# Borough of Neptune City

## Annual Reorganization Meeting of the Governing Body

***• Borough Hall • 106 W. Sylvania Avenue •***

**Friday, January 2, 2026 *at* 6:00 pm**

***Updated 1/1/2026**

## 1. CALL TO ORDER

## 2. OPEN PUBLIC MEETINGS ACT STATEMENT

The notice requirements provided for in the Open Public Meetings Act have been satisfied. Notice of this meeting was properly given by transmission to The Asbury Park Press, The Coaster, and the Coast Star on November 24, 2024 and by posting on the Borough website, at the Municipal Building, and filing with the Borough Clerk.

## 3. ADMINISTRATION OF OATHS OF OFFICE

Councilmember Corlies Chong (Term: 2026-2027, unexpired)
Councilmember Robert Johnson (Term: 2026-2028)
Councilmember Aaron Williams (Term: 2026-2028)

*Oaths to be Administered by Mayor Rachel McGreevy*

## 4. ROLL CALL

Mayor Rachel McGreevy
Councilmember Corlies Chong
Councilmember Robert Johnson
Councilmember Kimberly Karalovich
Councilmember Glen Kocsis
Councilmember Pamela Renee
Councilmember Aaron Williams

## 5. FLAG SALUTE

## 6. ADMINISTER OATHS OF OFFICE FOR EMERGENCY SERVICES

### A. FIRE DEPARTMENT

Chief- Richard Maher
Assistant Chief- Christopher Thomas
Captain- Ryan Oppegaard
First Lieutenant- Matthew Kepler
Second Lieutenant- John Fox

*Oaths to be Administered by Mayor Rachel McGreevy*

### B. FIRST AID

Captain

*Oath to be Administered by Mayor Rachel McGreevy*

## 7. NEW BUSINESS

**A.** Resolutions *– roll call vote*

1) **Resolution 2026-01** - Confirming Appointment of Council President
2) **Resolution 2026-02** - Confirming The Mayor's Appointments of Councilmembers to Council Committees
3) **Resolution 2026-03** - Confirming Employee Appointed Positions
4) **Resolution 2026-04** - Confirming Mayor's Appointments of Certain Volunteer Positions
5) **Resolution 2026-05** - Auth. Appointment of Borough Professionals and Execution of Contracts for Services
6) **Resolution 2026-06 *** - Auth. a Professional Services Agreement with MJB and Associates Consulting, LLC for Interim Management Consulting Services (Non-Fair and Open)

   **The Title of Resolution was updated on 1/1/26*
7) **Resolution 2026-07** - Auth. Shared Service Agreement for Information Technology Services (Holmdel)

**B.** Consent Agenda Resolutions *– roll call vote*

*All matters listed hereunder are considered to be routine and will be enacted in one motion. Any member of the Governing Body may request an item be removed for separate consideration.*

1) **Resolution 2026-08** - Establishing Observed Holidays
2) **Resolution 2026-09** - Auth. The Designation of the Official Newspapers for the Borough of Neptune City
3) **Resolution 2026-10** - Auth. Cancellation of Miscellaneous Balances and/or Charges and Outstanding Checks
4) **Resolution 2026-11** - Fixing the Rate of Interest to be Charged on Delinquent Taxes, Assessments, and Sewer Maintenance Fees
5) **Resolution 2026-12** - Auth. Electronic Transfer of Funds
6) **Resolution 2026-13** - Auth. Temporary Budget - Current Fund Account
7) **Resolution 2026-14** - Auth. Temporary Budget - Sewer Fund Account
8) **Resolution 2026-15** - Auth. Adoption of a Cash Management Plan
9) **Resolution 2026-16** - Auth. Governing Body Certification of Compliance with US EEOC Guidelines Under Title VII of the Civil Rights Act of 1964
10) **Resolution 2026-17** - Declaring Neptune City as a Stigma Free Community
11) **Resolution 2026-18** - Auth. Extension of Third Quarter Tax Payments for 2026 (25 days from billing)
12) **Resolution 2026-19** - Auth. Neptune City Vendor Certification
13) **Resolution 2026-20** - Cancelling Tax and Utility Overpayments or Delinquent Amounts under $10.00 as Deemed Necessary
14) **Resolution 2026-21** - Auth. Electronic Tax Sale for the Borough of Neptune City
15) **Resolution 2026-22** - Auth. Tax Sale Notice Fee in Lieu of Advertising
16) **Resolution 2026-23** - Auth. Fees for Off Duty Employment
17) **Resolution 2026-24** - Auth. The Rules of Conduct and Fixing the Order of Business for Meetings
18) **Resolution 2026-25** - Confirming Annual Meeting Schedule of Mayor and Council
19) **Resolution 2026-26** - Confirming Appointment of Part Time Library Clerks (Fazio and Long)

## 8. Public Participation

## 9. Adjourn

The next meeting of the Governing Body is scheduled for
Monday, January 26, 2026 at 6:00 pm in Council Chambers at Borough Hall

**RESOLUTION 2026-01**
**BOROUGH OF NEPTUNE CITY**
**COUNTY OF MONMOUTH, STATE OF NEW JERSEY**
**CONFIRMING APPOINTMENT OF COUNCIL PRESIDENT**

**WHEREAS**, the Governing Body of the Borough of Neptune City nominates and elects a Council President annually; and

**WHEREAS**, having taken nominations at this Reorganization Meeting and the votes being counted.

**NOW, THEREFORE BE IT RESOLVED** that the Governing Body of the Borough of Neptune City does hereby appoint Glen Kocsis as Council President for the year 2026.

**RESOLUTION 2026-02**
**BOROUGH OF NEPTUNE CITY**
**COUNTY OF MONMOUTH, STATE OF NEW JERSEY**
**CONFIRMING THE MAYOR'S APPOINTMENTS OF COUNCILMEMBERS TO COUNCIL COMMITTEES**

**BE IT RESOLVED** that the following appointments to COUNCIL COMMITTEES for the one-year term of January 1, 2026 – December 31, 2026 as made by the Mayor, are hereby confirmed:

**ADMINISTRATION AND FINANCE**
**Chairperson: Councilmember Corlies Chong**
**Councilmember Glen Kocsis**
**Councilmember Kimberly Karalovich**

- Finance and Budget
- Taxation
- Borough Clerk/Elections
- Finance Officer and Treasurer
- Borough Attorney

**ADMINISTRATION OF JUSTICE**
**Chairperson: Councilmember Glen Kocsis**
**Councilmember Aaron Williams**
**Councilmember Robert Johnson**

- Municipal Court
- Prosecutor
- Police Department
- Public Defender
- Construction Officials
- Ordinances and Borough Code

**BUILDINGS AND GROUNDS**
**Chairperson: Councilmember Aaron Williams**
**Councilmember Pamela Renee**
**Councilmember Robert Johnson**

- Public Works Department
- Sewer Department
- Zoning Officials
- Parks & Playgrounds
- Recycling / Solid Waste
- Shade Tree
- Green Team
- Municipal Engineer

**COMMUNITY RELATIONS**
**Chairperson: Councilmember Pamela Renee**
**Councilmember Corlies Chong**
**Councilmember Kimberly Karalovich**

- Community Events
- Community Center
- Library
- Neptune City Housing Authority (Liaison)

**EMERGENCY SERVICES**
**Chairperson: Councilmember Robert Johnson**
**Councilmember Glen Kocsis**
**Councilmember Corlies Chong**

- Fire Prevention Bureau
- First Aid (Liaison)
- Fire Department (Liaison)
- C.E.R.T. (Liaison)
- Office of Emergency Management

**SPECIAL SERVICES**
**Chairperson: Councilmember Kimberly Karalovich**
**Councilmember Aaron Williams**
**Councilmember Pamela Renee**

- Board of Recreation (C/Williams Liaison)
- Board of Education (Liaison)
- Veteran's Committee (Liaison)
- Historical Committee (Liaison)
- Alliance to Prevent Drug and Alcohol Abuse

**PERSONNEL**
**Chairperson: Mayor Rachel McGreevy**
**Councilmember Glen Kocsis**
**Councilmember Corlies Chong**

**LAND USE BOARD**
**Councilmember Pamela Renee**

**REDEVELOPMENT**
**Mayor Rachel McGreevy**
**Councilmembers Robert Johnson and Pamela Renee**

**RESOLUTION 2026-03**
**BOROUGH OF NEPTUNE CITY**
**COUNTY OF MONMOUTH, STATE OF NEW JERSEY**
**CONFIRMING EMPLOYEE APPOINTED POSITIONS**

**BE IT RESOLVED** that the following employees appointments are hereby made by the Mayor for the below listed positions for the Borough of Neptune City for the one-year term of January 1, 2026– December 31, 2026, unless noted otherwise:

