Borough of Neptune City
Annual Reorganization Meeting of the Governing Body
• *Borough Hall • 106 W. Sylvania Avenue* •
Friday, January 3, 2025 *at* 6:00 pm

1. CALL TO ORDER

Mayor Rachel McGreevy called the meeting to order at 6:00 pm, thanking everyone for coming.

2. OPEN PUBLIC MEETINGS ACT STATEMENT

Mayor McGreevy read the following statement into the record: "The notice requirements provided for 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".

Mayor McGreevy thanked Senator Gopal and Assemblywomen Donlon and Peterpaul for attending. Mayor McGreevy welcomed the new Councilmembers, new professionals and newly appointed volunteers. Mayor McGreevy offered congratulations to the Officers of the Neptune City Fire Department and First Aid.

3. ADMINISTRATION OF OATHS OF OFFICE

Councilmember Kimberly Karalovich (Term: 2025-2027)
Assemblywoman Luanne Peterpaul and Assemblywoman Margie Donlon swore in Councilmember Kimberly Karalovich to her first term on the Borough of Neptune City Governing Body.

Councilwoman Gail Oliver (Term: 2025-2027)
Assemblywoman Luanne Peterpaul and Assemblywoman Margie Donlon swore in Councilwoman Gail Oliver to her first term on the Borough of Neptune City Governing Body.

4. ROLL CALL

Present: Mayor Rachel McGreevy, Councilmember Kimberly Karalovich, Councilmember Glen Kocsis, Councilwoman Gail Oliver, Councilwoman Danielle Pappas, Councilmember Pamela Renee, Councilmember Brian Thomas
Also Present: Administrator Jardine

5. FLAG SALUTE

Mayor McGreevy invited all to join in the Flag Salute.

6. NEW BUSINESS

A. RESOLUTIONS *– roll call vote*

1) **Resolution 2025-01** - Confirming Appointment of Council President
2) **Resolution 2025-02** - Confirming The Mayor's Appointments of Councilmembers to Council Committees
3) **Resolution 2025-03** - Confirming Employee Appointed Positions
4) **Resolution 2025-04** - Confirming Mayor's Appointments of Certain Volunteer Positions
5) **Resolution 2025-05** - Auth. Appointment of Borough Professionals and Execution of Contracts for Services

Motion to approve Resolution 2025-01 by C/Renee; seconded by C/Pappas
Roll Call Vote: AYE: C/Karalovich, C/Oliver, C/Pappas, C/Renee, C/Thomas
ABSTAIN: C/Kocsis

RESOLUTION 2025-01
BOROUGH OF NEPTUNE CITY
COUNTY OF MONMOUTH, STATE OF NEW JERSEY
CONFIRMING APPOINTMENT OF COUNCIL PRESIDENT

BE IT RESOLVED, that the appointment of Glen Kocsis to Council President of the Governing Body of the Borough of Neptune City for the one-year term of January 1, 2025 – December 31, 2025, as made by the Mayor is hereby confirmed.

Motion to approve Resolution 2025-02 by C/Thomas; seconded by C/Renee
Roll Call Vote: AYE: C/Karalovich, C/Kocsis, C/Oliver, C/Pappas, C/Renee, C/Thomas

RESOLUTION 2025-02
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, 2025 – December 31, 2025 as made by the Mayor, are hereby confirmed:

ADMINISTRATION AND FINANCE
Chairperson: Councilmember Brian Thomas
Councilmember Kim Karalovich
Councilmember Pamela Renee
- Finance and Budget
- Taxation
- Borough Clerk/Elections
- Finance Officer and Treasurer
- Borough Attorney

ADMINISTRATION OF JUSTICE
Chairperson: Councilmember Glen Kocsis
Councilmember Gail Oliver
Councilmember Brian Thomas
- Municipal Court
- Prosecutor
- Police Department
- Public Defender
- Construction Officials
- Ordinances and Borough Code

BUILDINGS AND GROUNDS
Chairperson: Councilmember Pamela Renee
Councilmember Danielle Pappas
Councilmember Gail Oliver
- Public Works Department
- Sewer Department
- Zoning Officials
- Parks & Playgrounds
- Recycling / Solid Waste
- Shade Tree
- Green Team
- Municipal Engineer

COMMUNITY RELATIONS
Chairperson: Councilmember Gail Oliver
Councilmember Danielle Pappas
Councilmember Pamela Renee
- Community Events
- Community Center
- Library
- Neptune City Housing Authority (Liaison)

