

REORGANIZATION MEETING JANUARY 6, 2020

A Reorganization Meeting of Mayor and Council was convened at 7:00 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

Judge Apostolou swore in Richard Read as a Council Member for a three year term.

Judge Apostolou swore in Edward Donovan as a Mayor for a four year term.

Mayor Donovan stated that Gregg Olivera will be sworn in at a later date.

ROLL CALL: Present: Council Members Jason Bryant, Jeffrey Lee, Michael Mangan, Richard Read, and James Walsh.

Absent: Council Member Gregg Olivera

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

REORGANIZATION

Council’s Action regarding the 2020 Council President

Council Member Walsh made a motion to nominate Council Member Mangan to the position of 2020 Council President, seconded by Council Member Lee. Motion carried unanimously.

Mayor Donovan presented the following committees:

COMMITTEES FOR 2020

Administration Committee	Read	Bryant	Olivera
Finance Committee	Olivera	Walsh	Mangan
Beach & Recreation Committee	Mangan	Lee	Read
Code& Zoning Committee	Bryant	Read	Lee
Public Safety Committee	Lee	Olivera	Walsh
Public Works Committee	Walsh	Mangan	Bryant

ADVISORY COMMITTEES

Construction &Engineering Committee	Walsh	Mangan	Bryant
Negotiations Committee	Olivera	Mangan	Walsh
COAH Committee	Mangan	Lee	Read
Planning Committee	Lee	Mangan	Bryant
Personnel Committee	Mangan	Bryant	Chairperson of affected Committee
Shared Services	Bryant	Read	Chairperson of affected Committee

Mayor Donovan stated that the appointment of the Advisory Committee will be carried until the next meeting.

SUBCOMMITTEE & COMMISSION LIAISONS

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1. Board of Education – Olivera or his designee
2. Chamber of Commerce – Walsh or his designee
3. Environmental Commission – Read or his designee
4. Manasquan Library – Olivera or his designee
5. Open Space Committee – Bryant or his designee
6. Planning Board – Olivera or his designee
7. Shore Community Alliance – Lee or his designee

Mayor Donovan presented the following appointments for approval.

<u>POSITION</u>	<u>TERM</u>	<u>NAME</u>
Board of Appeals:		
Chairperson/Council Rep:	1 yr	Jay Bryant
Council Representative:	1 yr	Michael Mangan
Citizen Representative	2 yr	William Place
Citizen Representative	2 yr	Thomas J. McAvoy
Alternate #1 (unexpired 12/31/20)	2 yr	OPEN
Alternate #2 (unexpired 12/31/20)	2 yr	OPEN
Board Attorney	1 yr	James D. Carton, IV

Council Member Mangan made a motion to approve the appointments, seconded by Council Member Read. Motion carried unanimously.

Mayor Donovan announced the following appointments.

Board of Health:		
Member (unexpired term 1/1/17 – 12/31/20)	4 yr	Danielle Cook
Member	4 yr	Penny Hamilton
Liaison	1 yr	Barbara Ilaria

Council Member Mangan made a motion to approve the appointments, seconded by Council Member Lee. Motion carried unanimously.

Mayor Donovan presented the following appointments for approval.

Cable Advisory:		
Director of Television Services	1 yr	Lee Weisert
Member	3 yr	Lee Weisert
Council Liaison	1 yr	Richard Read

Council Member Mangan made a motion to approve the appointments, seconded by Council Member Bryant. Motion carried unanimously.

Mayor Donovan announced the following appointments.

Construction Official:	1 yr	Steven Winters
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Emergency Management Council:		
Secretary	1 yr	Yvonne Ray
Mayor	1 yr	Edward Donovan
Chair DPW Committee	1yr	James Walsh
Police Chief	1 yr	Michael Bauer
Municipal Clerk	1 yr	Barbara Ilaria
Fire Dept. Chief	1 yr	Tom Schofield
DPW Superintendent	1 yr	Kevin Thompson
First Aid Captain	1 yr	Andy Mills
Shelter Care Coordinator	1 yr	Rev. Reggie Albert
Construction Official	1 yr	Steven Winters
Borough Engineer	1 yr	Maser Consulting
Community Representative	1 yr	Peter Mayer
Community Representative	1 yr	Jerry Hall
Community Representative	1 yr	Sean Price
Mayor’s Representative	1 yr	Jeffrey Lee
Council Liaison	1 yr	Michael Mangan

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Environmental Commission:

Member	3 yr	Kathy Wick
Member	3 yr	Judy Mangan
Alternate #1	2 yr	Matthew Amato

Historian: 1 yr Mary Ware

Official Tax Searcher: 1 yr Courtney Hogan

Mayor Donovan presented the following appointments for approval.

