Borough of Neptune City
Regular Meeting of the Governing Body
• Borough Hall • 106 W. Sylvania Avenue •
Monday, February 24, 2025 *at* 6:00 pm

1. CALL TO ORDER
Mayor McGreevey called the meeting to order at 6:00 pm

2. OPEN PUBLIC MEETINGS ACT STATEMENT
Mayor McGreevey noted the Borough's compliance with the Open Public Meetings Act.

3. ROLL CALL
PRESENT: Mayor Rachel McGreevy, Council President Glen Kocsis, Councilmember Kimberly Karalovich, Councilwoman Gail Oliver, Councilwoman Danielle Pappas, Councilmember Pamela Renee, Councilmember Brian Thomas

ALSO PRESENT: Administrator Al Jardine, Attorney McGuinn

4. FLAG SALUTE
Mayor McGreevy invited all to stand for the flag salute.

5. CLOSED SESSION - None

6. RECEIPT OF MINUTES *(vv)*
A. Regular Meeting -2/10/2025

Motion to receive the minutes by C/Renee; seconded by C/Pappas
Voice Vote: C/Kocsis, C/Karalovich, C/Oliver, C/Pappas, C/Renee, C/Thomas

7. RECEIPT OF COMMUNICATIONS *(vv)*
A. NJAW - Petition for Approval to Change Levels of Purchased Water Adjustment Clause & Purchase Wastewater Clause
B. Monmouth County Commissioners - Senate Bill S-4048 and Assembly Bill 1298 Historic Preservation
C. Shore Point Engineering – Notice re: Genesis Redevelopment, LLC

Motion to receive the communications by C/Kocsis; seconded by C/Thomas
Voice Vote: C/Kocsis, C/Karalovich, C/Oliver, C/Pappas, C/Renee, C/Thomas

8. PRESENTATIONS
A. February 24 Agenda Overview – Administrator Jardine
Administrator Jardine provided an overview of the agenda. Administrator Jardine explained the purpose of Ordinance 2025-02 which is being considered for introduction. Administrator Jardine noted grants are being sought to offset the cost, but the ordinance will get the ball rolling. Administrator Jardine also provided details regarding each of the consent agenda resolution items.

B. Department of Public Works Directors Report – Director Harker
Director Harker shared a reminder that brush collection begins on Monday, leaves will not be collected until April. The sewer repairs at Steiner and Riverview were completed today, and an additional line at Myron was upgraded. The DEP will be out next week to take samples.

9. MAYOR'S REPORT - Mayor Rachel McGreevy
Mayor McGreevy thanked the community for their human spirit and contributions regarding a few matters that have stressed the community over the past week. Mayor McGreevy expressed appreciation for helping neighbors. Mayor

McGreevy reported the Neptune City DPW is responsible for the collection of dead animals on public/municipal property and local roads; there is nothing in place for Public Works to collect deceased animals on private property. Please contact Public Works with reports of any dead animals on public property. Mayor McGreevy noted at this time there is no threat to the public, but residents are warned to keep animals away from areas with lots of water. New Jersey American Water announced due to the use of slat and brine and lack of rain, residents may have noticed a salty taste, but all drinking water meets safety standards. Mayor McGreevy noted Black History Month has been celebrated through the month of February and local businesses including Neptune City Cleaners, Naava Hair Studio, Meet the Barber and Eileen's Soul Food have all been recognized. Irish American Heritage month will begin in March. All are invited to attend Irish American Heritage Month on March 1 hosted by the McGreevy family with all proceeds going to the Bradely Food Pantry. The Borough will honor the first ever female majority on Council as well as Women's History Month on March 30 at the Banquet Hall at the Fire House.

10. COUNCIL REPORTS

A. COUNCIL PRESIDENT GLEN KOCSIS - ADMINISTRATION OF JUSTICE

Council President Kocsis attended the Neighborhood Watch meeting where social media apps and programs were discussed. C/Kocsis thanked Chaplin Dana Farley for continuing his service as Chaplin for the Neptune City Police Department.