EMERGENCY SERVICES
Chairperson: Councilmember Danielle Pappas
Councilmember Kim Karalovich
Councilmember Glen Kocsis
- Fire Prevention Bureau
- First Aid (Liaison)
- Fire Department (Liaison)
- C.E.R.T. (Liaison)
- Office of Emergency Management

SPECIAL SERVICES
Chairperson: Councilmember Kim Karalovich
Councilmember Brian Thomas
Councilmember Glen Kocsis
- Board of Recreation
- Board of Education (Liaison)
- Veteran's Committee (Liaison)
- Historical Committee (Liaison)
- Alliance to Prevent Drug and Alcohol Abuse

Personnel
Chairperson: Mayor Rachel McGreevy
Councilmember Brian Thomas
Councilmember Glen Kocsis

Land Use Board Liaison
Councilmember Pamela Renee

Motion to approve Resolution 2025-03 by C/Kocsis; seconded by C/Pappas
Roll Call Vote: AYE: C/Karalovich, C/Kocsis, C/Oliver, C/Pappas, C/Renee, C/Thomas

RESOLUTION 2025-03
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, 2025– December 31, 2025, unless noted otherwise:

Administrator	Albert Jardine	**Code Enforcement Officer**	Frank Cinelli (Shared Svc.)
Chief Financial Officer	William Antonides (Tenure-Shared Svc.)	**Zoning & Administrative Officer**	Michael Mulcahy
Tax Collector/Treasurer	Al Jardine (Tenure)	**Construction Official**	George Selah (2022-2026)
Deputy Tax Collector	Sylvia Laughlin	**Subcode: Building**	Stephen LoSacco (2022-2026)
Municipal Clerk	Corinne D. Williams ('22-5/25-Shared Svc.)	**Subcode: Fire**	Sean Donohue (2022-2026)
Deputy Clerk	*Vacant*	**Subcode: Plumbing**	Philip M. Price (Tenure)
Administrative Office Clerk	Janet Collier	**Subcode: Electric**	George Selah (Tenure)
Administrative Office Clerk	Jacklyne Martin	**Assistant to Construction**	Katie Kepler
Administrative Office Clerk	Michael Mulcahy	**Fire Marshal**	Harry Turetzkin (2023-2025)
Official Assessment Searcher	Al Jardine	**Fire Prevention Inspector**	Jay O'Connell (2025-2027)
License Collector	Corinne DiCorcia Williams	**911 Coordinator**	Matthew J. Quagliato
Deputy License Collector	Janet Collier	**Police Department Assistant**	Susan Hewitson
Registrar of Vital Statistics	Sylvia Laughlin (2023-2025)	**Police Matron**	Susan Hewitson
Deputy Registrar	Corinne DiCorcia Williams	**Class II SLEO /SRO**	Margaret F. Freeman
Recycling Coordinator	Daniel Harker	**Crossing Guard**	Dolores Ayers
JIF Representative	Al Jardine	**Crossing Guard**	Lisa Martin
Alternate JIF Representative	Corinne DiCorcia Williams	**Crossing Guard**	Anthony Matarazzo
Safety Officer	Daniel Harker	**Crossing Guard**	Sharon Colon
OPRA Records Custodian	Corinne DiCorcia Williams	**Crossing Guard**	Terry M. Anderson
OPRA Deputy Records Custodian	Al Jardine	**Alternate Crossing Guard**	Ronald Berardesco
OPRA Police Records Custodian	Susan Hewitson	**Municipal Court Judge**	Paul Capotorto (3/23—3/15/26)
Daniel's Law Redactor	Corinne DiCorcia Williams	**Court Administrator**	Kelly Hellwig
Daniel's Law Redactor	William Fitzpatrick	**Deputy Court Admin.**	Lynn Tremarco
Daniel's Law Redactor	Susan Hewitson	**CDBG Representative**	Al Jardine
Daniel's Law Redactor	Al Jardine	**CDBG Alternative**	Rachel McGreevy
Public Agency Compliance Officer	Al Jardine	**ADA Coordinator**	Al Jardine
Community Center Director	Tom Adcock	**Library Director**	Theresa Riccardello
Community Center Clerk	Lakebra Reed	**Library Clerk**	Elaine Scott
Community Center Clerk	Debbie Crawford	**Office Manager**	Sylvia Laughlin

Motion to approve Resolution 2025-04 by C/Kocsis; seconded by C/Renee
Roll Call Vote: AYE: C/Karalovich, C/Kocsis, C/Oliver, C/Pappas, C/Renee, C/Thomas

RESOLUTION 2025-04
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, 2025 through December 31, 2025 unless otherwise noted are hereby confirmed.

