

REORGANIZATION MEETING JANUARY 6, 2021

Board of Health:

Member	4 yr	Danielle Cook
Member	4 yr	Donna Trengrove
Liaison	1 yr	Barbara Ilaria

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

Mayor Donovan presented the following appointments for approval.

Cable Advisory:

Director of Television Services	1 yr	Lee Weisert
Member	3 yr	Lou Coccozza
Member	3 yr	Michael Mangan

Council Member Lee made a motion to approve the appointments, seconded by Council Member Mangan. 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	1 yr	Jay Bryant
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	Andrew 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	Michael Mangan
Council Liaison	1 yr	Jeffrey Lee

Environmental Commission:

Member	3 yr	Donna Smith
Member	3 yr	Chip Dzenis
Member	3 yr	Jane Donovan
Alternate #2	2 yr	Nancy Tischio

Historian:	1 yr	Mary Ware
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Official Tax Searcher:	1 yr	Courtney Hogan
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Mayor Donovan presented the following appointments for approval.

Open Space Committee:

Member – Regular (unexpired term 1/20-12/22)	3 yr	Robert Leuthold
Member-Environmental	1 yr	Greg Love
Member-Planning Board	1 yr	Neil Hamilton
Member-Recreation	1 yr	Erik Ertle
Alternate: Environmental	1 yr	Paul Gleitz

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Alternate: Planning Board	1 yr	Greg Love
Alternate: Recreation	1 yr	Rob Wells

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

Mayor Donovan announced the following appointments.

Planning Board:

CL I	1 yr	Edward Donovan
CL II	1 yr	Kevin Thompson
CL IV	4 yr	Mark Apostolou
CL IV	4 yr	Bob Young
CL III Council Liaison	1 yr	TBD
Alternate #1	2 yr	Mark Larkin
Alternate #2	2 yr	John Burke
Alternate #3	2 yr	OPEN
Alternate #4	2 yr	OPEN
CL I, Mayor's Designee	1 yr	Barbara Ilaria

Council Member Mangan requested that the planning board council liaison appointment be held until the next meeting.

Mayor Donovan announced the following appointments.

Recreation Commission:

Member	5 yr	Geoff Brown
Member	5 yr	Courtney Tuite
Member (unexpired term 12/31/21)	5 yr	Andy Manser
Alternate #1	5 yr	Maureen McCartney
Alternate #2	5 yr	Clifford Brenner
Mayor's Representative:	1 yr	Robert Wells

Shade Tree Commission:

Mayor's Des.	1 yr	Tom Lozinski
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Tourism Commission:

Member	3 yr	Carmen Triggiano
Member	3 yr	Barbara Ilaria
Member	3 yr	Gloria Kleinknecht
Member	3 yr	Peter Goetz
Member	3 yr	Joseph Bossone
Member	3 yr	Jane Donovan
Member	3 yr	Lynn Sauer
Member	3 yr	Jamie Biesiada
Member (unexpired 12/31/22)	3 yr	Kimberly Biesiada

Mayor Donovan announced the following appointments.

Fire-Police – Capt. Tim Manovill; Lt. Greg Meier; Lt. William Paynton; Anthony Alfano; Michele Ely; Paul Livelli; Bruce Bresnahan; Richard Patterson, Trustee; Mark Stemmermann, Sect; Kevin Thompson; Boyd Wagner; Mark Fendl

CONSENT AGENDA

**RESOLUTION
1-2021**

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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 2021.

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

**RESOLUTION
2-2021**

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, 2021 through December 31, 2021.

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, 2021 through December 31, 2021.

**RESOLUTION
3-2021**

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 2021.

**RESOLUTION
4-2021**

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, 2021 through December 31, 2021.

**CASH MANAGEMENT PLAN
RESOLUTION
5-2021**

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Manasquan, County of Monmouth, New Jersey, that for the year 2021 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)

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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
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
6-2021**

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 4, 2021 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

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
7-2021**

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, 2021 through December 31, 2021.

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, 2021 through December 31, 2021.

