

BOROUGH OF MANASQUAN AGENDA
October 17, 2022 7:00 PM

This Regular Meeting of the Mayor and Council of the Borough of Manasquan is called pursuant to the provisions of the Open Public Meetings Law. 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. This agenda is complete to the extent known and formal action will be taken.

As a courtesy to the public this meeting may be attended via zoom. If for any reason the zoom portion of this meeting fails or is disconnected the in-person meeting will continue and action can/will be taken. After signing in you will be put into a meeting room and the Municipal Clerk will allow you access just before the meeting time.

<https://us06web.zoom.us/j/8830046931> or 1-646-876-9923

ID# 883 004 6931

Moment of Silent Prayer

Pledge of Allegiance

Roll Call

Audience Participation - Limited to Agenda Items Only (time limit of 5 minutes)

Approval of Minutes

1. Regular Meeting Minutes - October 3, 2022

Workshop Discussion:

Other Items

1. Recreation Presentation - Department Status Update

Consent Agenda: These items will be enacted by one motion. If detailed deliberation is desired on any item, Council may remove that item from the consent agenda and consider it separately.

1. 264-2022 Appointing Soccer Assistant Coordinator and Trainer - Rostron and Juska
2. 265-2022 Appointing Soccer Referees - Homan, Juska, and Donnelly
3. 266-2022 Certification of Annual Audit - 2021
4. 267-2022 Corrective Action Plan for 2021 Audit
5. 268-2022 Appointing FT Account Clerk Permanent - Salerno
6. 269-2022 Authorizing Application Submission of Transportation Alternatives Set-Aside Program for Main Street Business District
7. 270-2022 Authorizing 7 am Start Time for Borough Hall Parking Lot Improvements - Meco, Inc.
8. 271-2022 Authorizing Mayor to Sign 2023 Associated Humane Societies, Inc. Agreement
9. 272-2022 Cancelling Unexpended Balances of General Capital Fund
10. 273-2022 Payment of Bills

Committee Reports

Audience Participation On Any Subject (comments limited to 5 minutes)

Adjournment

**BOROUGH OF MANASQUAN
RESOLUTION
264-2022**

WHEREAS, the Borough Council of the Borough of Manasquan, is desirous of appointing/adding the below listed individuals to the Recreation Department Soccer Program; and

WHEREAS, the Borough Recreation Director has recommended the below listed individuals.

NOW, THEREFORE, BE IT RESOLVED, on the 17th day of October, 2022 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	Rate of Pay	Effective Date	Hours
Brian Rostron-Assistant Coordinator Trainer/Game Day Set Up and Break Down	\$1,500/Season	9/17/22 through 10/29/2022	Part Time
Bruce Juska-Trainer/Referee/Game Day Set Up and Break Down	\$1,500/Season	9/17/22 through 10/29/2022	Part Time

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be sent to the above listed individuals.

CERTIFICATION

I, Barbara Ilaria, Municipal Clerk of the Borough of Manasquan, Monmouth County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Borough Council at their regular meeting held on October 17, 2022.

BARBARA ILARIA, RMC, CMC
Municipal Clerk

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ON CONSENT AGENDA <input type="checkbox"/> YES <input type="checkbox"/> NO						

**BOROUGH OF MANASQUAN
RESOLUTION
265-2022**

WHEREAS, the Borough Council of the Borough of Manasquan, is desirous of appointing/adding referees to the Recreation Department Soccer Program; and

WHEREAS, the Borough Recreation Director has recommended the below listed individuals.

NOW, THEREFORE, BE IT RESOLVED, on the 17th day of October, 2022 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	Rate of Pay	Effective Date	Hours
Keara Homan Soccer Referee	\$20/Per Game	9/17/2022 through 10/29/2022	Part Time
Quinn Juska Soccer Referee	\$20/Per Game	9/17/2022 through 10/29/2022	Part Time
Shea Donnelly Soccer Referee	\$20/Per Game	9/17/2022 through 10/29/2022	Part time

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be sent to the above listed individuals.

CERTIFICATION

I, Barbara Ilaria, Municipal Clerk of the Borough of Manasquan, Monmouth County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Borough Council at their regular meeting held on October 17, 2022.