BOARD OF RECREATION *

Members	2024-2028	Chuck Mitchell, Tom Adcock
Member	2023-2027	Deborah Galindo
Member	2022-2026	James Conor, Katie Thomas
Member	2021-2025	Justin Smith, Brigid Loveland

COMMUNITY RELATIONS *

Chairperson	2025	Gail Oliver
Council Representative	2025	Danielle Pappas
Mayor	2025	Rachel McGreevy
Police	2025	Nick Morgan
First Aid	2025	Ryan Oppegaard

Administrator	2025	Albert Jardine
Members	2025	Theresa Riccardello, Linda Colucci, Jim McGreevy, Lonyka "Nikki" VanHuff, Cristina Kocsis, Terry Anderson, Sharon Dellett, Madelyn Dellett

DRUG ALLIANCE *

Chairperson	2025	Anthony Susino
Mayor	2025	Rachel McGreevy
Police Representative	2025	Matt Edwards
School Representatives	2025	Lisa Emmons, Tracy Brand
Members	2025	Celeste Clark, Dave Calhoun, Crystal Lentz, Cristina Kocsis, Pam Goldberg

EMERGENCY MANAGEMENT – LOCAL EMERGENCY PLANNING COMMITTEE *

Coordinator	2023-2025	Richard Maher
Deputy Coordinator	2025	Ryan Oppegaard
Mayor	2025	Rachel McGreevy
Administrator	2025	Albert Jardine
Board of Education	2025	
Construction Department	2025	George Selah
Council Representative	2025	Danielle Pappas
Public Works Representative	2025	Daniel Harker
Fire Department	2025	Kevin Pearse
First Aid	2025	Debbie Latshaw
Police	2025	Michael Volbrecht
Members	2025	Robert Reynolds, Sr., Harry Conover, Juan Strazdas, Dave Fiore

GRANT COMMITTEE *

Chairperson	2025	Kim Karalovich
Members	2025	Bill Schroeter, Mary Leather, Arlene Sciarappa, Lauren Roth, John Pietrunti

GREEN TEAM *

Chairperson	2025	Pamela Renee
Members	2025	Dan Harker, Karen Schroeder, Angela Monaghan, Carey French, Arlene Sciarappa, Bill Sciarappa, Gail Oliver, Aimee Pelletier, Corey VanHuff, Melissa Jacobs, Ray Preziosi, Lori Garton

HISTORICAL SOCIETY *

Chairman	2024-2025	Randy Rossman
Members	2024-2025	Richard Mckay, Jim Clayton, Jack Crawford, Joel Popkin Ronald Wardell, Lauren Roth, John Gunderson

HOUSING AUTHORITY *

State Appointed Member	2025-2029	*vacant*
Member	2025-2029	John Pietrunti
Members	2022-2026	Pamela Goldberg, Tom Adcock, Donna Susino, Patricia Albano
Members	2023-2027	Celeste Clarke
	2025-2027 unexpired term	Gordon Cousins

LAND USE BOARD *

Member – Class I	2025	Rachel McGreevy
Member – Class II	2025	Robert Reynolds, Jr.
Member - Class III	2025	Pamela Renee
Members – Class IV	2025 – 2028	Marie Moulder, Randy Reynolds
Members – Class IV	2023-2026	Larry Cross, Patricia Gerand, Craig Morcom, John Amoscato
Alternate I	2023-2025	Erin Maciorowski
Alternate II	2025-2025 unexpired term	Kenneth Zielinski
Alternate III	2023-2025	Donald Smith
Alternate IV	2025-2025 unexpired term	Sharon McSwieney

SHADE TREE *

DPW Representative	2025	Daniel Harker
Members	2025	Tom Arnone, Rachel McGreevy, Glen Kocsis
VETERANS COMMITTEE *		
Chairperson	2025	Aaron Williams
Members	2025	Karin Boak, George Christie, Jim Emmons, Leidy Santana

***Mayor Appointments**

Motion to approve Resolution 2025-05 by C/Pappas; seconded by C/Thomas
Roll Call Vote: AYE: C/Karalovich, C/Kocsis, C/Oliver, C/Pappas, C/Renee, C/Thomas