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

**RESOLUTION
8-2021**

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 2021, effective January 1, 2021 through December 31, 2021 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
9-2021**

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 2021, effective January 1, 2021 through December 31, 2021 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
10-2021**

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 2021 will be 35 cents per mile.

**RESOLUTION
11-2021**

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
12-2021**

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
13-2021**

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-seven installments throughout the year 2021 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
14-2021**

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-seven installments throughout the year 2021 without the need of further resolutions or actions by the Mayor and Council of the Borough of Manasquan.

**RESOLUTION
15-2021**

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
16-2021**

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
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 in the absence of the Chief Financial Officer), Edward Donovan, 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
17-2021**

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 2021 without the need of further resolution or action by the Mayor and Council of the Borough of Manasquan.

**RESOLUTION
18-2021**

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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
19-2021**

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 2021 without the need of further resolution or action by the Mayor and Council of the Borough of Manasquan

**RESOLUTION
20-2021**

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 2021 as required, without the need of further resolution or action by the Mayor and Council of the Borough of Manasquan.

**RESOLUTION
21-2021**

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 2021, without the need of further resolution or action by the Mayor and Council of the Borough of Manasquan.

**RESOLUTION
22-2021**

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 .34 as of 12/29/2020; and

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NOW, THEREFORE, BE IT RESOLVED, that the interest rate for the licenses issued for encroachments onto municipal properties in the year 2021 be 3.34%.

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
23-2021**

**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 2021 for his position as the South Monmouth After Hours Rescue Team Supervisor (SMART Team) from January 1, 2021- December 31, 2021.

NOW, THEREFORE BE IT RESOLVED on the 4th day of January, 2021, 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 2021 SMART Team Supervisor.
2. A certified copy of this resolution shall be sent to :

Andrew Mills
39 Deep Creek Drive
Manasquan, NJ 08736

**RESOLUTION
24-2021**

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 2021 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

**RESOLUTION
25-2021**

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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 4th day of January, 2021 appoint the following for 2021:

Class II

Michael Isselin
James Camilleri
Ryan Zacco
Sydney Dietrick
Vincent Ottaviano

**RESOLUTION
26-2021**

**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

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Manasquan on this 4th day of January 2021 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, 2021 through December 31, 2021.

**RESOLUTION
27-2021**

**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*,

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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
28-2021**

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 2021 without the need of further resolution or action by the Mayor and Council of the Borough of Manasquan.

**RESOLUTION
29-2021**

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 2021 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

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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, 2021 to December 31, 2021); 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 4th 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 2021 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
30-2021**

WHEREAS, the Borough Council of the Borough of Manasquan, County of Monmouth, New Jersey created a Manasquan Citizen Advisory Committee (MCAC) on June 5, 2017 by resolution to promote and facilitate a culture of non-political citizen involvement in government and to provide non-binding strategic advice and specific feedback to the Manasquan Governing Body on issues facing the Borough; and

WHEREAS, members of the MCAC shall meet the following requirements:

1. A registered voter in the Borough of Manasquan.
2. Full-time resident of the Borough for a minimum period of one (1) year.
3. Members shall be appointed annually and serve for a term of one (1), two (2), or three (3) years

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- based on random selection this year for the purposes of maintaining staggered terms in the future.
- 4. Members shall be appointed to three (3) year terms as their seats become vacant.
- 5. No member shall serve more than one term consecutively but may serve after an absence of no less than one (1) year.
- 6. The Governing body shall appoint members to serve terms at the reorganization meeting of the Governing Body; and

WHEREAS, appointment of members to the MCAC shall be as follows:

- 1. Any member of the Governing Body may nominate an individual.
- 2. A second nomination shall be required for the nomination.
- 3. Confirmation of members of the MCAC shall be made by a majority vote of the Governing Body at the annual reorganization or any regularly scheduled public meeting; and

WHEREAS, the administration of the MCAC shall be as follows:

- 1. The Governing Body shall appoint members of the Borough Council to serve as Chairperson and Vice Chairperson of the MCAC until the next reorganization meeting of the Borough.
- 2. The Chairman shall be responsible for setting the agenda and shall preside over the meetings of the MCAC. The Vice Chairman shall assume these duties in the absence of the Chairman.
- 3. The MCAC shall include a maximum of 12 members (not including the Chairperson and Vice Chairperson).
- 4. The Governing Body shall designate the members of the MCAC at the annual reorganization meeting of the Borough or any regularly scheduled public meeting; and

WHEREAS, the budget of the MCAC will be as follows:

- 1. There shall be no budget for the MCAC

WHEREAS, the meeting agendas for the MCAC shall be conveyed as follows:

- 1. The agenda for meetings shall be prepared by the Office of the Administrator and provided to members of the Governing Body, via the Office of the Borough Clerk, no less than one day prior to regularly scheduled MCAC meetings.

NOW THEREFORE BE IT RESOLVED, that the Mayor and Council of the Borough of Manasquan do hereby continue the Manasquan Citizen Advisory Committee (MCAC) as set forth above.

**RESOLUTION
31-2021**

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 2021 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 2021 budget:

2021 TEMPORARY BUDGET – SEE ATTACHED SCHEDULE

2021 CURRENT FUND TEMPORARY BUDGET

Account Description	Temp Budget
ADMINISTRATOR S&W	\$ 12,307.32
ADMINISTRATOR OE	\$ 1,395.19
MAYOR & COUNCIL S&W	\$ 2,611.88
MAYOR & COUNCIL OE	\$ 1,640.63
CLERK S&W	\$ 30,397.50
CLERK OE	\$ 19,673.76
FINANCE S&W	\$ 22,010.63
FINANCE OE	\$ 11,909.07
AUDIT	\$ 7,094.06
TAX COLL S&W	\$ 6,798.75
TAX COLL OE	\$ 4,738.13

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TAX ASSESSOR S&W	\$	8,400.00
TAX ASSESSOR OE	\$	1,995.00
LEGAL	\$	40,687.50
ENGINEERING	\$	26,250.00
PLANNING BOARD S&W	\$	6,956.25
PLANNING BOARD OE	\$	15,919.32
ZONING S&W	\$	5,610.94
CODE ENFORCEMENT S&W	\$	30,948.75
CODE ENFORCEMENT OE	\$	6,210.45
UCC S&W	\$	33,659.06
UCC OE	\$	19,434.26
SUB CODE S&W	\$	11,057.82
INSURANCE	\$	257,174.28
POLICE S&W	\$	748,400.63
POLICE OE	\$	39,615.22
OEM S&W	\$	19,680.94
OEM OE	\$	8,892.19
DPW S&W	\$	96,626.25
DPW OE	\$	26,782.89
SHADE TREE	\$	1,312.50
TRAFFIC LIGHTS	\$	1,968.75
SOLID WASTE S&W	\$	4,593.75
SOLID WASTE OE	\$	99,159.38
PUBLIC B & G OE	\$	19,868.64
VEHICLE REPAIR	\$	16,931.25
BOARD OF HEALTH S&W	\$	997.50
ANIMAL CONTROL	\$	4,357.50
RECREATION S&W	\$	17,764.69
RECREATION OE	\$	4,075.31
PARKS & PLAYGROUND S&W	\$	24,261.56
PARKS & PLAYGROUNDS OE	\$	20,908.13
WATERWAYS OE	\$	10,466.25
TOURISM OE	\$	1,207.51
UTILITIES	\$	59,062.50
LANDFILL	\$	103,293.75
STATUTORY EXPENSES	\$	880,739.83
GRANTS	\$	-
INTERLOCALS	\$	73,815.13
COURT S&W	\$	28,612.50
COURT OE	\$	23,047.51
PUBLIC DEFENDER	\$	787.50
DEBT PRINCIPLE & INTEREST	\$	100,646.23
	\$	3,022,756.34