| | | | |
|---|---|---|---|
| **DEPUTY ADMINISTRATOR** | Albert Jardine | Zoning Officer | Agreement |
| **CHIEF MUNICIPAL FINANCE OFFICER** | William Antonides (Shared Svc) | Code Enforcement Officer | Frank Cinelli (Shared Svc.) |
| Assistant to Finance Officer | Sylvia Laughlin | Housing Official | Frank Cinelli (Shared Svc.) |
| Accounts Payable | Sylvia Laughlin | Administrative Clerk Construction | Katie Kepler |
| **TAX COLLECTOR / TREASURER** | Albert Jardine (Tenure) | Land Use Board Secretary | Mya Cherbini |
| Deputy Tax Collector | Sylvia Laughlin | **RECREATION / COMM. CNTR. DIRECTOR** | Courtney Pappas (Shared Svc) |
| Official Assessment Searcher | Albert Jardine | Recreation / Community Center Clerk | Jordan Barraud |
| **TAX ASSESSOR** | William Fitzpatrick(Tenure) | Recreation / Community Center Clerk | Evan Giore |
| **MUNICIPAL CLERK** | Corinne D. Williams (Shared Svc) | Recreation / Community Center Clerk | Mary Beth D'Amico |
| Administrative Office Manager | Sylvia Laughlin | Recreation / Community Center Clerk | Matthew J. Maxcy |
| Administrative Office Clerk | Mya Cherbini | Recreation / Community Center Clerk | Tom Adcock |
| Administrative Office Clerk | Wyatt Kubar | **OEM COORDINATOR** | Richard Maher |
| Administrative Office Clerk (P/T) | Amy Hall | OEM Deputy Coordinator | Ryan Oppegaard |
| Administrative Office Clerk (P/T) | Catherine DeGenova | Conf. Secretary / Admin. Clerk, P.D. | Regina Jackson |
| Registrar of Vital Statistics | Sylvia Laughlin | Class II SLEO /SRO | Margaret F. Freeman |
| Deputy Registrar of Vital Statistics | Mya Cherbini | Crossing Guard | Dolores Ayers |
| Alternate Deputy Registrar | Corinne D. Williams | Crossing Guard | Lisa Martin |
| **JUDGE** | Paul Capotorto (3/23—3/15/26) | Crossing Guard | Anthony Matarazzo |
| **PROSECUTOR** | James Carton, IV | Crossing Guard | Sharon Colon |
| **COURT ADMINISTRATOR** | Shared Service | Crossing Guard | Terry M. Anderson |
| **DIRECTOR OF PUBLIC WORKS** | Daniel Harker | Alternate Crossing Guard | Ronald Berardesco |
| Superintendent of Public Works | Robert Reynolds | Records and OPRA Clerk, P.D. | Regina Jackson |
| Sewer Operator | Daniel Harker | OPRA Records Custodian | Corinne D. Williams |
| Recycling Coordinator | Daniel Harker | OPRA Records Deputy Custodian | Albert Jardine |
| **LIBRARIAN DIRECTOR** | | Daniel's Law Redactor | Corinne D. Williams |
| Librarian, Deputy Director | | Daniel's Law Redactor | Albert Jardine |
| Library Clerk | Dina Fazio and Britt Long | Daniel's Law Redactor | William Fitzpatrick |
| **CONSTRUCTION OFFICER** | George Selah (2022-2026) | Daniel's Law Redactor | Regina Jackson |
| Sub Code Building Official | George Gebhardt (2025-2029) | JIF Representative | Albert Jardine |
| Sub Code Building Inspector | William Doolittle | Alternate JIF Representative | Corinne D. Williams |
| Sub Code Plumbing / Mechanical Off. | Philip M. Price (Tenure) | Safety Coordinator | Daniel Harker |
| Sub Code Fire Official | Douglas Frueh (2025-2029) | License Collector | Corinne D. Williams |
| Sub Code Fire Inspector | William Doolitle | Public Agency Compliance Officer | Corinne D. Williams |
| Fire Prevention Official / Fire Marshal | Chris Wilms (2025-2027) | ADA Coordinator | Albert Jardine |
| Fire Prevention Inspector | Jay O'Connell (2025-2027) | CDBG Representative | Albert Jardine |
| | | CDBG Alternative | Rachel McGreevy |

**RESOLUTION 2026-04**
**BOROUGH OF NEPTUNE CITY**
**COUNTY OF MONMOUTH, STATE OF NEW JERSEY**
**CONFIRMING MAYOR'S APPOINTMENTS OF CERTAIN VOLUNTEER POSITIONS**

**BE IT RESOLVED** that the following appointments to volunteer positions within the Borough of Neptune City as made by the Mayor for a one-year term beginning January 1, 2026 through December 31, 2026 unless otherwise noted are hereby confirmed.

| **Board of Recreation** | | | ***appointed by the Mayor** |
|---|---|---|---|
| Council Liaison | 2026 | 1 Year | Aaron Williams |
| Member | 2026-2029 | 5 Years | Justin Smith |
| Member | 2026-2029 | 5 Years | Bridgid Loveland |
| Member | 2024-2028 | 5 Years | Deborah Galindo |
| Member | 2024-2028 | 5 Years | Chuck Mitchell |
| Member | 2023-2027 | 5 Years | Tom Adcock |
| Member | 2022-2026 | 5 Years | James Conor |
| Member | 2022-2026 | 5 Years | Katey Thomas |
| **Community Development Block Grant Committee** | | | |
| Delegate | 2026 | 1 Year | Al Jardine |
| Alternate Delegate | 2026 | 1 Year | Rachel McGreevy |
| **Community Relations Committee** | | | |
| Council Liaison | 2026 | 1 year | Corlies Chong |
| Council Liaison | 2026 | 1 year | Pamela Renee |
| Chairperson | 2026 | 1 year | Laura Neitzel |
| Mayor | 2026 | 1 year | Rachel McGreevy |
| Police | 2026 | 1 year | Nick Morgan |
| First Aid | 2026 | 1 year | Ryan Oppegaard |
| Administrator | 2026 | 1 year | *TBD* |
| Members | 2026 | 1 year | Theresa Riccardello |
| Members | 2026 | 1 year | Linda Colucci |
| Members | 2026 | 1 year | Jim McGreevy |
| Members | 2026 | 1 year | Lonyka "Nikki" VanHuff |
| Members | 2026 | 1 year | Cristina Kocsis |
| Members | 2026 | 1 year | Terry Anderson |
| Members | 2026 | 1 year | Laura Neitzel |
| Members | 2026 | 1 year | Suzanne Robotti |
| Members | 2026 | 1 year | Bob MacAllister |
| Members | 2026 | 1 year | Elizabeth Ganley |
| Members | 2026 | 1 year | Sean Cahill |
| Members | 2026 | 1 year | Jeanine Caputo |
| Members | 2026 | 1 year | Joanne Kerekes |
| Members | 2026 | 1 year | Anthony Pergola |
| Members | 2026 | 1 year | Ramire Araceli |
| Members | 2026 | 1 year | Francine Orlando |
| Members | 2026 | 1 year | Christine Devlin |
| **Drug Alliance** | | | |

| | | | |
|---|---|---|---|
| Chairperson | 2026 | 1 Year | Anthony Susino |
| Member | 2026 | 1 Year | Rachel McGreevy |
| Member | 2026 | 1 Year | Matt Edwards |
| Member | 2026 | 1 Year | Lisa Emmons |
| Member | 2026 | 1 Year | Tracy Brand |
| Member | 2026 | 1 Year | Celeste Clark |
| Member | 2026 | 1 Year | Dave Calhoun |
| Member | 2026 | 1 Year | Pam Goldberg |
| Member | 2026 | 1 Year | Chantal Lentz |
| Member | 2026 | 1 Year | Cristina Kocsis |
| **Emergency Management – Local Emerg. Planning Committee** | | | ***appointed by the Mayor** |
| Coordinator | 2026-2028 | 3 Years | Richard Maher |
| Deputy Coordinator | 2026 | 1 Year | Ryan Oppegaard |
| Mayor | 2026 | 1 Year | Rachel McGreevy |
| Police | 2026 | 1 Year | Michael Vollbrecht |
| Administrator | 2026 | 1 Year | *TBD* |
| Public Works | 2026 | 1 Year | Daniel Harker |
| Education | 2026 | 1 Year | Daniel Layton |
| Fire Department | 2026 | 1 Year | Chris Thomas |
| First Aid | 2026 | 1 Year | Debbie Latshaw |
| Council | 2026 | 1 Year | Robert Johnson |
| Construction | 2026 | 1 Year | George Selah |
| Member | 2026 | 1 Year | Danielle Pappas |
| Member | 2026 | 1 Year | Keith Dilello |
| Member | 2026 | 1 Year | Juan Strazdas |
| Member | 2026 | 1 Year | Dave Fiore |
| **ENVIRONMENTAL COMMISSION** | | | ***appointed by the Mayor** |
| Member - Land Use Board | 2026-2026 | 1 year | Sharon McSwieney |
| Member | 2026-2027 | 2 years | Angela Monaghan |
| Member | 2026-2027 | 2 years | Bill Sciarappa |
| Member - Chair | 2026-2028 | 3 years | Arlene Sciarappa |
| Member - Secretary | 2026-2028 | 3 years | Karen Schroeder |
| Member - Alternate 1 | 2026-2027 | 2 years | Joanne Jeffries |
| Member - Alternate 2 | 2026 | 1 Year | Pamela Renee |
| **Grants Committee** | | | |
| Chairperson | 2026 | 1 year | Kimberly Karalovich |
| Members | 2026 | 1 year | Bill Schroeter |
| Members | 2026 | 1 year | Mary Leather |
| Members | 2026 | 1 year | Lauren Roth |
| **Green Team** | | | |
| Liaison | 2026 | 1 Year | Aaron Williams |
| Councilperson | 2026 | 1 Year | Corlies Chong |
| Community Center Director | 2026 | 1 Year | Courtney Pappas |
| Member - DPW Director | 2026 | 1 Year | Dan Harker |

| | | | |
|---|---|---|---|
| Member - Chair | 2026 | 1 Year | Arlene Sciarappa |
| Member - Secretary | 2026 | 1 Year | Karen Schroeder |
| Member | 2026 | 1 Year | Pamela Renee |
| Member | 2026 | 1 Year | Bill Sciarappa |
| Member | 2026 | 1 Year | Angela Monaghan |
| Member | 2026 | 1 Year | Ray Preziosi |
| Member | 2026 | 1 Year | Alexis Finch |
| Member | 2026 | 1 Year | Tracy Graves |
| Member | 2026 | 1 Year | Lori Garton |
| Member | 2026 | 1 Year | Evan DeAngelis |
| Member | 2026 | 1 Year | MaryCatharine Kruyd |
| Member | 2026 | 1 Year | Stacey Higgins |
| Member | 2026 | 1 Year | Leanne Bridge |
| Member | 2026 | 1 Year | Aimee Pelletier |
| Member | 2026 | 1 Year | Holly Mayer |
| Member | 2026 | 1 Year | Sarah Roff |
| Member | 2026 | 1 Year | Marcella Slog |
| Member | 2026 | 1 Year | Donna Young |
| Member | 2026 | 1 Year | Tyler Lewis |
| Member | 2026 | 1 Year | Samatha Lewis |
| Member | 2026 | 1 Year | Monique Ritacco |
| Member | 2026 | 1 Year | Colleen Christie |
| Member | 2026 | 1 Year | Chantal Lentz |
| Member | 2026 | 1 Year | Ta'nya Lentz |
| Member | 2026 | 1 Year | Corey VanHuff |
| Member | 2026 | 1 Year | Gabriela Mlynarova |
| **Historical Society** | | | |
| Council Liaison | 2026 | 1 Year | Kim Karalovich |
| Chairman | 2026-2027 | 2 Years | Randy Rossman |
| Member | 2026-2027 | 2 Years | Glen Kocsis |
| Member | 2026-2027 | 2 Years | Lauren Roth |
| Member | 2026-2027 | 2 Years | Ronald Wardell |
| Member | 2026-2027 | 2 Years | Richard McKay |
| Member | 2026-2027 | 2 Years | Jim Clayton |
| Member | 2026-2027 | 2 Years | Jack Crawford |
| Member | 2025-2026 | 2 Years | Joel Popkin |
| Member | 2025-2026 | 2 Years | John Gunderson |
| **Housing Authority** | | | |
| State Appointed Member | 2025-2029 | 5 Years | Kelly Strazdas |
| Member | 2022-2026 | 5 Years | Tom Adcock |
| Member | 2022-2026 | 5 Years | Patricia Albano |
| Member | 2022-2026 | 5 Years | Pamela Goldberg |
| Member | 2022-2026 | 5 Years | Donna Susino |