BARBARA ILARIA, RMC, CMC
Municipal Clerk

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ON CONSENT AGENDA <u> </u> YES <u> </u> NO						

**BOROUGH OF MANASQUAN
RESOLUTION
266-2022**

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, the Annual Report of Audit for the year 2021 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and

WHEREAS, R. S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled “Comments and Recommendations,” and,

WHEREAS, the members of the governing body have personally reviewed at a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled “Comments and Recommendations,” as evidenced by the group affidavit form of the governing body attached hereto; and,

WHEREAS, such resolution of certification shall be adopted by the governing body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and,

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the Director of Local Government Services, under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Borough of Manasquan, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON OCTOBER 17, 2022

BARBARA ILARIA, RMC, CMC
Municipal Clerk

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**BOROUGH OF MANASQUAN
RESOLUTION
267-2022**

WHEREAS, the Local Finance Board of the State of New Jersey has promulgated a regulation requiring that a Corrective Action Plan be prepared as part of the annual audit process; and

WHEREAS, Local Finance Notice 92-15 required that this plan be prepared by the Chief Financial Officer and approved by the Governing Body.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Manasquan, County of Monmouth and State of New Jersey that they hereby approve the Corrective Action Plan for the year 2021, a requirement of the annual audit, prepared by the Chief Financial Officer and which is attached hereto and made part of this resolution.

**CORRECTIVE ACTION PLAN
2021 AUDIT**

Finding 2021-1 Interfunds existed at year end.

Corrective Action: That Interfund Accounts Receivables and Payables be eliminated by the transfer of cash.

Finding 2022-2 When the new tax collector was appointed effective 10/21/21 a new surety bond was not procured for the period through 12/31/21.

Corrective Action: When a new tax collector is appointed that a new surety bond be procured from the effective date through the end of the reporting year.

Current tax collector has procured a surety bond effective 1/1/22.

CERTIFICATION

I, Barbara Ilaria, Municipal Clerk of the borough of Manasquan, County of Monmouth, State of New Jersey, do hereby certify that the foregoing Resolution was duly adopted by the Borough Council at their meeting held on October 17, 2022.

BARBARA ILARIA, RMC, CMC
Municipal Clerk

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ON CONSENT AGENDA ___ YES ___ NO						

**BOROUGH OF MANASQUAN
RESOLUTION
268-2022**

BE IT RESOLVED by the Borough Council of the Borough of Manasquan, County of Monmouth, New Jersey confirms the appointment of Kathleen Salerno from provisional to permanent Full Time Account Clerk as of October 17, 2022. No salary change. The appointee has met all the necessary requirements and evaluations for the position.

I, Barbara Ilaria, Municipal Clerk, Borough of Manasquan, County of Monmouth, State of New Jersey, do hereby certify that the foregoing resolution was duly adopted by the Borough Council at the meeting held on October 17, 2022.

BARBARA ILARIA, RMC, CMC
Municipal Clerk

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
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ON CONSENT AGENDA ___ YES ___ NO						

**BOROUGH OF MANASQUAN
RESOLUTION
269-2022**

AUTHORIZING THE BOROUGH OF MANASQUAN TRANSPORTATION ALTERNATIVES SET-ASIDE PROJECT AND THE APPLICATION FOR TRANSPORTATION ALTERNATIVES SET-ASIDE PROGRAM FUNDING TO MAKE INFRASTRUCTURE IMPROVEMENTS THAT WILL ENHANCE THE SAFETY AND AESTHETIC QUALITIES OF THE MANASQUAN CENTRAL BUSINESS DISTRICT

WHEREAS, the New Jersey Department of Transportation (NJDOT) is accepting applications through November 3, 2022, for the 2023 Transportation Alternatives Set-Aside Program, which is being funded with federal funds;

WHEREAS, funds under the Transportation Alternatives Program are to be used for “non-traditional” projects designed to strengthen the cultural, aesthetic and environmental aspects of the nation’s intermodal system;

WHEREAS, projects must fall into one or more of the seven (7) eligible Transportation Alternatives Program categories that are described in a brochure developed by the NJDOT on the program;