RESOLUTION 2025-05
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 2025 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 2025 are hereby made:

Borough Attorney	Greg Cannon *of* Cannon & McGuinn, LLC
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
Borough Engineer	Leon S. Avakian, Inc.
	CME Associates
	ARH Associates
Borough Planner	Jennifer Beahm *of* Leon S. Avakian, Inc.
Health Insurance Broker	Alamo Insurance Group, Inc.
JIF Risk Management Consultant	Brown & Brown Metro, LLC
IT Consulting	Ellicott Network Consultants, LLC
Prosecutor	Carton Law Firm
Public Defender	Cherry Law Firm; and

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, 2025 and ending December 31, 2025; 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 2025.

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 2025-06** - Confirming the Annual Meeting Schedule of the Governing Body of the Borough of Neptune City
2) **Resolution 2025-07** - Auth. The Rules of Conduct and Fixing the Order of Business for Meetings
3) **Resolution 2025-08** - Auth. The Designation of the Official Newspapers for the Borough of Neptune City
4) **Resolution 2025-09** - Auth. Adoption of a Cash Management Plan
5) **Resolution 2025-10** - Auth. Cancellation of Miscellaneous Balances and/or Charges and Outstanding Checks
6) **Resolution 2025-11** - Fixing the Rate of Interest to be Charged on Delinquent Taxes, Assessments, and Sewer Maintenance Fees

7) **Resolution 2025-12** - Auth. Electronic Transfer of Funds
8) **Resolution 2025-13** - Auth. Temporary Budget - Current Fund Account
9) **Resolution 2025-14** - Auth. Temporary Budget - Sewer Fund Account
10) **Resolution 2025-15** - Establishing Observed Holidays
11) **Resolution 2025-16** - Auth. Governing Body Certification of Compliance with US EEOC Guidelines Under Title VII of the Civil Rights Act of 1964
12) **Resolution 2025-17** - Declaring Neptune City as a Stigma Free Community
13) **Resolution 2025-18** - Auth. Fees for Off Duty Employment
14) **Resolution 2025-19** - Extending Grace Period of Payment of 3rd Quarter 2025 Taxes *(25 days from billing)*
15) **Resolution 2025-20** - Cancelling Tax and Utility Overpayments or Delinquent Amounts under $10.00 as Deemed Necessary
16) **Resolution 2025-21** - Auth. Electronic Tax Sale for the Borough of Neptune City
17) **Resolution 2025-22** - Auth. Tax Sale Notice Fee in Lieu of Advertising
18) **Resolution 2025-23** – Auth The Transfer of 2024 Appropriation Reserves

Motion to approve items 1-18 (Resolutions 2025-06 through 2025-23) as a group by C/Renee; seconded by C/Kocsis
Roll Call Vote: AYE: C/Karalovich, C/Kocsis, C/Oliver, C/Pappas, C/Renee, C/Thomas

RESOLUTION 2025-06
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 3**	6:00 pm	Reorganization
Mondays	**January 13** and **27**	6:00 pm	Regular Meetings
Mondays	**February 10** and **24**	6:00 pm	Regular Meetings
Mondays	**March 10** and **24**	6:00 pm	Regular Meetings
Mondays	**April 14** and **28**	6:00 pm	Regular Meetings
Monday	**May 12**	6:00 pm	Regular Meeting
*** TUESDAY**	**May 27**	6:00 pm	Regular Meeting
Monday	**June 16**	6:00 pm	Regular Meeting **one meeting held in June*
Monday	**July 28**	6:00 pm	Regular Meeting **one meeting held in July*
Monday	**August 25**	6:00 pm	Regular Meeting **one meeting held in August*
Mondays	**September 8** and **22**	6:00 pm	Regular Meetings
*** TUESDAY**	**October 14**	6:00 pm	Regular Meeting
Monday	**October 27**	6:00 pm	Regular Meeting
Mondays	**November 10** and **24**	6:00 pm	Regular Meetings
Monday	**December 15**	6:00 pm	Regular Meetings **one meeting held in December*

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, The Coaster and The Coast Star; 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 2025-07
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.

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 2025 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 2025-08
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 2025, the official newspapers for the Borough of Neptune City shall be The Asbury Park Press, The Coaster, and The Coast Star pursuant to N.J.S.A. 40:53-1 and N.J.S.A. 40:53-2.