| | | | |
|---|---|---|---|
| Member | 2023-2027 | 5 Years | Celeste Clarke |
| Member | 2025-2029 | 5 Years | John Pietrunti |
| **Land Use Board Members** | | | ***appointed by the Mayor** |
| Member – Class I | 2026 | 1 Year | Rachel McGreevy |
| Member – Class II | 2026 | 1 Year | Robert Reynolds, Jr. |
| Member – Class III | 2026 | 1 Year | Pamela Renee |
| Member – Class IV | 2025-2028 | 4 Years | Marie Moulder |
| Member – Class IV | 2025-2028 | 4 Years | Randy Reynolds |
| Member – Class IV | 2023-2026 | 4 Years | Larry Cross |
| Member – Class IV | 2023-2026 | 4 Years | Patricia Gerand |
| Member – Class IV | 2023-2026 | 4 Years | Craig Morcom |
| Member – Class IV | 2023-2026 | 4 Years | John Amoscato |
| Alternate 1 | 2026-2027 | 2 Years | Kenneth Zielinski |
| Alternate 2 | 2026-2027 | 2 Years | Sharon McSwieney |
| Alternate 3 | 2026-2027 | 2 Years | Donna Susino |
| Alternate 4 | 2026-2027 | 2 Years | Patricia Albano |
| **Shade Tree Committee** | | | ***appointed by the Mayor** |
| Member | 2026 | 1 Year | Glen Kocsis |
| Member | 2026 | 1 Year | Arlene Sciarappa |
| Member | 2026 | 1 Year | Evan DeAngelis |
| **Veterans Committee** | | | |
| Council Liaison | 2026 | 1 Year | Kim Karalovich |
| Chairperson | 2026 | 1 Year | Leidy Santana |
| Member | 2026 | 1 Year | Aaron Williams |
| Member | 2026 | 1 Year | Robert Johnson |
| Member | 2026 | 1 Year | Karin Boak |
| Member | 2026 | 1 Year | George Christie |
| Member | 2026 | 1 Year | Jim Emmons |
| Member | 2026 | 1 Year | Pam Zielinski |
| Member | 2026 | 1 Year | Eric Salera |
| **Redevelopment Committee (ad hoc)** | | | |
| Member | 2026 | 1 Year | Rachel McGreevy |
| Member | 2026 | 1 Year | Pamela Renee |
| Member | 2026 | 1 Year | Robert Johnson |
| Member | 2026 | 1 Year | Gene O'Connell |

**RESOLUTION 2026-05**
**BOROUGH OF NEPTUNE CITY**
**COUNTY OF MONMOUTH, STATE OF NEW JERSEY**
**AUTHORIZING APPOINTMENT OF BOROUGH PROFESSIONALS AND EXECUTION OF CONTRACTS FOR SERVICES**

**WHEREAS**, the Borough of Neptune City has a need to acquire various Professional Services for 2026 pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

**WHEREAS**, proposals were received and reviewed by the Mayor and Council; and

**WHEREAS**, based on that process the following appointments for 2026 are hereby made in the not to exceed amount as listed:

| ***Position*** | ***Firm*** | ***Not to Exceed*** |
|---|---|---|
| Borough Attorney | Greg Cannon *of* Cannon & McGuinn, LLC | $ 30,000 |
| Special Counsel | Jason N. Sena *of* Archer & Greiner, P.C. | $ * |
| | Cannon & McGuinn, LLC | $ * |
| Labor Attorney | Jonathan F. Cohen *of* Plosia Cohen, LLC | $ * |
| Auditor | Robert Oliwa *of* Oliwa & Company, CPAs | $ 25,800 |
| Borough Engineer | Leon S. Avakian, Inc. – General Engineering | $ 36,000 and * |
| | CME Associates | $ * |
| | ARH Associates | $ * |
| Borough Planner | Jennifer Beahm *of* Leon S. Avakian, Inc. | $ * |
| Health Insurance Broker | Alamo Insurance Group, Inc. | $ per JIF guidelines |
| JIF Risk Management Consultant | Brown & Brown Metro, LLC | $ per JIF guidelines |
| Prosecutor | James Carton IV of Carton Law Firm | $ per salary guide |
| Alternate Prosecutor | Michael Lynch of Carton Law Firm | $ n/a |
| Public Defender | Anthony Cherry of Cherry Law Firm; and | $ 10,000 |

** Maximum to be determined per project prior to award.*

**WHEREAS,** the contracts for services to be submitted pursuant to the proposals on file in the Office of the Borough Clerk by the above listed professional shall be reviewed and approved by the Chief Financial Officer and Administrator of the Borough of Neptune City.

**NOW, THEREFORE, BE IT RESOLVED,** that the Mayor and Council of the Borough of Neptune City do hereby authorize the appointment of the above listed Professionals for a one-year term commencing on January 1, 2026 and ending December 31, 2026; and

**BE IT FURTHER RESOLVED**, that the Mayor and Clerk are hereby authorized to execute the contracts for the provision of services for the year 2026.

**RESOLUTION 2026-06**
**BOROUGH OF NEPTUNE CITY**
**COUNTY OF MONMOUTH, STATE OF NEW JERSEY**
**AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH MJB AND ASSOCIATES CONSULTING, LLC FOR INTERIM MANAGEMENT CONSULTANT SERVICES (NON-FAIR AND OPEN PROCESS)**

**WHEREAS**, the Borough of Neptune City ("Borough") is currently undergoing an administrative transition and requires interim professional management support to ensure continuity of municipal operations, fiscal oversight, and progress on key initiatives; and

**WHEREAS**, the Borough has determined that the services required involve specialized knowledge, experience, and the exercise of professional judgment in municipal administration, finance, shared services, and governance; and

**WHEREAS**, pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., and specifically N.J.S.A. 40A:11-5(1)(a)(i), professional services may be procured without public advertising; and

**WHEREAS**, the Borough has elected to award this contract under the Non-Fair and Open Process as permitted by law; and

**WHEREAS**, MJB and Associates Consulting, LLC, a New Jersey limited liability company, has been identified as a qualified professional services provider capable of performing the required interim management consulting services; and

**WHEREAS**, MJB and Associates Consulting, LLC shall assign Michael J. Bascom as the individual responsible for performing the services on behalf of the company; and

**WHEREAS**, the proposed Professional Services Agreement provides for compensation at a rate of One Hundred Twenty-Five Dollars ($125.00) per hour, with an anticipated average utilization of approximately sixteen (16) hours per week, with payment based solely on hours actually worked; and

**WHEREAS**, the Agreement further provides for reimbursement of reasonable travel expenses only for meetings and official duties conducted outside of the Borough of Neptune City, in accordance with Borough policy and applicable State guidelines; and

**WHEREAS,** the proposed Professional Services Agreement provides that the compensation paid to professional service provider will not exceed $110,000.00 during term of the Agreement unless expressly authorized by resolution of the Governing Body of Neptune City; and

**WHEREAS**, the term of the Agreement shall commence on January 1, 2026 and continue through December 31, 2026, unless earlier terminated in accordance with the Agreement; and

**WHEREAS**, the services to be provided are set forth in **Exhibit A – Scope of Services**, attached to and incorporated into the Professional Services Agreement; and

**WHEREAS**, MJB and Associates Consulting, LLC has agreed to comply with all applicable Pay-to-Play laws, and has submitted or shall submit prior to execution all required political contribution disclosure forms and certifications; and

**WHEREAS**, the Borough has determined that the award of this contract is in the best interest of the Borough and its residents.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Neptune City, County of Monmouth, State of New Jersey, as follows:

1. **Authorization of Contract**
   The Mayor and Borough Clerk are hereby authorized to execute a Professional Services Agreement with MJB and Associates Consulting, LLC for Interim Management Consultant Services, awarded under the Non-Fair and Open Process, in a form consistent with this Resolution.
2. **Assigned Consultant**
   The Agreement shall provide that Michael J. Bascom shall be the individual assigned by MJB and Associates Consulting, LLC to perform the services under the contract, subject to Borough approval of any substitution.
3. **Compensation**
   Compensation shall be at the rate of $125.00 per hour, with an anticipated average of approximately 16 hours per week, payable only for hours actually worked, as certified and approved by the Borough. In no event shall total compensation payable under this Agreement exceed $110,000.00 during the term of the Agreement unless additional compensation is expressly authorized by resolution of Governing Body of Neptune City.
4. **Expenses**
   Reimbursement of travel expenses shall be limited to meetings and official duties conducted outside of the Borough of Neptune City and shall be subject to Borough policy and applicable State regulations.

5. **Term**
   The contract term shall commence on January 1, 2026 and continue through December 31, 2026, unless earlier terminated pursuant to the terms of the Agreement.
6. **Compliance**
   The contract is contingent upon full compliance with the Local Public Contracts Law, Pay-to-Play statutes, and all other applicable federal, state, and local laws.
7. **Public Notice**
   The Borough Clerk is hereby directed to publish a notice of contract award in the official newspaper of the Borough as required by law.
8. **Availability of Funds**
   Certification of availability of funds shall be provided by the Chief Financial Officer in accordance with law.

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution shall be forwarded to MJB and Associates Consulting, LLC, the Borough Clerk, the Chief Financial Officer, and shall be placed on file in the Borough's official procurement records.