WHEREAS, two (2) of the categories eligible for funding under the Transportation Alternatives Program are entitled “Facilities for pedestrians and bicycles” and “Community improvement activities”;

WHEREAS, the Borough of Manasquan desires to improve the aesthetics, safety, and comfort for pedestrians and business/property owners within the Central Business District by constructing further improvements to the streetscape, intersections and sidewalks in accordance with the 2023 Transportation Alternatives Set-Aside Program;

WHEREAS, the proposed Business District Streetscape Improvements Phase 2 project will complement and be consistent with existing streetscape features within the Borough, including that along Main Street, East Main Street, and within Squan Plaza and those proposed in the Business District Streetscape Improvements Phase 1, which was selected for a 2016 Transportation Alternatives Program (TAP) grant through NJDOT;

WHEREAS, the Borough of Manasquan is applying for funding to construct streetscape improvements along Main Street extending west from NJ State Highway 71 (Taylor Avenue/ Union Avenue) and along Main Street extending to approximately 380 feet north of South Street (County Route 20); and

WHEREAS, the Borough of Manasquan proposes to install streetscape features and pedestrian safety improvements, which may include concrete and decorative paver sidewalk, concrete curb, ADA curb ramps, crosswalks, pedestrian street lights, street trees, signage, street furniture, landscaping, decorative intersection signal improvements, traffic calming bumpouts, bike racks and other appropriate streetscape improvements within the proposed project area; and

WHEREAS, the grant application is identified as TA-2023-Manasquan Borough-00092; and

WHEREAS, maintenance of the improvements, once constructed, will be assumed by the Borough of Manasquan with the exception of (1) local ordinances that places maintenance responsibility with each individual property owner, and (2) those improvements on State or County Highways that are not subject to a jurisdictional or interlocal maintenance agreement.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Manasquan that it hereby supports the submission of a grant application for the Transportation Alternatives Set-Aside Program within the State of New Jersey Department of Transportation and authorizes the Mayor, Administrator and the Municipal Clerk to execute any and all documents necessary and related to the submission of said grant application or grant agreement.

Certified as a true copy of the Resolution adopted by the Mayor and Council of the Borough of Manasquan at a duly convened meeting held on

On this 17th day of October 2022

Barbara Ilaria, RMC, CMC
Municipal Clerk

My signature and the Clerk's seal serve to acknowledge the above resolution and constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement as authorized by the resolution above.

ATTEST and AFFIX SEAL
(Clerk)

Edward G. Donovan, Mayor

**BOROUGH OF MANASQUAN
RESOLUTION
270-2022**

WHEREAS, The Mayor and Council of the Borough of Manasquan on September 19, 2022, awarded the Borough Hall Parking Lot Improvements to Meco, Inc.; and

WHEREAS, The Mayor and Council are desirous to finish the Borough Hall Parking Lot Improvements in the most expeditious and effective manner; and

WHEREAS, Chapter 3-28.3e of the Manasquan Borough Code permits Construction between the hours of 8:00 a.m. to 6:00 p.m. Monday through Saturday; and

WHEREAS, Meco Inc., submitted a request to the Borough of Manasquan to begin construction at 7:00 a.m. Monday through Saturday.

NOW THEREFORE BE IT RESOLVED that Borough of Manasquan authorizes Meco Inc. to begin their construction from Monday to Saturday at 7:00 a.m.

BE IT FURTHER RESOLVED a copy of this resolution be presented to Meco Inc.

CERTIFICATION

I, Barbara Ilaria, Municipal Clerk, Borough of Manasquan, Monmouth County, New Jersey, do hereby certify that the foregoing resolution was duly adopted by the Borough Council at the October 17, 2022, meeting.

BARBARA ILARIA, RMC, CMC
Municipal Clerk

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ON CONSENT AGENDA ____ YES ____ NO						

**BOROUGH OF MANASQUAN
RESOLUTION
271-2022**

BE IT RESOLVED, that the Hon. Edward G. Donovan, Mayor of the Borough of Manasquan, and Borough Clerk Barbara Ilaria be and are hereby authorized to sign the Animal Control Contract with the Associated Humane Societies, Inc for the term commencing January 1, 2023 through December 31, 2023.