2021 WATER & SEWER FUND TEMPORARY BUDGET

Account Description	Temp Budget
WATER & SEWER SALARIES & WAGES	\$ 153,706.89
WATER & SEWER OTHER EXPENSES	\$ 148,123.07
SMRSA - CONTRACTUAL	\$ 311,797.31
CAPITAL	\$ 18,375.00
DEBT PRINCIPLE & INTEREST	\$ 129,944.14
STATUTORY EXPENSES	\$ 57,419.36
	\$ 819,365.77

2021 BEACH FUND TEMPORARY BUDGET

Account Description	Temp Budget
BEACH SALARY & WAGES	\$ 154,947.20
BEACH OTHER EXPENSES	\$ 202,597.95
STATUTORY EXPENSES	\$ 41,634.12
	\$ 399,179.27

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

Resolution:

RESOLUTION

32-2021

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RESOLUTION SETTING 2021-2022 SEASON BOAT SLIP RENTAL FEES IN THE BOROUGH OF MANASQUAN, COUNTY OF MONMOUTH, STATE OF NEW JERSEY

WHEREAS, Ordinance 2330-20 Amending and Supplementing Chapter 11 (Docks and Bulkheads) Section 11-1.2 (Term of Lease), Section 11-1.3 (Rental Fees) and Amending Chapter 16 (Fees) of the Borough of Manasquan, County of Monmouth, State of New Jersey was approved on second reading and final passage on December 21, 2020; and

WHEREAS, Ordinance 2330-20 allows the boat slip rental fees to be set by resolution each year; and

WHEREAS, the 20 day estoppel period for this ordinance is January 15, 2020; and

WHEREAS, the Manasquan Borough Council of the Borough of Manasquan is desirous of setting the 2021-2022 season boat slip rental fees;

NOW THEREFORE BE IT RESOLVED that the following fees will become effective January 15, 2020 following the 20 day estoppel period:

<u>Perrine Boulevard</u>	
Boat slips 13-1/2 feet by 30 feet	\$3,400
Boat slips 12-1/2 feet by 26 feet	\$2,780
<u>Fourth Avenue</u>	
Boat slips 9 feet by 25 feet	\$1,940
Up to 20' Boat permitted (new)	
Boat slips 9 feet by 25 feet	\$1,760
Up to 20' Boat permitted (old)	
<u>Cedar Avenue</u>	
Boat slips 11 feet by 24 feet	\$2,316
<u>Euclid Avenue</u>	
Boat slips 8-1/2 feet by 20 feet	\$1,940
<u>Dry storage fee</u>	
Length of boat – 20 feet or less	\$300
Additional per foot over 20 feet	\$20 per foot

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

STATEMENTS BY COUNCIL MEMBERS

Council Member Lee thanked the voters of Manasquan and stated he is honored and humbled that they re-elected him to council. He wished everyone a happy New Year and he is looking forward to having a great year and working alongside the council and mayor.

Council Member Mangan thanked the voters of Manasquan for placing their trust in him for another term and he is looking forward to working with the council and the mayor moving forward for a very productive year.

Council Member Bryant congratulated Council Members Lee and Mangan for being re-elected and he is looking forward to continuing to work with the council and the mayor. He wished everyone a happy New Year.

Council Member Read congratulated Council Members Lee and Mangan for being re-elected and is looking forward to working with the council and mayor in the coming year. He wished everyone a happy New Year.

Council Member Walsh welcomed back Council Members Lee and Mangan and he is looking forward to working with the council and mayor in the New Year.

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Mayor Donovan congratulated Council Members Lee and Mangan and he is also looking forward to working with the council in the New Year.

AUDIENCE PARTICIPATION

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

Mary Ryan, 113 Beachfront congratulated Council Members Lee and Mangan and thanked all council and the mayor for doing what they do to make Manasquan a great community and wished everyone a happy New Year.

Council Member Bryant made a motion to close the public portion, seconded by Council Member Mangan. Motion carried unanimously.

Council Member Mangan made a motion to close the meeting at 7:27 p.m., seconded by Council Member Lee. Motion carried unanimously.

Respectfully submitted,



Barbara J. Ilaria
Municipal Clerk

Date Approved 1/19/2021