**RESOLUTION 2026-07**
**BOROUGH OF NEPTUNE CITY**
**COUNTY OF MONMOUTH, STATE OF NEW JERSEY**
**AUTHORIZING THE EXECUTION OF A SHARED SERVICES AGREEMENT FOR THE PROVISION OF INFORMATION TECHNOLOGY SERVICES WITH HOLMDEL TOWNSHIP**

**WHEREAS,** the New Jersey Uniform Shared Services and Consolidation Act (N.J.S.A. 40A:65-1 et seq.) authorizes local units such as the Borough of Neptune City to share services for particular purposes and to effectuate agreements for any service or circumstance that will aid and encourage a reduction of local expenses; and

**WHEREAS,** the Borough of Neptune City (hereinafter "Neptune City") and the Township of Holmdel (hereinafter "Holmdel") are public bodies corporate and politic of the State of New Jersey and are authorized under New Jersey law to share services; and

**WHEREAS,** Neptune City is in need of Information Technology Services to serve its residents; and

**WHEREAS,** Holmdel is able to provide Information Technology Services; and

**WHEREAS,** the respective representatives from Neptune City and Holmdel have negotiated a written Shared Services Agreement ("Agreement") which reflects the terms and conditions of Neptune City's shared use of Lake Como's Information Technology Services, which is on file in the Office of the Borough Clerk; and

**WHEREAS,** upon recommendation of the Borough Administrator, and following review of the Agreement, the Borough of Neptune City now wishes to approve the Agreement and commence the sharing of Information Technology Services with Holmdel.

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Neptune City, County of Monmouth, hereby authorizes and approves the Shared Services Agreement for Information Technology Services between the Borough of Neptune City and the Holmdel Township, and authorizes the Mayor and Administrator or their designee to execute same; and

**BE IT FURTHER RESOLVED** that the Borough Administrator or their designee is hereby authorized to take all legal and necessary actions to facilitate the Borough of Neptune City's participation in the Shared Services Agreement; and

**BE IT FURTHER RESOLVED** that a copy of this Resolution be forwarded to the Division of Local Government Services in the Department of Community Affairs pursuant to N.J.S.A. 40A:65-4(b).

**RESOLUTION 2026-08**
**BOROUGH OF NEPTUNE CITY**
**COUNTY OF MONMOUTH, STATE OF NEW JERSEY**
**ESTABLISHING OBSERVED HOLIDAYS**

**WHEREAS**, in accordance with negotiated Borough Contracts and the Policy Manual of the Borough of Neptune City there are certain recognized holidays each year; and

**WHEREAS**, the Borough Offices and the Public Works Department will be closed on the following recognized dates:

| **HOLIDAY** | | **DATE BOROUGH HALL AND PUBLIC WORKS CLOSED** |
|---|---|---|
| New Year's Day | | Thursday, January 1 |
| Floating Holiday / Day after New Year's | | Friday, January 2 ***(Closed in lieu of Easter Floating Holiday)*** |
| Martin Luther King, Jr. Day | | Monday, January 19 |
| Presidents Day | | Monday, February 16 |
| Good Friday | | Friday, April 3 |
| Memorial Day | | Monday, May 25 |
| Fourth of July | | Friday, July 3 *(observed day)* |
| Juneteenth | | Friday, June 19 |
| Labor Day | | Monday, September 7 |
| Indigenous Peoples Day / Columbus Day | | Monday, October 13 |
| Veterans Day | | Wednesday, November 11 |
| Thanksgiving | | Thursday, November 26 |
| Floating Holiday / Day after Thanksgiving | | Friday, November 27 ***(Closed in lieu of General Election Day)*** |
| Christmas | | Friday, December 25 |

**RESOLUTION 2026-09**
**BOROUGH OF NEPTUNE CITY**
**COUNTY OF MONMOUTH, STATE OF NEW JERSEY**
**AUTHORIZE THE DESIGNATION OF THE OFFICIAL NEWSPAPERS FOR THE BOROUGH OF NEPTUNE CITY**

**WHEREAS**, pursuant to N.J.S.A. 40:53-1, the Governing Body of every municipality may designate an official newspaper or newspapers for the publication of all advertisements and notices required by law to be published by the municipality.

**NOW THEREFORE BE IT RESOLVED**, that for the year 2026, the official newspapers for the Borough of Neptune City shall be The Asbury Park Press and The Coaster pursuant to N.J.S.A. 40:53-1 and N.J.S.A. 40:53-2; and

**BE IT FURTHER RESOLVED** that pursuant to P.L.2025, c.72, the complete text of each legal notice of the Borough of Neptune City, County of Monmouth, NJ may be obtained or viewed by the public on Neptune City's official Internet website: https://www.neptunecitynj.com/ under Public Notices Link on the homepage at https://www.neptunecitynj.com/public-notices and on the official Secretary of State's website at (which is being established; the link for which will be provided once created).

**RESOLUTION 2026-10**
**BOROUGH OF NEPTUNE CITY**
**COUNTY OF MONMOUTH, STATE OF NEW JERSEY**
**AUTHORIZING CANCELLATION OF MISCELLANEOUS BALANCES AND/OR CHARGES AND OUTSTANDING CHECKS**

**WHEREAS**, there may exist miscellaneous debits and credits, including old outstanding checks, older than six months in the Borough's bank accounts; and

**WHEREAS**, cancellation of these miscellaneous debits and credits would provide for a more accurate and efficient means of maintaining the Borough's records; and

**WHEREAS**, the Borough's Chief Financial Officer recommends that these items be canceled from the Borough records.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Neptune City that the Chief Financial Officer cancel any miscellaneous debits and credits older than six months from the Borough's bank accounts to Operations.

**RESOLUTION 2026-11**
**BOROUGH OF NEPTUNE CITY**
**COUNTY OF MONMOUTH, STATE OF NEW JERSEY**
**FIXING THE RATE OF INTEREST TO BE CHARGED ON DELINQUENT TAXES, ASSESSMENTS, AND SEWER MAINTENANCE FEES**

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

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

**NOW THEREFORE BE IT RESOLVED,** by the Mayor and Council of the Borough of Neptune City as follows:

1. The Tax Collector is hereby authorized and directed to charge 8% annum on the first $1,500.00 of charges becoming delinquent after due date and 18% per annum of any amount in excess of $1,500 and allows for delinquencies in excess of $10,000.00 in arrears beyond December 31st an additional penalty of 6% shall be charged against the delinquency.
2. Effective January 1, 2026 there will be a ten (10) day grace period of quarterly tax, assessment, or sewer maintenance payments made by cash, check or money order.
3. Any payments not made in accordance with paragraph two of this resolution shall be charged interest from the due date as set forth in paragraph one of this resolution.
4. This resolution shall be published in its entirety in an official newspaper of the Borough of Neptune City.

**RESOLUTION 2026-12**
**BOROUGH OF NEPTUNE CITY**
**COUNTY OF MONMOUTH, STATE OF NEW JERSEY**
**AUTHORIZING ELECTRONIC TRANSFERS OF FUNDS**

**WHEREAS,** the Governing Body of the Borough of Neptune City authorizes electronic transfers of funds, in accordance with N.J.S.A. 40A:5-16(c) and N.J.A.C. 5:30-9A; and

**WHEREAS,** the electronic transfer of funds shall be permitted for:

1. the processing of the Borough payroll inclusive of all related taxes and voluntary withholdings; and
2. the employer share of pension liabilities; and
3. debt service payments for all the outstanding debt of the Borough; and
4. the payment of health insurance bills; and

**WHEREAS,** the Governing Body of the Borough of Neptune City authorizes Chief Financial Officer to conduct such transfers.

**NOW, THEREFORE BE IT RESOLVED** that the Governing Body of the Borough of Neptune City, County of Monmouth, State of New Jersey herby authorizes the electronic transfers to the above specified vendors.

**RESOLUTION 2026-13**
**BOROUGH OF NEPTUNE CITY**
**COUNTY OF MONMOUTH, STATE OF NEW JERSEY**
**AUTHORIZING TEMPORARY BUDGET – CURRENT FUND ACCOUNT**

**WHEREAS,** N.J.S.A. 40A:4-10 provides that (where any contracts or payments are to be made prior to the final adoption of the 2023 budget) temporary appropriations should be made for the purpose and amounts required in manner and time therein provided; and

**WHEREAS**, the date of this resolution is within the first thirty days of January 2026; and

**WHEREAS,** the total amount of 2026 temporary Municipal budget is not in excess of 35% of 2025 Municipal budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, in the sum of $3,415,502.

**NOW, THEREFORE, BE IT RESOLVED** that the following appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for their records:

| | | | | |
|---|---|---|---|---|
| Administrator's Office | | Salaries and Wages | $ | 11,200.00 |
| Administrator's Office | | Other Expenses | | 6,100.00 |
| Mayor and Council | | Salaries and Wages | | 16,500.00 |
| Mayor and Council | | Other Expenses | | 1,200.00 |
| Municipal Clerk | | Other Expenses | | 6,000.00 |
| Central Postage | | Other Expenses | | 1,200.00 |
| Financial Administration | | Salaries and Wages | | 12,400.00 |
| Financial Administration | | Other Expenses | | 500.00 |
| Collection of Taxes | | Salaries and Wages | | 31,400.00 |
| Collection of Taxes | | Other Expenses | | 1,500.00 |
| Assessment of Taxes | | Salaries and Wages | | 10,200.00 |
| Assessment of Taxes | | Other Expenses | | 4,300.00 |
| Legal Services | | Other Expenses | | 21,000.00 |
| Engineering Services | | Other Expenses | | 14,000.00 |
| Information Technology | | Other Expenses | | 19,600.00 |
| Land Use Board | | Salaries and Wages | | 4,400.00 |
| Land Use Board | | Other Expenses | | 1,600.00 |
| Code Enforcement | | Other Expenses | | 100.00 |
| Liability Insurance | | Other Expenses | | 100,000.00 |
| Workers' Compensation Insurance | | Other Expenses | | 100,000.00 |
| Group Insurance for Employees | | Other Expenses | | 550,000.00 |
| Police | | Salaries and Wages | | 950,000.00 |
| Crossing Guards | | Salaries and Wages | | 11,900.00 |
| Clerical - Police Department | | Salaries and Wages | | 14,000.00 |
| Police | | Other Expenses | | 32,000.00 |
| Fire | | Other Expenses | | 16,800.00 |
| Fire - Fire Hydrants | | Other Expenses | | 17,400.00 |
| Fire Prevention Bureau | | Salaries and Wages | | 5,300.00 |
| Fire Prevention Bureau | | Other Expenses | | 800.00 |
| Emergency Management | | Other Expenses | | 2,800.00 |
| Municipal Prosecutor | | Salaries and Wages | | 9,700.00 |
| Road Repair and Maintenance | | Salaries and Wages | | 240,000.00 |
| Road Repair and Maintenance | | Other Expenses | | 12,600.00 |
| Solid Waste Collection | | Salaries and Wages | | 7,600.00 |
| Solid Waste Collection | | Other Expenses | | 220,000.00 |
| Recycling | | Other Expenses | | 5,600.00 |
| Public Buildings and Grounds | | Salaries and Wages | | 6,000.00 |