RESOLUTION 2025-09
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 2025 Cash Management Plan is hereby adopted.

Borough of Neptune City
2025 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 to set forth the basis for the deposits ("Deposits") and investment ("Permitted Investments") of certain public funds of the Borough of Neptune City ("Borough") pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decision made with regard to the Deposits and the Permitted Investments will be done to ensure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to ensure that any Deposit or Permitted Investment matures within the time period that approximated the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

The Cash Management Plan is intended to act as a summary of cash management activities to be undertaken by the various municipal departments, which handle cash to ensure maximum cash availability and maximum investment yield on idle Borough cash. The Borough wishes to manage cash efficiently from the time revenue is earned until the time an expenditure payment clears the bank. The overriding goals of the cash management system are to maximize availability and maximize yield. The first goal is met by decreasing time lags from the earning of revenue until it is converted to cash and by timing expenditures to be made on their due dates, not before or after. The second goal is achieved by maximizing investment yield on cash between its collection and disbursement.

The administrative staff of the Borough exists to provide services to its citizens for which it must collect tax and fee revenue. Effective cash management will operate within the constraints of the purpose of government. Cash should not be maximized at the expense of paying vendors late or alienating taxpayers with intimidating collection procedures. Similarly, yield should not be maximized at the expense of other goals. Where conflicts exist between the two primary goals of the cash management policy, the Borough will put a higher priority on cash availability than yield as the cash management system shall ensure that cash is available to support municipal operations.

The Borough shall comply with all laws and regulations concerning municipal cash management. All municipal funds will be deposited in a manner by which they will be protected under Governmental Unit Deposit Protection Act (GUDPA) regulations. The Borough will comply with directives from the New Jersey Department of Community Affairs, Division of Local Government Services and the Local Finance Board concerning cash management.

The Borough will work to increase non-tax revenues by keeping idle funds in interest bearing accounts. The Borough Finance Department will monitor and project cash flows and schedule expenditure plan accordingly as well as maintaining familiarity with the short-term investment market.

II. PROTECTION OF BOROUGH ASSETS

Cash management is a form of risk management in that any time the Borough earns revenue, makes an investment, or commits to an expenditure, it incurs a certain amount of risk. The Chief Financial Officer must recognize and minimize the Borough's exposure to four distinct types of risk:

Default risk - Default risk applies mainly to investments but could also apply to basic checking accounts. Default risk is the risk that some or all of the principal amount of an investment or account will not be available due to default by the issuer, securities dealer or

broker, bank or other financial institution. Default risk is best avoided by carefully screening investment dealers and banks for potential default problems and by limiting investments to those instruments which are least likely to default. Should a default occur, the Borough will take all recourse actions available through deposit insurance, regulatory and legal systems. It should be noted that no municipality has ever lost funds as a result of a banking default when the funds were protected under GUDPA.

Market Risk - Market risk is the risk that, while the Borough holds an investment instrument, changes in the financial markets reduce the value of the investment. In extreme cases, the market value may fall below the principal amount invested by the Borough. If the Borough sells the investment before it matures, part of the principal will be lost. The Borough's only recourse would be to hold the security until either the market rebounds or it matures, repaying both the face value and the interest. The Borough can protect against market risk by avoiding instruments which are subject to rapid market swings and by investing with the intent to hold all instruments to maturity. The Borough will not invest in instruments that could result in a loss of principal value.

Reputational Risk - An offshoot of the other forms of risk, reputational risk is the risk that the Borough will lose stature by making a cash management mistake. Few events are more damaging to a government's prestige and potential than a well-publicized investment loss. While the most common cause is loss of principal due to default, the Borough's reputation may also be damaged by overzealous collection processes or by late payment of expenditures. Reputational risk may cause long-term harm to the government as citizens question the management capability of both elected officials and the professional staff. A poor reputation may also discourage vendors and potential new businesses and residents from working with or locating in the Borough.

Collection Risk - There can be a significant difference between revenue earned and revenue collected. Nonpayment of taxes, fees, and fines poses a risk that resources budgeted and treated in the accounting system as if they were received may never actually appear. There is also a strong "word of mouth" factor. If individuals seem to "get away" without paying large amounts in fines, fees or taxes, many others will try this technique. The Borough must protect itself against collection risk by utilizing aggressive collection procedures.

