	\$ 155,071.88
PUBLIC B&G OE	\$ 19,188.76
VEHICLE REPAIR OE	\$ 15,881.25
BOARD OF HEALTH - REGULAR S & W	\$ 1,148.44
ANIMAL CONTROL - CONTRACTUAL	\$ 5,013.75
RECREATION - REGULAR S & W	\$ 42,000.00
RECREATION OE	\$ 6,168.75
PARKS & PLAYGROUND S&W	\$ 26,650.31
PARKS & PLAGROUNDS OE	\$ 21,853.13
WATERWAYS OE	\$ 5,954.81
TOURISM OE	\$ 1,338.76
ANNIV & HOLIDAY OE	\$ 1,312.51
UTILITIES	\$ 59,062.50
LANDFILL OE	\$ 111,300.00
STATUTORY	\$ 1,071,988.23
INTERLOCAL - GASOLINE WITH BRIELLE	\$ 30,187.50
INTERLOCAL - MUNICIPAL COURT BRIELLE	\$ 36,467.69
INTERLOCAL - SALT WITH BRIELLE/SEA GIRT	\$ 7,875.00
MUNICIAPL COURT S&W	\$ 31,847.81
MUNICIPAL COURT OE	\$ 21,039.38
DEBT	\$ 127,551.73
TOTAL CURRENT FUND	\$ 3,408,145.76

WATER SEWER UTILITY

Account Description	Temporary Budget
WATER SEWER S&W	\$ 150,635.63
WATER SEWER OE	\$ 155,044.48
SMRSA - CONTRACTUAL	\$ 359,640.47

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DEBT	\$ 133,976.10
STATUTORY	\$ 69,613.80
TOTAL WATER SEWER UTILITY	\$ 868,910.48

BEACH UTILITY

Account Description	Temporary Budget
BEACH S&W	\$ 396,119.09
BEACH OE	\$ 225,638.47
STATUTORY	\$ 53,544.27
TOTAL BEACH UTILITY	\$ 675,301.83

**RESOLUTION
31-2024**

WHEREAS, Ms. Keara Homan currently serves as a Clerk III in the Municipal Clerk’s Office; and

WHEREAS, the Borough Council has determined that Ms. Homan shall assume the added responsibilities associated with the function of Public Information Assistant; and

WHEREAS, the responsibilities associated with the Public Information Assistant function shall include issuing Borough press releases and newsletters, coordinating public inquiries with the governing body, coordinating Borough Hall meeting schedule and room assignments, drafting proclamations and certificates, and other related duties; and

WHEREAS, Ms. Homan shall receive a salary increase as reflected in the table below related to the additional duties; and

WHEREAS, a “pensionable base salary” is defined as that regulated by the State of New Jersey Public Employees Retirement System (PERS).

NOW, THEREFORE BE IT RESOLVED on the 2nd day of January 2024 by the Borough Council of the Borough of Manasquan, in the County of Monmouth and State of New Jersey that the following appointment is effective according to the table below.

Employee/Title	Pensionable Salary Increase	Effective Date
Keara Homan/Clerk III	\$7,500.00	1/1/2024

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be sent to Keara Homan.

Councilman Holly made a motion to approve the Consent Agenda, seconded by Councilman Bryant. Motion carried by the following vote: “Yes:” Council Members Bresnahan, Bryant, Holly, Triggiano and Vidreiro. “No” none.

STATEMENTS BY COUNCIL MEMBERS

Councilman Bresnahan congratulated Mayor Mangan, Councilman Bryant and Councilwoman Vidreiro and is looking forward to working with them. He also thanked Mayor Donovan for his service to the Borough and he will be missed. He wished everyone a Happy New Year and is looking forward to a great year.

Councilman Bryant wished everyone a Happy New Year and thanked Mayor Donovan for his service and being really great in getting everyone involved, keeping people involved. He congratulated Mayor Mangan and Councilwoman Vidreiro and he stated that he is looking forward to working on behalf of the people of Manasquan and getting back to doing a great job.

Councilman Holly welcomed Councilman Bryant and Councilwoman Vidreiro as well as Mayor Mangan to a different seat. He thanked Mayor Donovan for getting him involved in the council again and he stated that it has been an honor and a pleasure to be a part of a fantastic 2022 and 2023 and he is looking forward

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to a really good 2024. He thanked everyone involved in the day to day behind the scenes for the Borough. He wished everyone a Happy New Year.

Councilwoman Triggiano congratulated Mayor Mangan, Councilwoman Vidreiro and Councilman Bryant and wished everyone a Happy and Healthy New Year.

Councilwoman Vidreiro thanked everyone for making her feel warm and welcome. She stated that it has been a great year working with Mayor Mangan and Councilman Bryant as well as Mayor Donovan over the last couple years getting involved in things in the town and the community. She stated that she is looking forward to working with the group for all of the residents and she wished everyone a Happy New Year.

AUDIENCE PARTICIPATION

Councilman Bresnahan made a motion to open the meeting to the public, seconded by Councilman Holly. Motion carried unanimously.

Mary Ryan, 113 Beachfront wished everyone a Happy New Year and thanked Mayor Donovan and Councilman Jeff Lee for their contribution to the town and the MBIA. She welcomed Mayor Mangan, Councilman Bryant and Councilwoman Vidreiro. She inquired about a vessel in the inlet and wanted to know if anyone knew what this vessel is doing.

Mayor Mangan stated that there have been a lot of inquiries on it.

Former Mayor Donovan stated that he believes that it is being used to try and raise the boat that crashed into the Inlet not too long ago.

Ms. Ryan also inquired about a research boat that has been offshore in the ocean recently.

Mayor Mangan stated that he does not have any information on this specific vessel, but he will take a look into it.

Ms. Ryan stated that she is looking forward to continuing the relationship between the MBIA and the council.

Councilman Bryant made a motion to close the public portion, seconded by Councilman Holly. Motion carried unanimously.

Councilman Bryant made a motion to close the meeting at 6:34 p.m., seconded by Councilman Holly. Motion carried unanimously.

Respectfully submitted,



Barbara J. Ilaria
Municipal Clerk

Date Approved 2/5/2024