| | | | | |
|---|---|---|---|---|
| Public Buildings and Grounds | | Other Expenses | | 2,100.00 |
| Maintenance of Borough Vehicles | | Other Expenses | | 23,000.00 |
| Animal Control | | Other Expenses | | 5,300.00 |
| Parks and Playgrounds | | Other Expenses | | 2,800.00 |
| Community Center | | Salaries and Wages | | 23,000.00 |
| Community Center | | Other Expenses | | 5,000.00 |
| Expenses in Participation in County Library | | Salaries and Wages | | 16,000.00 |
| Expenses in Participation in County Library | | Other Expenses | | 1,300.00 |
| Municipal Court | | Salaries and Wages | | 3,000.00 |
| Municipal Court | | Other Expenses | | 500.00 |
| Public Defender | | Other Expenses | | 3,400.00 |
| Construction Official | | Salaries and Wages | | 16,000.00 |
| Construction Official | | Other Expenses | | 2,200.00 |
| Sub-Code Officials | | Salaries and Wages | | 13,500.00 |
| Sub-Code Officials | | Other Expenses | | 100.00 |
| Celebration of Public Events | | Other Expenses | | 2,100.00 |
| Electricity | | Other Expenses | | 19,000.00 |
| Telephone | | Other Expenses | | 14,100.00 |
| Water | | Other Expenses | | 1,000.00 |
| Natural Gas | | Other Expenses | | 10,000.00 |
| Gasoline | | Other Expenses | | 20,000.00 |
| Social Security | | Other Expenses | | 58,000.00 |
| Defined Contribution Retirement Program | | Other Expenses | | 700.00 |
| Shared Service - Monmouth County 911 | | Other Expenses | | 157,000.00 |
| Shared Service - Neptune Township Reverse 911 | | Other Expenses | | 2,800.00 |
| Shared Service - Bradley Beach - Prisoner Processing | | Other Expenses | | 5,600.00 |
| Shared Service - Borough of Bay Head - Financial Administration | | Other Expenses | | 19,000.00 |
| Shared Service – Lake Como – Code Enforcement | | Other Expenses | | 5,500.00 |
| Shared Service – Monmouth County – RIMS | | Other Expenses | | 3,500.00 |
| Shared Service – Bradley Beach – Municipal Court | | Other Expenses | | 28,000.00 |
| Shared Service – Borough of Farmingdale – Municipal Clerk | | Other Expenses | | 27,000.00 |
| Safe and Secure Grant | | Other Expenses | | 45,000.00 |
| | | | $ | **3,001,200.00** |

**RESOLUTION 2026-14**
**BOROUGH OF NEPTUNE CITY**
**COUNTY OF MONMOUTH, STATE OF NEW JERSEY**
**AUTHORIZING TEMPORARY BUDGET – SEWER FUND ACCOUNT**

**WHEREAS,** N.J.S.A. 40A:4-10 provides that (where any contracts or payments are to be made prior to the final adoption of the 2026 budget) temporary appropriations should be made for the purpose and amounts required in manner and time therein provided; and

**WHEREAS**, the date of this resolution is within the first thirty days of January 2026; and

**WHEREAS,** the total amount of 2025 temporary Municipal budget is not in excess of 35% of 2025 Municipal budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, in the sum of $469,000.00

**NOW, THEREFORE, BE IT RESOLVED** that the following appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for their records:

| | | | |
|---|---|---|---|
| Sewer Utility Operating | Salaries and Wages | $ | 63,000.00 |
| Sewer Utility Operating | Other Expenses | | 165,800.00 |
| Neptune Township Utilities Authority | Other Expenses | | 225,400.00 |
| Social Security | Other Expenses | | 5,700.00 |
| | | $ | **459,900.00** |

**RESOLUTION 2026-15**
**BOROUGH OF NEPTUNE CITY**
**COUNTY OF MONMOUTH, STATE OF NEW JERSEY**
**AUTHORIZE ADOPTION OF A CASH MANAGEMENT PLAN**

**WHEREAS**, the Borough of Neptune City is required to annually adopt a Cash Management Plan; and

**WHEREAS,** the Borough's Cash Management Plan as approved by the Borough's Chief Financial Officer and on file in the Office of the Borough Clerk includes the designation of Bank Depositories, plans to protect Borough Assets, outlines the encumbrance system and debt management system, operational cash management objectives, internal controls/ cash and other, designation of depositories, brokerage firms and dealers, authorized signatures and term of plan.

**NOW THEREFORE BE IT RESOLVED** , by the Governing Body of the Borough of Neptune City that the 2026 Cash Management Plan is hereby adopted.

**Borough of Neptune City**
**2026 Cash Management Plan**
William E. Antonides, Jr. CPA, RMA, CMFO
Chief Financial Officer
Wayne M. Sibilia, CPA, RMA, CMFO
Assistant Chief Financial Officer
Albert Jardine, CTC
Tax Collector

## I. OBJECTIVE

This Cash Management Plan (the "Plan") is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 and establishes the policies and procedures governing the deposit ("Deposits") and investment ("Permitted Investments") of certain public funds of the Borough of Neptune City (the "Borough") pending their use for intended purposes.

The Plan is intended to ensure that all public funds identified herein are deposited in interest-bearing Deposits or invested in Permitted Investments. Investment decisions should prioritize safety of principal, liquidity, and maximum yield, in that order. Investments shall mature in accordance with anticipated cash needs to minimize market risk.

This Plan serves as a summary of cash management activities undertaken by Borough departments handling cash to ensure maximum cash availability and optimal investment yield on idle funds.

The Borough seeks to manage cash efficiently from the time revenue is earned until disbursements clear the bank. The goals of cash management are to maximize availability and yield by reducing collection and disbursement delays while timing payments appropriately.

Cash management shall operate within the purpose of government. Cash availability shall not be achieved by delaying vendor payments or employing unreasonable collection practices. Where conflicts arise, liquidity shall take precedence over yield.

All municipal funds shall be protected pursuant to the Governmental Unit Deposit Protection Act (GUDPA). The Borough shall comply with directives from the New Jersey Department of Community Affairs, Division of Local Government Services, and the Local Finance Board.

The Finance Department shall monitor cash flows, schedule expenditures accordingly, and maintain familiarity with short-term investment markets.

## II. PROTECTION OF BOROUGH ASSETS

Cash management is a form of risk management. The Chief Financial Officer shall recognize and mitigate the following risks:

A. Default Risk

The risk that an issuer or financial institution fails to return principal or interest. This risk shall be mitigated by limiting investments to statutorily permitted instruments and financially sound institutions. No municipality has lost funds protected under GUDPA.

B. Market Risk

The risk that market value declines prior to maturity. The Borough shall invest with the intent to hold investments to maturity and shall not invest in instruments that could result in a loss of principal.

C. Reputational Risk

The risk of public confidence loss due to investment losses, poor collections, or late payments. Reputational harm may negatively impact vendors, residents, and future investment.

D. Collection Risk

The risk that revenues earned are not collected. The Borough shall utilize aggressive but lawful collection procedures to protect against this risk.

**III. LIQUIDITY**

Liquidity shall be ensured through accurate cash forecasting, timing investments to mature when funds are needed, and maintaining a margin for unforeseen expenditures. Investments shall neither mature too early nor too late relative to cash needs.

**IV. FINANCIAL REPORTS**

The Borough shall utilize the encumbrance system as outlined in the Borough of Neptune City Purchasing Manual. The basis of said manual shall be to comply with all purchasing regulations governing the abilities of the Borough of Neptune City. The Borough shall utilize Requisitions, Purchase Orders and Voucher forms with signatures required from Department Heads. The Borough shall encumber funds for contracts and purchase orders once they are approved. The Borough shall pay all invoices in accordance with the terms of same. Payments are not to be made late nor earlier than required by said terms. The Borough shall utilize a centralized purchasing system and maintain a comprehensive fixed assets inventory.

The Borough Cash Management Plan shall be provided to all elected officials of the Borough of Neptune City as well as all appointed officials who are affected by same. In addition, all depositories shall be provided with a copy of the plan and shall provide written acknowledgement of same. The written acknowledgement shall include an understanding that the presumptive liability is placed upon the financial institution as it relates to wire transfers and ACH payments.

The Tax Collector will be responsible for preparing daily cash receipt reports and submitting same to the Fiscal Officer for cash forecasting and tracking information. The Tax Collector will maintain an annual analysis of taxes receivable and reports detailing all adjustments, tax sale information and assignments.

**V. DEBT MANAGEMENT**

The Chief Financial Officer shall maintain an analysis of all debt authorized but not issued, recommend cancellations of authorization balances no longer needed, recommend re-appropriation of authorization balances no longer needed for their intended use, maintain an analysis of grants receivable for capital improvement projects, handle all facets of bond and bond anticipation note issuance, ensure that the Borough remains in compliance with arbitrage regulations and that an annual analysis and report are compiled concerning arbitrage.