III. LIQUIDITY

Idle cash is only idle and available to invest until it is needed to pay employees or invoices. An important objective of an effective cash management plan is to time investments to that they mature at the same time they are needed to meet these obligations. If they mature too early, the Borough will lose interest earnings, if they mature too late, the Borough risks a potential problem of liquidity. The Borough must strive to guarantee liquidity by carefully forecasting expenditures; determining if each upcoming expenditure obligation is "covered" by cash on hand, incoming revenue, or maturing investments; and timing investments to meet the next "uncovered" obligation. A margin for unexpected expenditures is allowable and expected.

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 same.

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 project 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 concerning 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 on 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 values 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 assure 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 the 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, 2025 to December 31, 2025. 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 2025-10

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 2025-11
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, 2025 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 2025-12
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 2024-13
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 2025; and

WHEREAS, the total amount of 2025 temporary Municipal budget is not in excess of 26.25% of 2024 Municipal budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, in the sum of $2,364,695.

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	$	4,500.00
Administrator's Office		Other Expenses		2,500.00
Mayor and Council		Salaries and Wages		11,000.00
Mayor and Council		Other Expenses		700.00
Municipal Clerk		Other Expenses		700.00
Central Postage		Other Expenses		2,500.00
Financial Administration		Salaries and Wages		500.00
Financial Administration		Other Expenses		3,400.00
Collection of Taxes		Salaries and Wages		23,000.00
Collection of Taxes		Other Expenses		500.00
Assessment of Taxes		Salaries and Wages		7,000.00
Assessment of Taxes		Other Expenses		5,000.00
Legal Services		Other Expenses		7,000.00
Engineering Services		Other Expenses		4,000.00
Information Technology		Other Expenses		25,000.00
Land Use Board		Salaries and Wages		4,000.00
Land Use Board		Other Expenses		1,500.00
Code Enforcement		Salaries and Wages		2,800.00
Code Enforcement		Other Expenses		150.00
Liability Insurance		Other Expenses		65,000.00
Workers' Compensation Insurance		Other Expenses		60,000.00
Group Insurance for Employees		Other Expenses		400,000.00
Police		Salaries and Wages		610,000.00
Crossing Guards		Salaries and Wages		10,000.00
Clerical – Police Department		Salaries and Wages		21,250.00
Police		Other Expenses		25,000.00
Fire		Other Expenses		5,000.00
Fire – Fire Hydrants		Other Expenses		11,250.00
Fire Prevention Bureau		Salaries and Wages		5,000.00
Fire Prevention Bureau		Other Expenses		500.00
Emergency Management		Other Expenses		3,000.00
Municipal Prosecutor		Salaries and Wages		7,000.00
Road Repair and Maintenance		Salaries and Wages		153,000.00
Road Repair and Maintenance		Other Expenses		10,000.00
Traffic Lights		Other Expenses		2,000.00
Solid Waste Collection		Salaries and Wages		5,500.00

Solid Waste Collection		Other Expenses		100,000.00
Public Buildings and Grounds		Salaries and Wages		6,000.00
Public Buildings and Grounds		Other Expenses		3,000.00
Maintenance of Borough Vehicles		Other Expenses		15,000.00
Animal Control		Other Expenses		2,700.00
Parks and Playgrounds		Other Expenses		3,400.00
Community Center		Salaries and Wages		30,000.00
Community Center		Other Expenses		5,000.00
Expenses in Participation in County Library		Salaries and Wages		13,000.00
Expenses in Participation in County Library		Other Expenses		1,000.00
Municipal Court		Salaries and Wages		47,000.00
Municipal Court		Other Expenses		2,500.00
Public Defender		Salaries and Wages		3,000.00
Construction Official		Salaries and Wages		9,200.00
Construction Official		Other Expenses		2,000.00
Sub-Code Officials		Salaries and Wages		8,900.00
Sub-Code Officials		Other Expenses		400.00
Electricity		Other Expenses		8,500.00
Street Lighting		Other Expenses		8,500.00
Telephone		Other Expenses		7,225.00
Water		Other Expenses		1,000.00
Natural Gas		Other Expenses		15,000.00
Gasoline		Other Expenses		16,500.00
Social Security		Other Expenses		40,000.00
Defined Contribution Retirement Program		Other Expenses		500.00
Shared Service – Monmouth County 911		Other Expenses		145,000.00
Shared Service – Neptune Township Reverse 911		Other Expenses		2,800.00
Shared Service – Bradley Beach – Prisoner Processing		Other Expenses		1,500.00
Shared Service – Borough of Bay Head – Financial Administration		Other Expenses		9,000.00
Shared Service – Borough of Farmingdale – Municipal Clerk		Other Expenses		16,500.00
Safe and Secure Grant		Other Expenses		30,000.00
			$	**2,053,375.00**