Open Space Committee:

Member – Regular	3 yr	Open
Member – Regular	3 yr	Eric Oldmixon
Member – Regular	3 yr	William Place
Alternate Regular Member	3 yr	Judy Mangan
Member-Environmental	1 yr	Greg Love
Member-Planning Board	1 yr	Neil Hamilton
Member-Recreation	1 yr	Erik Ertle
Alternate: Council Rep	1 yr	Jay Bryant
Alternate: Environmental	1 yr	Paul Gleitz
Alternate: Planning Board	1 yr	Open
Alternate: Recreation	1 yr	Rob Wells

Council Member Read made a motion to approve the appointments, seconded by Council Member Bryant. Motion carried unanimously.

Mayor Donovan announced the following appointments. Council Member Mangan made a motion to approve Gregg Olivera as the Council Liaison, seconded by Council Member Lee. Motion carried unanimously.

Planning Board:

CL I	1 yr	Edward Donovan
CL II	1 yr	Kevin Thompson
CL III Council Liaison	1 yr	Gregg Olivera
Alternate #1 (unexpired 12/31/20)	2 yr	Mark Larkin
Alternate #2 (unexpired 12/31/20)	2 yr	John Burke
Alternate #3 (unexpired 12/31/20)	2 yr	Open
Alternate #4 (unexpired 12/31/20)	2 yr	OPEN
CL I, Mayor’s Designee	1 yr	Barbara Ilaria
Secretary	1 yr	Mary Salerno

Recreation Commission:

Mayor’s Representative:	1 yr	Robert Wells
Council Liaison	1 yr	Michael Mangan

Shade Tree Commission:

Mayor’s Des.	1 yr	Tom Lozinski
Member	5 yr	Brian Mallin
Alternate #2	4 yr	Catherine Lindemer
Council Liaison	1 yr	James Walsh

Tourism Commission:

Member	3 yr	Ray Summers
Member	3 yr	Colleen Oliver
Member	3 yr	Ray Shinn
Member	3 yr	Walter Wall
Member	3 yr	Gregg Olivera
Council Liaison	1 yr	Michael Mangan

Mayor Donovan announced the following appointments.

Fire-Police – Captain: Timothy Manovill; Lt.: William Paynton; Sec/Treasurer: Greg Meier; Trustee: Kevin Thompson; Members: Bruce Bresnahan, Paul Livelli, Richard Patterson, Mark Stemmermann, Boyd Wagner, Mark Fendl, Duane Danish, Paul Davidson, Steve Lucas

CONSENT AGENDA

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**RESOLUTION
1-2020**

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 2020.

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

**RESOLUTION
2-2020**

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, 2020 through December 31, 2020.

BE IT FURTHER RESOLVED that Mayor Edward Donovan be appointed as the Deputy Representative and his designee Kevin Thompson to the Monmouth County Community Block Grant Development Program effective January 1, 2020 through December 31, 2020.

**RESOLUTION
3-2020**

BE IT RESOLVED by the Borough Council of the Borough of Manasquan, Monmouth County, New Jersey, that the Municipal Clerk be authorized to sign the Community Service Program, Working Agreement with Work Site for 2020.

**RESOLUTION
4-2020**

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, 2020 through December 31, 2020.

**CASH MANAGEMENT PLAN
RESOLUTION
5-2020**

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Manasquan, County of Monmouth, New Jersey, that for the year 2020 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:

Kearney Bank	2200 State Highway 35 Wall, New Jersey 08750
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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.

**CASH MANAGEMENT POLICY
RESOLUTION
6-2020**

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 6, 2020 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

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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

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 7-2020

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, 2020 through December 31, 2020.

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, 2020 through December 31, 2020.

BE IT FURTHER RESOLVED by the Mayor and Council of the Borough of Manasquan that the

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Administrator, Thomas Flarity, is hereby authorized to perform all matters necessary to enable the issuance of all insurance premiums throughout the year 2020, without the need of further resolution or action by the Mayor and Council of the Borough of Manasquan.