**VI. AUDIT AND REVIEW**

All employees will work with the Borough auditing firm to ensure a thorough and accurate audit review. The Chief Financial Officer shall arrange an Audit Exit Conference with Borough Auditor and prepare a Corrective Action Plan in response to any audit comments or recommendations. The Corrective Action Plan will be submitted to the Borough Committee for approval and submitted to the Division of Local Government Services in accordance with regulations concerning the sam

**VII. OPERATIONAL CASH MANAGEMENT OBJECTIVES**

1. Increase non-tax revenue when it is not needed for current obligations
   A. Where possible, schedule due dates for licenses during the first three months of the calendar year.
   B. Schedule contractual payments to be made monthly
2. Keep idle funds working even at a lower interest rate when necessary
   Invest all available monies in overnight investments such as the New Jersey State Cash Management Fund or an interest-bearing investment account.
3. Understand present cash flow
   Cash flow projections shall be evaluated monthly and projected for the following 3 months
4. Estimate pattern of future cash flows
   A. The Borough is aware that major cash flow periods occur within the General Account during the first ten days of each tax paying period. The Borough Sewer Operating Account is most active during the thirty-day collection periods established. The Borough Pool Utility Account is most active during the summer months.
   B. The Borough shall schedule payments and obligations in a manner such as most obligations that can be scheduled will be made after a period of increased collections as described above.
5. Identify and become familiar with the short-term money market. The Borough will maintain analysis of available investment terms at the point that each investment decision is made. Where practical, the Borough shall invest in the product that is most beneficial to the Borough both by yield and availability. The Borough shall maintain a

relationship with all the brokers, dealers, bank officers and investment officials outlined in the cash management resolution adopted annually by the Borough Committee.

6. Bidding specifications for banking relationships shall be adopted to compare banking practices when deemed necessary or appropriate.
   The Chief Financial Officer shall maintain an analysis of banking proposals and information concerning the basis for which a banking relationship has been established.
7. The Borough of Neptune City shall project a knowledgeable image to the banking firms with which it established relationships. A knowledgeable cash manager will gain the respect of banking officers who will work harder to offer conditions desirable to the Borough.
   The Chief Financial Officer shall handle all relationships with bank officers, with the exception of day-to-day transfers and routine banking methods.
8. The Borough will not entertain political considerations in its cash management policies. All banking relationships shall be established based on what is best for the Borough's cash management position.
9. The Borough will select a lead bank with which it will deal with day-to-day activity. The lead bank will be determined based on its size and reputation, location convenience, ability to draw large payments and other considerations as detailed herein.
10. Profitability of bank accounts to be compared when selecting a bank. The Borough shall consider the amount required for compensating balances or bank fees and the "float".
11. A Cash Management resolution shall be adopted annually by the Borough Committee upon receipt of recommendations for the Chief Financial Officer.
    A. The resolution shall list all Borough bank accounts, the reason for the account, the average balance of the account during the preceding twelve months, the source and nature of deposits and the source and nature of withdrawals.
    B. The resolution shall provide a statement which eliminates the need for additional resolutions to provide the authority to invest funds. The resolution shall act as a guideline by which the Chief Financial Officer and Finance Department employees act but shall not limit their ability to legally invest funds on behalf of the Borough.
12. Cash disbursements shall be scheduled to be released on a regular basis in order to provide for accurate investment policies.
    A. It shall be the policy of the Borough of Neptune City to authorize payment of bills at each regular Borough Committee meeting. Checks authorized for release at said meetings will become available after 3:00 PM two days following said authorization. This policy will not limit the Borough Committee from authorizing payments at any other Borough Committee meeting, including workshop meetings properly advertised for such action nor limit the Chief Financial Officer's ability to issue a disbursement between meetings to be confirmed by the Borough Committee later. Examples of payments that are clearly authorized to occur prior to authorization at a meeting include (but are not limited to):
       1. Utilities
       2. Payroll
       3. Debt service
       4. Health, dental and other insurance premiums
       5. Federal, state and county taxes and fees
       6. Postage
       7. School taxes
       8. Contractual obligations for awarded contracts
       9. Contractual obligations for shared services
       10. Items deemed necessary by the Chief Financial Officer with the approval of the Borough Administrator.
    B. In order to comply with this policy, all department heads must ensure that completely executed vouchers with invoices are submitted to the Finance Department in accordance with annually established schedules. Department heads and the Finance Department should review all payments to ensure that they are paid within the terms set forth by the purchase order.
    C. Invoices properly presented for payment will not be withheld from inclusion on the regular bill list so long as sufficient funds are available for said payment.

13. Cash flow shall be estimated for a twelve-month period, as detailed in the budget document.
14. The Chief Financial Officer shall remain informed concerning the legal implications involved in the investment of municipal funds.
    A. The Borough may invest in Certificates of Deposit, United States Treasury Bills, Saving Accounts, and other tools which are properly protected by GUDPA and other state and federal regulations.
15. Internal controls shall be utilized to ensure maximum availability of funds.
    A. Tax bills and delinquent notices shall be mailed promptly.
    B. The Borough will remain aggressive in its strategies to collect delinquent charges.
    C. All funds collected will be posted and deposited within forty-eight (48) hours of receipt by the Borough in accordance with State Statute.
    D. The Tax Collector will prove the daily cash receipts report to the bank deposits before the deposit is sent to the bank.
    E. A police officer or armed courier shall be made available to transport all municipal funds to the proper depository.

16. Discretion of Chief Financial Officer will be permitted in allowing some variance in the policies outlined herein, when, said variances are caused by unforeseen circumstances, emergency situations and other situations where the CFO feels that conformance with the policy would be detrimental to the financial operation of the municipality.

**VIII. INTERNAL CONTROLS / CASH**

1. Internal controls shall be utilized to ensure maximum availability and safekeeping of funds.
    A. Tax bills and delinquent notices shall be mailed promptly.
    B. The Borough will remain aggressive in its strategies to collect delinquent charges.
    C. All funds collected shall be deposited with the bank within forty-eight (48) hours of receipt by the Borough.
    D. A police officer or armed courier shall be made available to transport all municipal funds to the proper depository.
    E. Access control to areas of the municipal complex where cash receipts are taken, payroll records are stored, computer servers or key equipment is maintained, personnel information is maintained, and/or where it is deemed appropriate to secure records or information systems, shall have access limited to the staff assigned to said areas. Access may also be granted to the Borough Administrator, Chief Financial Officer, Municipal Clerk, and as determined appropriate by the Department Head responsible for said area. Building Maintenance employees shall have access to these areas for the purpose of cleaning once all records and cash have been secured at the end of each workday.
    F. All funds, including change funds, petty cash funds, daily receipts, and any other funds maintained by a department must be maintained in a locked container, proofed daily, and securely stowed at all times.
    G. Each department head must regularly review their office procedures to ensure that adequate internal controls are in place. The purpose of these policies is to ensure compliance with general law, operate using best practices, and ensure the safekeeping of taxpayer funds. This includes, but is not limited to, compliance with the Local Budget Law, the Local Fiscal Affairs Law, State and Federal Grant requirements and the Local Public Contracts Law. Legal compliance can only be maintained with the diligent application of these financial controls.
    H. All payment accounts are to be protected utilizing the Positive Pay System. Finance department personnel must review exception items reported by the paying bank(s) every banking business day between 8:30am – 11:30am.
2. Cash receipt controls.
    A. Every department receiving cash receipts must maintain a cash book or cash log. At a minimum, the cash book must contain the following information (this may be maintained on a computer system that tracks changes):
        (i) Date of receipt.
        (ii) Amount of receipt.
        (iii) Name of payee.
        (iv) Purpose for payment.
        (v) Other pertinent information.
    B. The person making the payment must be given a receipt by the department.

C. Cash verification. Each department head or supervisor must ensure the safety of cash deposits prepared in their respective offices. The department head must examine the receipt book at least monthly to ensure its veracity.

**IX. INTERNAL CONTROLS / OTHER**

A. Purchasing. Every department must follow the Borough of Neptune City Purchasing Guidelines / Manual. Please ensure that original invoices, receipts, and all necessary descriptions and certifications are attached to each purchase order and voucher. This is an essential control and if not followed will result in nonpayment by the Finance Department. Also, please ensure that the requisition system resulting in a purchase order is followed.

B. Budget controls. Department heads may not exceed their budget allocation for salaries and wages and other expenses (operating expenses). No emergencies are allowed in operating budgets (reference N.J.S.A. 40A:4). If an officer or employee of the Borough over-expends a budget (S&W or OE), state law is broken, and the official is subject to possible prosecution. Do not spend money you do not have without permission from the Administrator and the Chief Financial Officer. Each department head must review his or her budget monthly and if there are any questions, contact the Finance Department.

C. Equipment. All equipment of value must be listed in the Borough Fixed Assets Inventory maintained by the Finance Department. The Finance Department is to be notified of all reassignments of assets, the sale of assets, and the acquisition of assets if acquired outside of our purchase process. Department Heads should regularly assist the Finance Department in verifying their section of the Fixed Assets Inventory.

D. Employee information. An accurate log of sick, vacation, holiday time, etc. must be maintained for each employee. The Borough utilizes a computerized system for time management. All Department Heads must ensure that all employees are recording their time in this system.

E. Overtime approval. The approval of overtime must be made directly by the department head. If a supervisor is making the day-to-day decision of overtime approval, there must be adequate justification of the expense. Please remember that overtime is subject to budget controls.

F. Payroll.

(i) Every payroll change must be accompanied by a personnel action form. This form must be signed by the department head and Borough Administrator. The finance department will verify all payroll information. In no case will an employee be compensated greater than allowed by law. These internal controls are designed to protect the Borough of Neptune City from fraud, misappropriation of assets, etc. Also, statutory compliance is maintained by continually reviewing these controls.

(ii) All payroll submission must be made in the format provided by the Finance Department and in accordance with the calendar distributed by the Finance Department.

**X. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN.**

A. The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Borough:

**Bank Accounts – Manasquan Bank**

**Checking Accounts.**

Animal Control
Capital
Current
Developers Trust
General Trust
Law Enforcement Trust
Lien Redemption
Municipal Court - Bail
Municipal Court - General
Payroll
Payroll Agency
Recreation Trust
Sewer Capital

Sewer Operating
Unemployment Trust

**XI. DESIGNATION OF OFFICIALS OF THE BOROUGH OF NEPTUNE CITY AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN.**

The Chief Financial Officer of the Borough of Neptune City (the "Designated Official") is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted investments, such officials of the Borough are directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgment kept on file with such officials.