CERTIFICATION

I, Barbara Ilaria, Municipal Clerk, Borough of Manasquan, County of Monmouth, New Jersey, do hereby certify that the foregoing Resolution was duly adopted by the Borough Council at the October 17, 2022, meeting.

BARBARA ILARIA, RMC, CMC
Municipal Clerk

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ON CONSENT AGENDA ___ YES ___ NO						

**BOROUGH OF MANASQUAN
RESOLUTION
272-2022**

**RESOLUTION CANCELING UNEXPENDED BALANCES
OF THE GENERAL CAPITAL FUND**

WHEREAS, certain General Capital Improvement appropriation balances remain dedicated to projects now completed; and

WHEREAS, it is necessary to formally cancel said balances so that the unexpended balances may be returned to each respective Capital Improvement Fund or credited to Surplus, and unused debt authorizations or grant awards may be canceled.

NOW THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Manasquan that the following unexpended and dedicated balances of the General Capital Appropriations be canceled:

ORD #	PROJECT	UNFUNDED	CAPITAL SURPLUS	CAPITAL IMPROV. FUND	EXCESS BAN PROCEEDS
1881/2011	Coast Guard Building	\$7,849.28			
2010	Public Works Equipment		\$19,755.21		
2028	Technology Purchases		\$417.10		
2029	Sidewalk Repairs		\$9,374.16		
2030	Roadway Paving		\$25,358.60		
2052	Improv. To Public Property	\$500.00	\$119,661.23		
2065	Third Ave Bulkhead		\$175,188.25		
1082	Dump Trucks		\$1,128.32		
2096	Glimmer Glass Drainage		\$14,246.57		
2126	Roadway Paving		\$839.79		
2163	Street Reconstruction	\$4,666.03			
2176	Asphalt Hot Patch			\$2,443.00	
2189/2215	Infrastructure Protection & Stormwater	\$33,006.46			
2190	PW Vehicles & Equipment	\$6.00			
2191	Reconstruction of Sidewalks	\$237,500.00		\$8,685.48	
2197	Emergency Mobile Generator			\$9,827.94	
2198	PW Pickup & Plow	\$499.00			
2212	Pedestrian Safety	\$9,198.25			
2260	East Main Paving	\$532,379.63			
2267	Radio Repeater	\$12,726.77			
2295	Acquisition of 27 Osborne				\$42,971.33
Total		\$838,331.42	\$365,969.23	\$20,956.42	\$42,971.33

Municipal Clerk of the Borough of Manasquan, County of Monmouth, State of New Jersey, do hereby certify that the foregoing Resolution was duly adopted by the Borough Council at their meeting held on October 17, 2022.

BARBARA ILARIA, RMC,CMC
Municipal Clerk

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
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ON CONSENT AGENDA ____ YES ____ NO						

**BOROUGH OF MANASQUAN
RESOLUTION
273-2022**

BE IT RESOLVED BY THE BOROUGH COUNCIL OF THE BOROUGH OF MANASQUAN, IN THE County of Monmouth, New Jersey (not less than three (3) members thereof affirmatively concurring) as follows:

1. All bills or claims as reviewed and approved by the Administration & Finance Committee and as set forth in this Resolution are hereby approved for payment.
2. The Mayor, Municipal Clerk and Chief Financial Officer are hereby authorized and directed to sign checks in payment of bills and claims which are hereby approved.

The computer print-out of the list of checks will be on file in the Clerk's Office.

Current Fund	\$2,926,441.59
Water/Sewer Fund	\$25,216.85
Water/Sewer Capital	\$782.00
Beach Fund	\$23,448.21
Beach Capital	\$2,700.00
Grants	\$65,900.97
General Capital	\$150.00
Recreation Trust	\$13,978.72
Misc Trust	\$17,599.50
Animal Control Trust	\$1.20

CERTIFICATION

I, Barbara Ilaria, Municipal Clerk, Borough of Manasquan, County of Monmouth, New Jersey do hereby certify that the foregoing resolution was duly adopted by the Council at their regular meeting on October 17, 2022.

BARBARA ILARIA, RMC, CMC
Municipal Clerk

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
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ON CONSENT AGENDA ____ YES ____ NO						