**RESOLUTION
8-2020**

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 2020, effective January 1, 2020 through December 31, 2020 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
9-2020**

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 stipends listed below for the calendar year 2019, effective January 1, 2020 through December 31, 2020 as follows:

EMPLOYEE: Mary Salerno, Planning Board Secretary \$100.00 per meeting

BE IT RESOLVED that in the absence of the Planning Board Secretary an alternate may be assigned by the Administrator and shall be paid based on alternate employee hourly rate of pay; and

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

**RESOLUTION
10-2020**

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

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 2020 will be 31.0 cents per mile.

**RESOLUTION
11-2020**

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.

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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
12-2020**

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
13-2020**

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 2020 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
14-2020**

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 2020 without the need of further resolutions or actions by the Mayor and Council of the Borough of Manasquan.

**RESOLUTION
15-2020**

BE IT RESOLVED, that the Hon. Edward Donovan., 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
16-2020**

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

- | | |
|----------------------------|-------------------------|
| Accumulated Leave Account | Open Space Account |
| Affordable Housing Account | Payroll Account |
| Animal Control Account | Payroll Agency Account |
| Beach Account | Public Defender Account |
| Beach Capital Account | 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 |

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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 Courtney Hogan, Tax Collector), Edward Donovan, Mayor (or Council President) and Barbara Ilaria, Borough Clerk (or Nancy Acciavatti, Deputy Borough Clerk, in the absence of the Borough Clerk).

**RESOLUTION
17-2020**

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 2020 without the need of further resolution or action by the Mayor and Council of the Borough of Manasquan.

**RESOLUTION
18-2020**

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
19-2020**

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 2020 without the need of further resolution or action by the Mayor and Council of the Borough of Manasquan

**RESOLUTION
20-2020**

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 2020 as required, without the need of further resolution or action by the Mayor and Council of the Borough of Manasquan.

**RESOLUTION
21-2020**

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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 all medical insurance premiums throughout the year 2020, without the need of further resolution or action by the Mayor and Council of the Borough of Manasquan.

**RESOLUTION
22-2020**

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

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 London Interbank Offered Rate (LIBOR) plus 3 percentage points; and

WHEREAS, the current 1 Year LIBOR rate is 1.96; and

NOW, THEREFORE, BE IT RESOLVED, that the interest rate for the licenses issued for encroachments onto municipal properties in the year 2020 be 4.96%.

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
23-2020**

WHEREAS, N.J.S.A. 40:56-35 permits a governing body to issue a special assessment for any improvement; and

WHEREAS, N.J.S.A. 40:56-35 permits a municipality to provide that the assessments may be payable in installments, with legal interest; and

NOW, THEREFORE, BE IT RESOLVED, that the interest rate for the installment payment for special assessments confirmed in the year 2020 be 0.883%.

NOW, THEREFORE, BE IT RESOLVED, by the Borough of Manasquan, County of Monmouth, State of New Jersey that the Mayor and Council authorize the Tax Collector to institute said interest for properties requesting installment payments as prescribed by law.

**RESOLUTION
24-2020**

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 2020 for the members of council as follows:

Council Member Jayson Bryant
Council Member Jeffrey Lee
Council Member Michael Mangan
Council Member Greg Olivera
Council Member Rich Read
Council Member James Walsh

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**RESOLUTION
25-2020**

WHEREAS, the Borough of Manasquan is desirous of appointing SLEO's, Class I and Class II and Crossing Guards for 2020; and

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Manasquan, Monmouth County, New Jersey, on this 6th day of January, 2020 appoint the following for 2020:

Class I

Eisenman, Matthew	Lavecchia, Matthew
Hessinger, Luke	Lyttle, Connor
Lackner, Christopher	Shunda, Ilar
	Scott, Ryan

Class II

Bennet, Brooke	Norek, Sean
Cotta, Ryan	Molisso, Anthony
Eisenman, Donald	Parker, Richard A.
Farina, Nicole	Perez Jr., Raul
Istvanditsch, Kevin	Pollio, Dominick
Jones, Michael	Stolz, Nicole
Lackner, Timothy	Sullivan, Christopher
Louhier, Nicholas	Tantum, Michael
Matteo, Nicholas	Tedder, Austin
McMahon, Paul	Teller, Douglas
McMahon, Jessie	Textor, Michael
	Wehrlen, Charles

Part-time Communication Operator

Eisenman, Matthew

Full-Time Crossing Guards:

Boden, Judith	Gonzalez, Lisbeth
Drury, Marietta	Hodkinson, Ralph
Frey, Kathryn	VanSickle, Patricia

Part-Time Crossing Guard:

Balanche, Tara

**RESOLUTION
26-2020**

**RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF
MANASQUAN, COUNTY OF MONMOUTH, NEW JERSEY, ESTABLISHING
AGREEMENT WITH BOY SCOUT TROOP 59 REGARDING NEWSPAPER
RECYCLING.**

WHEREAS, the Borough of Manasquan is a supporter of Boy Scouts of America and a proponent of recycling initiatives; and

WHEREAS, the Borough of Manasquan wishes to formalize its relationship with Boy Scout Troop 59 whereby Troop 59 shall be responsible for collecting newspapers curbside from residents consistent with established recycling properties on the second and last Sundays of the month; and

WHEREAS, Boy Scout Troop 59 shall deliver the collected recycled newspapers to dumpster provided by the Borough's waste collection service provider located at the North Main Street parking lot; and

WHEREAS, Boy Scout Troop 59 shall be responsible for maintaining the concrete shed located at the North Main Street parking lot, ensuring the North Main Street parking lot will be free of all newspaper and related debris and provide activity reports to the Governing Body from time to time; and

WHEREAS, this service will be funded by the Borough of Manasquan recycling grant and other similar grants; and

REORGANIZATION MEETING JANUARY 6, 2020

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Manasquan on this 6th day of January 2020 as follows:

1. The Borough of Manasquan shall award an annual grant of \$3,500.00 annually to Troop 59 for the collection and delivery of newspapers on the 2nd and last Sunday of each month based on their participation in the Borough of Manasquan Recycling Program and community service hours performed
2. This Resolution shall serve as terms of this agreement which shall cover the period from January 1, 2020 through December 31, 2020.

**RESOLUTION
27-2020**

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.

GOVERNING BODY CERTIFICATION PURSUANT TO P.L. 2017, C.183 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"

GROUP AFFIDAVIT FORM FOR MUNICIPALITIES AND COUNTIES

STATE OF NEW JERSEY
COUNTY OF MONMOUTH

We, members of the governing body of the Borough of Manasquan being duly sworn according to law, upon our oath depose and say:

1. We are duly elected (or appointed) members of the governing body of the Borough of Manasquan in the county of Monmouth;
2. Pursuant to P.L. 2017, c.183, we have familiarized ourselves with the contents of 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);
3. We are familiar with the local unit's hiring practices as they pertain to the consideration of an individual's criminal history;
4. We certify that the local unit's hiring practices comply with the above-referenced enforcement guidance.

**RESOLUTION
28-2020**

REORGANIZATION MEETING JANUARY 6, 2020

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 pensions funds on a monthly basis throughout the year 2020 without the need of further resolution or action by the Mayor and Council of the Borough of Manasquan.

**RESOLUTION
29-2020**

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 2020 calendar year; and

WHEREAS, the borough council has determined to provide the need to acquire these 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 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, 2020 to December 31, 2020); 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 on file in the Clerk's Office.

Allen Shechter, CPA - Borough Auditor
McManimon & Scotland, LLC - Borough Bond Counsel
Ronald Sage - Borough Prosecutor
James Carton IV - Alternate Borough Prosecutors
Jeffrey R. Surenian - Special Counsel (COAH)
David Gardner – Alternate Public Defender
Mark Kitrick – Borough Attorney
Kevin Starkey – Labor Counsel
John Ducey – Conflict Attorney
Jennifer Beahm – COAH Planner
Gregory Boyle – Special Litigation Counsel
Donald Greer – Public Defender
Maser Consultants – Borough Engineer

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 6th day of January 2020 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 2020 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.

REORGANIZATION MEETING JANUARY 6, 2020

WHEREAS, the Borough of Manasquan’s Personnel Policy #33 “Leave Policy” requires approval from the Mayor and Council for vacation carry over for Department Heads, and

WHEREAS, the Department Heads have the following 2019 vacation days and are requesting to carry them over to 2020 as permitted by policy and approval by the Mayor and Council:

Tom Flarity	18 Days
Barbara Ilaria	9 Days
Marie Higgins	28 Days
Frank DiRoma	14.5 Days
Amy Spera	3 Days
Kevin Thompson	4.5 Days
Erik Ertle	0 Days
Michael Bauer	26 Days

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Manasquan authorize the carry over of the unused 2019 vacation days to 2020 as per Borough Policy.