**XII. DESIGNATION OF DEPOSITORIES.**

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of Deposit which are not otherwise invested in Permitted Investments as provided for in the Plan:

Ocean First
Manasquan Bank
Bethpage Federal Credit Union (Four Leaf Federal Credit Union)
New Jersey Cash Management Fund

All such depositories shall acknowledge in writing receipts of this Plan by sending a copy of such acknowledgment to the Designated Official (s) referred to in Section III above.

**XIII. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS' MAY DEAL.**

The following brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the Designated as firms with whom the Designated Official(s) of the Borough referred to in this Plan may deal for purposes of buying and selling securities identified in this plan as Permitted Investments or otherwise providing for the Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this plan by sending a copy of such acknowledgment to the Designated Official (s) referred to in Section III above.

Manasquan Bank

**XIV. AUTHORIZED INVESTMENTS.**

A. Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:
   (1.) Bonds or other obligations of the United States of America or Obligations guaranteed by the United States of America;
   (2.) Government money market mutual funds;
   (3.) Any obligation that a federal agency or a federal instrumentality has issued in accordance with any act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
   (4.) Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located;
   (5.) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;
   (6.) Local government investment pools;
   (7.) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c. 281 (C. 52:18 A-90.4): or
   (8.) Agreements for the repurchase of fully collateralized securities if:
      (a.) the underlying securities are permitted investments pursuant to Paragraph to (1) and (3) of this subsection a;
      (b.) the custody of collateral is transferred to a third party;
      (c.) the maturity of the agreement is not more than 30 days;
      (d.) The underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c. 236 (C.17:9-41); and

(e.) a master repurchase agreement providing for the custody and security of collateral is executed.

For purposes of the above language, the terms "government money market mutual fund" and "local government investment pool" shall have the following definitions:

**Government Money Market Mutual Fund.** An investment company or investment trust:

(a.) which is registered with the Securities and Exchange Commission under the "Investment Company Act of 1940," 15 U.S.C. sec. 80a-1 et seq., and operated in accordance with 17 C.F.R. sec, 270. 2a-7.

(b.) the portfolio of which is limited to U.S. Government securities that meet The definition of any eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; and

(c.) which has:

(i) attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization;

or

(ii) retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission Pursuant to the "Investment Advisors Act of 1940," 15 U.S.C. sec. 80b-1 et seq., with experience investing in U.S. Government securities for at least the most recent past 60 months and with assets under management in excess of $500 million

**Local government investment Pool.** An investment pool:

(a). which is managed in accordance with 17 C.F.R. sec. 270,2a-7;

(b.) which is rated in the highest category by a nationally recognized statistical rating organization;

(c.) which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec 270,2a-7 and repurchase agreements that are collateralized by such U.S. Government securities;

(d.) which is in compliance with rules adopted pursuant to the "Administrative" Procedure Act, P.L. 1968,c .410 (c.52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and Yield of the investments;

(e.) which does not permit investment in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and

(f.) which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9 (C.49:3-56) and has at least $25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

**XV. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN**.

To the extent that any Deposit of Permitted Investment involves a document or security which is not physically held by the Borough, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Borough. To assure that there is no unauthorized use of the funds of the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery

versus payment" method to ensure that such Permitted Investments are either received by the Borough or by a third-party custodian prior to or upon the release of the Borough's funds.

To assure that all parties with whom the Borough deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official(s). Within the acknowledgement, it should be noted that all financial institutions holding Borough funds recognize that the presumptive liability is placed with the financial institution.

**XVI. AUTHORIZED SIGNATURES**

The people that are authorized signatures for the on the accounts, except as noted below, are the Mayor, Chief Financial Officer, Administrator and Clerk.

The person that is the authorized signature on the Lien Redemption Account is the Tax Collector.

The person that is the authorized signature on the court accounts is the Court Administrator.

No other municipal official shall be permitted to open a bank account or accept funds on behalf of the Borough unless specifically authorized to do so herein or in an amendment hereto as approved by resolution of the governing body.

**XVII. TERM OF PLAN.**

This Plan shall be in effect from January 1, 2026 to December 31, 2026. Attached to this Plan is a resolution of the governing body of the Borough of Neptune City, approving this plan for such period. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Committee, the Designated Official is directed to supply copies of the amendments to all the parties who otherwise have received that copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

**RESOLUTION 2026-16**
**BOROUGH OF NEPTUNE CITY**
**COUNTY OF MONMOUTH, STATE OF NEW JERSEY**
**AUTHORIZING 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 Neptune City, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c. 183, by certifying that the local unit's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

**RESOLUTION 2026-17**
**BOROUGH OF NEPTUNE CITY**
**COUNTY OF MONMOUTH, STATE OF NEW JERSEY**
**DECLARING NEPTUNE CITY AS A STIGMA FREE COMMUNITY**

**WHEREAS,** the Borough of Neptune City, with the Monmouth County Board of Chosen Commissioners, Monmouth County Department of Human Services, and Monmouth County Sheriff's Office, recognize that one in four Americans has experienced mental illness, including substance use, in a given year according to the National Institute of Mental Health; and

**WHEREAS**, mental health problems are more common than cancer and heart disease combined, affection children and adults, including more than half of our Iraq and Afghanistan Veterans treated at Veteran's Administration hospitals; and

**WHEREAS,** given the serious nature of this public health problems, we must continue to reach the millions who need help; and

**WHEREAS**, the stigma associated with mental health and substance use disorders is identified as the primary reason individuals fail to seek the help they need to recover; and

**WHEREAS**, Stigma-Free Communities aim to inspire public interest and open dialogue about stigma, raise awareness of mental health and substance use disorders and creates a culture wherein residents with mental health and substance use disorders feel supported by their community and neighbors, free to seek treatment without fear of stigma; and

**WHEREAS,** promoting awareness that there can be no "health" without mental health will break down barriers and encourage residents of all ages to be mindful of their mental health and ask for help when needed; and

**WHEREAS**, local resources are available to treat mental health and substance use disorders so no one needs to suffer alone or feel hopeless; and

**WHEREAS**, establishing Stigma-Free Communities will raise awareness of resources and encourage residents to engage in care as soon as the need is identified so recovery can begin, hope is inspired and tragedies avoided.

**NOW THEREFORE BE IT RESOLVED,** that the Governing Body of the Borough of Neptune City hereby declare the Borough of Neptune City a Stigma-Free Community and encourages local community groups, including the local and regional Boards of Education, to actively promote stigma free policies.

**RESOLUTION 2026-18**
**BOROUGH OF NEPTUNE CITY**
**COUNTY OF MONMOUTH, STATE OF NEW JERSEY**
**EXTENDING GRACE PERIOD FOR PAYMENT OF 3RD QUARTER 2026 TAXES**

**WHEREAS**, the Tax Collector has informed the Mayor and Council of the Borough of Neptune City that the Monmouth County Board of Taxation will be delayed in forwarding the necessary information for the preparation and mailing of final tax bills to the real estate taxpayers of the Borough of Neptune City for the year 2026; and

**WHEREAS**, the present statute requires the imposition of late charges if 3rd quarter 2026 taxes are not paid by the 10th of August; and

**WHEREAS**, it would be unfair and unreasonable to impose a penalty for a delinquent payment when the amount of the payment is unknown.

**NOW, THEREFORE, BE IT RESOLVED**, that the Tax Collector of the Borough of Neptune City is hereby ordered and directed, according to Public Law 1994, Chapter 72, signed July 14, 1994, that if tax and sewer bills are not delivered or mailed at least 25 (twenty-five) calendar days prior to the standard due date, then the delinquency date for 3rd quarter 2026 taxes and sewer shall be established as the twenty-fifth (25th) calendar day after the date the tax and sewer bills were mailed. The tax and sewer bills will contain the date on which interest shall start accruing.

**RESOLUTION 2026-19**
**BOROUGH OF NEPTUNE CITY**
**COUNTY OF MONMOUTH, STATE OF NEW JERSEY**
**AUTHORIZING NEPTUNE CITY VENDOR CERTIFICATION**

**WHEREAS**, N.J.S.A. 40A:5-16 requires that the governing body of any local unit shall not pay out of its monies unless:

(a) the person claiming or receiving payment first presents a detailed bill of items or demand, specifying particularly how the bill or demand is made up (the Invoice), with the certification of the party claiming payment that the bill or demand is correct (the Claimant Certification).

(b) the payment carries a written or electronic certification of some officer or duly designated employee of the local unit having knowledge of the facts that the goods have been received by, or the services rendered to, the local unit (certification of the user department); and

**WHEREAS**, N.J.A.C. 5:30-9A.6(c), N.J.A.C. 5:31-4.1, and Local Finance Notice 2018-13 gives local units discretion to not require claimant certification by enacting a standard policy by resolution for vendors or claimants who do not provide such certification as part of its normal course of business; and

**WHEREAS**, the Chief Financial Officer has in place internal accounting controls and has determined same to be sufficient to avoid errors and fraud in the processing of claims for payment.

**NOW, THEREFORE BE IT RESOLVED**, by the Borough Council of the Borough of Neptune City that authorization is given as follows:

1. The aforementioned recitals are incorporated herein as though fully set forth length.
2. The Borough hereby establishes a policy requiring the claimant certification pursuant to N.J.S.A. 40A:5-16(b) under the following circumstances only:
    (a) Advances or reimbursement of employee expenses, or
    (b) Services provided exclusively and entirely by an individual (e.g. sole proprietors)
3. The Borough reserves the right, in its sole discretion, to require claimant certification as it deems necessary and appropriate.
4. This policy regarding claimant certifications shall be communicated to vendors.
5. This resolution will supersede the requirements of the Borough of Neptune City Code Section 5-1 until such time as the Code is amended.
6. This Resolution shall take effect immediately.

**RESOLUTION 2025-20**
**BOROUGH OF NEPTUNE CITY**
**COUNTY OF MONMOUTH, STATE OF NEW JERSEY**
**CANCELLING TAX AND UTILITY OVERPAYMENTS OR DELINQUENT AMOUNTS UNDER $10.00**

**WHEREAS**, N.J.S.A. 40A:5-17.1 authorizes a municipal governing body to designate a municipal employee to process or cancel property tax refunds or delinquencies under ten dollars ($10.00); and

**WHEREAS**, the enactment of P.L. 2013, c.54 expanded the scope of this statute to encompass any delinquent charges or fees imposed by the municipality, including utility payments less than ten dollars ($10.00).