RESOLUTION 2024-14
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 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 2025; and

WHEREAS, the total amount of 2025 temporary Municipal budget is not in excess of 26.25% of 2024 Municipal budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, in the sum of $351,750.00

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	$	50,500.00
Sewer Utility Operating	Other Expenses		97,000.00
Neptune Township Utilities Authority	Other Expenses		180,000.00
Social Security	Other Expenses		4,000.00

$ **331,500.00**

RESOLUTION 2025-15
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 thirteen 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	Wednesday, January 1
Martin Luther King Day	Monday, January 20
Presidents Day	Monday, February 17
Good Friday	Friday, April 18
Memorial Day	Monday, May 26
Fourth of July	Friday, July 4
Juneteenth	Thursday, June 19
Labor Day	Monday, September 1
Columbus Day	Monday, October 13
Veterans Day	Tuesday, November 11
Thanksgiving	Thursday, November 27
	Friday, November 28 ***(Closed in lieu of General Election Day)***
Christmas	Thursday, December 25
	Friday, December 26 ***(Closed in lieu of Easter Floating Holiday)***

RESOLUTION 2025-16
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 2025-17
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 2025-18
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, and

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, 2025.

RESOLUTION 2025-19
BOROUGH OF NEPTUNE CITY
COUNTY OF MONMOUTH, STATE OF NEW JERSEY
EXTENDING GRACE PERIOD FOR PAYMENT OF 3RD QUARTER 2025 TAXES

WHEREAS, the Tax Collector has informed the Mayor and Council of the Borough of Neptune City that the Monmouth County Board of Taxation was 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 2025; and

WHEREAS, the present statute requires the imposition of late charges if 3rd quarter 2025 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 2025 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 2025-20
BOROUGH OF NEPTUNE CITY
COUNTY OF MONMOUTH, STATE OF NEW JERSEY
CANCELLING TAX AND UTILITY OVERPAYMENTS OR DELIQUENT 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 2025-21
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 2025-22
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 2025 electronic tax sale.

RESOLUTION 2025-23
BOROUGH OF NEPTUNE CITY
COUNTY OF MONMOUTH, STATE OF NEW JERSEY
AUTHORIZING THE TRANSFER OF 2024 APPROPRIATION RESERVES

WHEREAS, N.J.S.A. 40A:4-58 provides for appropriations transfers during the last two months of the fiscal year, when it has been determined that it is necessary to expend for any purposes specified in the budget an amount in the excess of the sum appropriated therefore and where it has been further determined that there is an excess in any appropriation over and above the amount deemed to be necessary to fulfill the purpose of such appropriation.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council that the following transfers be made in the 2024 budget effective December 31, 2024

Budget Account		Amount
TRANSFERS FROM (INSIDE CAPS):		
Police - Salaries	$	10,815.00
TOTAL TRANSFERS FROM (INSIDE CAPS)	$	10,815.00
TRANSFERS TO (INSIDE CAPS):		
Mayor and Council - Salaries	$	70.00
Crossing Guards - Salaries		1,970.00
Fire Prevention - Salaries		1,195.00
Community Center - Salaries		80.00
Municipal Court - Salaries		7,500.00
TOTAL TRANSFERS TO (INSIDE CAPS)	$	10,815.00

7. PUBLIC PARTICIPATION

The meeting was open to the public for comment.
C/Thomas congratulated C/Karlovich and C/Oliver and welcomed them to Governing Body.

C/Renee reiterated C/Thomas' sentiments, noting they would be an asset. C/Renee reminded residents to clear the streets in the event of snow.

8. ADJOURN – 6:15pm

Motion to adjourn the meeting by C/Pappas; seconded by C/Thomas
Voice Vote - AYE: C/Karalovich, C/Kocsis, C/Oliver, C/Pappas, C/Renee, C/Thomas

By: C. DiCorcia Williams RMC,
Borough Clerk

Exhibits are on file in the Borough Clerk's Office, according to the NJ State Records Retention Schedule established by NJSA 47:3-15 *et seq* and approved by the SRC. Approval 1/13/2024