**RESOLUTION
31-2020**

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 2020 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 2020 budget:

2020 TEMPORARY BUDGET – SEE ATTACHED SCHEDULE

CURRENT FUND**2020 TEMPORARY BUDGET**

ADMIN S&W - ADMINISTRATORS SAL & WAGES	\$	12,134.00
ADMINISTRATORS OTHER EXPENSE	\$	4,716.00
M&C S&W - MAYOR AND COUNCIL SAL & WAGES	\$	2,612.00
MAYOR & COUNCIL OTHER EXPENSE	\$	906.00
CLERK S&W - CLERKS OFFICE SAL & WAGES	\$	29,114.00
MUN. CLERK'S OTHER EXPENSE	\$	12,607.00
FINANCE ADMIN SALARIES AND WAGES	\$	21,683.00
FINANCE ADMIN OTHER EXPENSES	\$	2,389.00
PROF SERVICE - AUDIT	\$	6,955.00
TAX COLL SALARIES & WAGES	\$	7,252.00
TAX COLL OTHER EXPENSE	\$	3,426.00
TAX ASSESS SALARIES & WAGES	\$	8,341.00
TAX ASSESS OTHER EXPENSE	\$	1,785.00
LEGAL SERVICES & COSTS	\$	40,688.00
PROFESSIONAL ENGINEERING SERV	\$	19,688.00
PLANNING BOARD SALARIES & WAGE	\$	7,265.00
PLANNING BOARD OTHER EXPENSE	\$	13,752.00
ZONING OFFICE SALARIES & WAGES	\$	5,499.00
CODE ENF SALARIES AND WAGES	\$	30,023.00
CODE ENFORCEMENT OTHER EXPENSE	\$	3,724.00
CONSTRUCTION CODE SAL. & WAGES	\$	31,159.00
UCC/CONSTRUCTION CODE - OE	\$	10,335.00
ELECTRICAL SUB-CODE S & W	\$	4,896.00
PLUMBING SUB-CODE S & W	\$	4,331.00
FIRE SUB-CODE S & W	\$	551.00
LIABILITY INSURANCE	\$	48,203.00
WORKER COMPENSATIONS INSURANCE	\$	39,755.00
MEDICAL, PRESCRIPTION, DENTAL	\$	250,000.00
HEALTH BENEFIT WAIVER OPT OUTS	\$	15,750.00
POLICE SALARIES AND WAGES	\$	732,872.00
POLICE OTHER EXPENSE	\$	33,894.00
EMERG MGMT SALARIES AND WAGES	\$	20,081.00
EMERG MGMT OTHER EXPENSE	\$	9,109.00
STS & ROAD SALARIES AND WAGES	\$	94,710.00
STREETS & ROAD OTHER EXPENSE	\$	20,984.00
SHADE TREE COMMISSION	\$	1,313.00
TRAFFIC LIGHTS	\$	1,969.00
RECYCLING SALARIES AND WAGES	\$	6,761.00
SOLID WASTE OTHER EXPENSE	\$	151,000.00
PUB B & G SALARIES AND WAGES	\$	18,286.00
PUB B & G OTHER EXPENSE	\$	16,931.00
MAINT B/VEHICLES OTHER EXPENSE	\$	938.00
BD OF HEALTH OTHER EXPENSE	\$	4,358.00
ANIMAL CONTROL SERVICES	\$	10,959.00
RECREATION COMMISSION S & W	\$	1,660.00
Recreation Commission Other Expense	\$	31,375.00
PARKS & PLAYGROUNDS SAL.& WAGES	\$	16,551.00
PARKS & PLAYGR OTHER EXPENSES	\$	5,947.50
WATERWAYS OTHER EXPENSE	\$	1,208.00
TOURISM OTHER EXPENSE	\$	59,063.00
UTILITY EXPENSES & BULK PURCHS	\$	93,975.00
LANDFILL/SOLID WASTE DISPOSAL	\$	214,838.13
PUBLIC EMPLOYEES RETIREMENT SY	\$	75,000.00
SOCIAL SECURITY/MEDICARE	\$	481,191.00
POLICE & FIRE RETIREMENT SYSTM	\$	30,188.00
GASOLINE INTERLOCAL W. BRIELLE	\$	35,052.00
MUN. COURT INTERLOCAL-BRIELLE	\$	7,875.00
SNOW REMOVAL-BRIELLE/SEA GIRT	\$	6,658.69
CONTRACTUAL - MANDATED 911	\$	1,000.00
TACTICAL TEAMS FEE (SWAT)	\$	1,250.00
RANGE USE - HOWELL	\$	28,179.00
MUN CT SALARIES AND WAGES	\$	23,567.00
MUN CT OTHER EXPENSE	\$	788.00
PUBLIC DEFENDER OTHER EXPENSE	\$	63,454.85
NJ ENV. INFRASTRUCTURE LOAN - PRINCIPAL	\$	18,518.80
NJ ENV.INFRASTRUCTURE LOAN - INTEREST	\$	
TOTAL TEMPORARY BUDGET	\$	2,961,043.97
	\$	(63,454.85) debt
	\$	(18,518.80) debt
	\$	(696,029.13) pension
	\$	2,183,041.19
2019 Budget	\$	11,104,501.95
26.25%	\$	2,914,931.76