**NOW, THEREFORE BE IT RESOLVED**, that the Mayor and Council of the Borough of Neptune City hereby authorize the Tax Collector of the Borough of Neptune City to cancel said tax and utility payment amounts less than ten dollars ($10.00) as deemed necessary.

**RESOLUTION 2026-21**
**BOROUGH OF NEPTUNE CITY**
**COUNTY OF MONMOUTH, STATE OF NEW JERSEY**
**AUTHORIZING ELECTRONIC TAX SALE FOR THE BOROUGH OF NEPTUNE CITY**

**WHEREAS**, NJSA 54:5-19.1 authorizes electronic tax sales pursuant to rules and regulations to be promulgated by the Director of the Division of Government Services; and

**WHEREAS**, the Director of the Division of Local Government Services has promulgated rules and regulations for electronic tax sales; and

**WHEREAS**, the Director of the Division of Local Government Services has approved NJ Tax Lien Investors/RealAuction.com to conduct electronic tax sales; and

**WHEREAS**, an electronic tax sale is innovative and provides a greater pool of potential lien buyers, thus creating the environment for a more complete tax sale process; and

**WHEREAS**, the Borough of Neptune City wishes to participate in an electronic tax sale.

**NOW, THEREFORE, BE IT RESOLVED**, by the governing body of the Borough of Neptune City, New Jersey, that the Tax Collector is hereby authorized to participate in an electronic tax sale and submit same to the Director of the Division of Local Government Services if necessary.

**BE IT FURTHER RESOLVED**, that a certified copy of this resolution be forwarded to the Tax Collector, Chief Financial Officer, and Auditor.

**RESOLUTION 2026-22**
**BOROUGH OF NEPTUNE CITY**
**COUNTY OF MONMOUTH, STATE OF NEW JERSEY**
**AUTHORIZING TAX SALE NOTICE FEE IN LIEU OF ADVERTISING**

**WHEREAS**, NJSA 54:5-19.1 authorizes electronic tax sales pursuant to rules and regulations to be promulgated by the Director of the Division of Local Government Services, and

**WHEREAS**, the rules and regulations require a municipality to send two (2) notices of tax sale to all properties included in said sale; and

**WHEREAS**, the rules and regulations allow said municipality to charge a fee of $25.00 per notice for the creation, printing and mailing of said notice; and

**WHEREAS**, in an effort to more fairly assign greater fiscal responsibility to delinquent taxpayers, the Borough of Neptune City wishes to charge $25.00 per notice mailed which will be assessed specifically to the delinquent accounts that are causing the need for a tax sale and not to the general tax base.

**THEREFORE BE IT RESOLVED**, by the Council of the Borough of Neptune City that a fee of $25.00 per notice be established and is hereby authorized and directed to be charged for each notice of tax sale that is sent in conjunction with the 2026 electronic tax sale.

**RESOLUTION 2026-23**
**BOROUGH OF NEPTUNE CITY**
**COUNTY OF MONMOUTH, STATE OF NEW JERSEY**
**AUTHORIZING FEES FOR OFF DUTY EMPLOYMENT**

**WHEREAS,** from time to time there exists a need for Special Duty Assignments for members of the Neptune City Police Department, and

**WHEREAS,** the Code of the Borough of Neptune City, Chapter 24 entitled "Police Department", Article IV, sets for the Ordinance for Special Duty Assignment, and

**WHEREAS,** Section 24-21 states that the charges for such services shall be set forth in a resolution of the governing body.

**NOW THEREFORE BE IT RESOLVED,** that the fee for Special Duty Assignments shall be:

$ 95.00 per hour for each Officer with a four hour minimum/four hour minimum cancellation
$100.00 per day charge for vehicle usage per Officer
$ 25.00 per day filing fee for Administrative purposes per Officer

**BE IT FURTHER RESOLVED,** these fees will be effective for all jobs not yet scheduled on January 1, 2026.

**RESOLUTION 2026-24**
**BOROUGH OF NEPTUNE CITY**
**COUNTY OF MONMOUTH, STATE OF NEW JERSEY**
**AUTHORIZING THE RULES OF CONDUCT AND FIXING THE ORDER OF BUSINESS FOR MEETINGS**

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

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

**WHEREAS**, Members of the Governing Body shall observe order and decorum throughout the proceedings of Public Meetings.

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

**BE IT FURTHER RESOLVED**, that the order of business to be observed at all meetings of the Mayor and Council of the Borough of Neptune City to be held in the year 2026 shall be as follows:

1. **Call to Order**
2. **Open Public Meetings Act Statement**
   *The notice requirements provided for in the Open Public Meetings Act have been satisfied. Notice of this meeting was properly given by transmission to The Asbury Park Press, The Coaster, and The Coast Star, and by posting on the Borough website, at the Municipal Building, and filing with the Borough Clerk.*
3. **Roll Call**
4. **Flag Salute**
5. **Closed Session** *(voice vote)*
6. **Receipt of Minutes** *(voice vote)*
7. **Receipt of Communications** *(voice vote)*
8. **Presentations**
9. **Mayor's Report**
10. **Council Reports**
11. **Public Comments on Agenda Items Only**
12. **Unfinished Business**

A. Ordinance Adoption *(roll call)*
B. Tabled Resolutions *(roll call)*
C. All other matters

13. **New Business**

A. Ordinance Introduction *(roll call)*
B. Consent Resolutions *(roll call) - All matters listed hereunder are considered to be routine and will be enacted in one motion.*
   *Any member of the Governing Body may request an item be removed for separate consideration.*
C. Resolutions For Separate Consideration *(roll call)*
D. All other matters

14. **Public Participation**
15. **Closed Session** *(voice vote)*
16. **Adjourn** *(voice vote)*

**RESOLUTION 2026-25**
**BOROUGH OF NEPTUNE CITY**
**COUNTY OF MONMOUTH, STATE OF NEW JERSEY**
**CONFIRMING THE ANNUAL MEETING SCHEDULE OF THE GOVERNING BODY OF THE BOROUGH OF NEPTUNE CITY**

**WHEREAS**, it is customary at its annual reorganization meeting for the Governing Body Borough to establish by resolution the time and place of its regular meetings to be held throughout the ensuing calendar year; and

**WHEREAS,** it is required by the Open Public Meeting Act (NJSA 10:4-6 et seq.) that an annual notice of public body shall state the times, dates, and location of the meetings to be held during the succeeding year; and

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Neptune City hereby establishes the Regular Meetings of the Governing Body will be held at Neptune City Borough Hall, 2nd Floor, 106 W. Sylvania Avenue, Neptune City, New Jersey ***or*** via a remote access (to be posted to the Borough website as needed) on the dates and times as follows:

| | | | |
|---|---|---|---|
| **Friday** | **January 2** | 6:00 pm | Reorganization |
| **Monday** | **January 26** | 6:00 pm | Regular Meetings |
| **Mondays** | **February 9** and **23** | 6:00 pm | Regular Meetings |
| **Mondays** | **March 9** and **23** | 6:00 pm | Regular Meetings |
| **Mondays** | **April 13** and **27** | 6:00 pm | Regular Meetings |
| **Monday** | **May 11** | 6:00 pm | Regular Meeting |
| *** TUESDAY** | **May 26** | 6:00 pm | Regular Meeting |
| **Monday** | **June 29** | 6:00 pm | Regular Meeting **one meeting held in June* |
| **Monday** | **July 27** | 6:00 pm | Regular Meeting **one meeting held in July* |
| **Monday** | **August 24** | 6:00 pm | Regular Meeting **one meeting held in August* |
| **Monday** | **September 14** | 6:00 pm | Regular Meetings |
| **Monday** | **September 28** | 6:00 pm | Regular Meetings |
| *** TUESDAY** | **October 13** | 6:00 pm | Regular Meeting |
| **Monday** | **October 26** | 6:00 pm | Regular Meeting |
| **Mondays** | **November 9** and **23** | 6:00 pm | Regular Meetings |
| **Monday** | **December 14** | 6:00 pm | Regular Meetings **one meeting held in Dec.* |

**BE IT FURTHER RESOLVED** that this notice shall be posted and remain posted upon the public bulletin board of the Borough Hall; and

**BE IT FURTHER RESOLVED** notice will be posted on the Borough Website with remote access information (as needed) which will also be available by emailing the Borough Clerk; and

**BE IT FURTHER RESOLVED** that the Borough Clerk is hereby authorized to take all necessary steps to maintain adequate written minutes of each meeting and make them available to the public promptly after each meeting; and

**BE IT FURTHER RESOLVED** that as official newspapers all notices of meetings shall be sent to the Asbury Park Press, and The Coaster; and

**BE IT FURTHER RESOLVED** formal action will be taken at the public meetings to which the public are invited and welcome to attend.

**RESOLUTION 2026-26**
**BOROUGH OF NEPTUNE CITY**
**COUNTY OF MONMOUTH, STATE OF NEW JERSEY**
**CONFIRMING APPOINTMENT OF PART TIME LIBRARY CLERKS**

**WHEREAS**, there are open positions within the Borough of Neptune City Library; and

**WHEREAS**, it is the recommendation of the Personnel Committee to appoint Dina Fazio as a Part Time Library Clerk; and

**WHEREAS**, it is the recommendation of the Personnel Committee to appoint Britt Long as a Part Time Library Clerk.

**NOW THEREFORE BE IT RESOLVED**, by the Governing Body of the Borough of Neptune City that Dina Fazio is hereby appointed as Part Time Library Clerk for the Borough of Neptune City effective January 1, 2026; and

**BE IT FURTHER RESOLVED** that Ms. Fazio will be compensated at a salary of $20.00 per hour per the salary ordinance; and

**BE IT FURTHER RESOLVED**, by the Governing Body of the Borough of Neptune City that Britt Long is hereby appointed as Part Time Library Clerk for the Borough of Neptune City effective January 1, 2026; and

**BE IT FURTHER RESOLVED** that Ms. Long will be compensated at a salary of $20.00 per hour per the salary ordinance.