WATER SEWER UTILITY		2020 TEMPORARY BUDGET	
WATER/SEWER SALARIES AND WAGES	\$	152,086.00	
OTHER EXPENSE	\$	159,908.00	
SMRSA - CONTRACTUAL	\$	570,834.70	
FIRE HYDRANTS			
VALVE REPLACEMENTS			
LIFT STATION PUMPS			
PAYMENT OF BOND PRINCIPAL	\$	109,150.90	
INTEREST ON BONDS	\$	18,448.75	
SMRSA Amortization Contractual	\$	5,680.54	
COSTS OF IMPROVEMENTS AUTHORIZ			
PERS	\$	40,792.05	
SOC SEC/MEDICARE - OASI	\$	11,635.00	
UNEMPLOYMENT COMPENSATION INSURANCE			
TOTAL TEMPORARY BUDGET	\$	1,068,535.94	
		(109,150.90)	debt
		(18,448.75)	debt
		(40,792.05)	pension
		900,144.24	
2019 Budget		3,449,831.00	
	26.25%	905,580.64	

Beach Utility		2020 Temporary Budget	
BEACH SALARIES AND WAGES	\$	283,448.00	
OTHER EXPENSE	\$	246,097.00	
VEHICLE PURCHASE			
PAYMENT OF BOND ANCITIPATION NOTES			
INTEREST ON NOTES			
PERS	\$	16,316.82	
SOC SEC/MEDICARE - OASI	\$	21,684.00	
UNEMPLOYMENT COMPENSATION TRUST			
Surplus to General Budget			
Total Temporary Budget	\$	567,545.82	
		(16,316.82)	PENISON
		551,229.00	
2019 Budget		2,340,597.00	
	26.25%	614,406.71	

REORGANIZATION MEETING JANUARY 6, 2020

Council Member Bryant made a motion to approve the Consent Agenda, seconded by Council Member Mangan. Motion carried by the following vote: "Yes:" Council Members Bryant, Lee, Mangan, Read, and Walsh. "No" none.

STATEMENTS BY COUNCIL MEMBERS

Council Member Bryant stated that he is looking forward to a productive year and wished everyone a Happy New Year.

Council Member Lee wished everyone a Happy and Healthy New Year and thanked former Council Member Bossone for his 11 years of service to the town. He congratulated Council Member Read and Olivera on their winning the election and he is looking forward to another successful year of working together.

Council Member Mangan wished everyone a Happy New Year and he is looking forward to working with everyone. He congratulated Council Member Read and Council Member Olivera on their elections as well as he congratulated Mayor Donovan for his election. He thanked council for their support to appoint him Council President.

Council Member Read congratulated the Mayor and Council Member Olivera for their elections and Council Member Mangan for his appointment to Council President. He thanked Judge Apostolou for coming out tonight as it meant a lot for him to do the swearing in. He stated that he is excited for what's to come over the next 3 years and he is eager to work the public and the committees with all the projects going on in town.

Council Member Walsh congratulated the Mayor and Council Members Read and Olivera and he is looking forward to working the council and staff moving forward.

Mayor Donovan congratulated Council Members Read and Olivera on their election and Council Member Mangan for being appointed to Council President. He stated that he is looking forward to a productive 2020.

AUDIENCE PARTICIPATION

Council Member Read made a motion to open the meeting to the public, seconded by Council Member Lee. Motion carried unanimously.

There being no comment, Council Member Walsh made a motion to close the public portion, seconded by Council Member Read. Motion carried unanimously.

Council Member Mangan made a motion to close the meeting at 7:19 p.m., seconded by Council Member Read. Motion carried unanimously.

Respectfully submitted,

Barbara Ilaria

Barbara J. Ilaria
Municipal Clerk

Date Approved 02/03/2020