B. COUNCILWOMAN DANIELLE PAPPAS - EMERGENCY SERVICES

Councilwoman Pappas reported last week there was a Fire Department budget meeting where current needs and upgrades were discussed as well as cost increases over the board from equipment and planning for future needs. There will be an EMS meeting tomorrow. Mayor McGreevy noted the budget meeting was held with her, C/Pappas and C/Thomas.

C. COUNCILMEMBER BRIAN THOMAS, ADMINISTRATION AND FINANCE

Councilmember Thomas reiterated the budget meeting was held with the Fire Department. The Budget Committee will also be meeting within the next week.

D. COUNCILMEMBER PAMELA RENEE - BUILDINGS AND GROUNDS

Councilmember Renee attended a Flood Mitigation meeting with C/Thomas, Director Harker, Administrator Jardine and Engineer Shafai. Engineer Shafai is working with Bradely Beach to determine a scope of work for to resolve issues with a pipe that runs between Neptune City and Bradley Beach. The Green Team will meet at 5:30 with all the Monmouth County Green Teams. C/Renee attended a budgeting seminar with local officials with C/Oliver.

E. COUNCILWOMAN GAIL OLIVER - COMMUNITY RELATIONS

Councilwoman Oliver attended the Recreation Committee meeting and was inspired by the energy, organization and volunteers. C/Oliver attended the Justice meeting with the Police Chief and Captain. C/Oliver attended the Budgeting Workshop with C/Renee.

F. COUNCILMEMBER KIMBERLY KARALOVICH - SPECIAL SERVICES

Councilmember Karalovich continues to meet with the committees and move forward with grants. C/Karalovich noted the community participation in the committees in inspiring.

11. PUBLIC COMMENTS ON AGENDA ITEMS

The meeting was open to the public on agenda items. There were no comments from the public.

12. UNFINISHED BUSINESS

There is no unfinished business before Council.

13. NEW BUSINESS

A. Ordinance Introduction (rc)

1) BOND ORDINANCE 2025-02 - BOROUGH OF NEPTUNE CITY, COUNTY OF MONMOUTH
BOND ORDINANCE PROVIDING FOR ACQUISITION OF IT EQUIPMENT, APPROPRIATING $25,000 AND AUTHORIZING THE ISSUANCE OF $23,750 BONDS OR NOTES OF THE BOROUGH FOR FINANCING PART OF THE COST THEREOF.

Mayor McGreevy read the ordinance by title into the record.

Motion to introduce Ordinance 2025-02 by C/Thomas; seconded by C/Renee
Roll Call: AYE: C/Kocsis, C/Oliver, C/Pappas, C/Renee, C/Thomas
NO: C/Karalovich

The public hearing will be scheduled for March 10, 2025.

BOND ORDINANCE 2025-02
BOROUGH OF NEPTUNE CITY, COUNTY OF MONMOUTH
BOND ORDINANCE PROVIDING FOR ACQUISITION OF IT EQUIPMENT, APPROPRIATING $25,000 AND AUTHORIZING THE ISSUANCE OF $23,750 BONDS OR NOTES OF THE BOROUGH FOR FINANCING PART OF THE COST THEREOF.

BE IT ORDAINED by the Borough Council of the Borough of Neptune City, in the County of Monmouth, New Jersey (not less than two-thirds of all members thereof affirmatively concurring) as follows:

Section 1. The capital improvement described in Section 3 of this Bond Ordinance is hereby authorized by the Borough of Neptune City, New Jersey. For the capital improvement described in Section 3, there is hereby appropriated the sum of $25,000, which includes $250 in costs as permitted by *N.J.S.A. 40A:2-20* and a $1,250 as the down payment for the said purpose as required by the Local Bond Law.

Section 2. In order to finance the cost of the Acquisition of Police Department Equipment not covered by the aforementioned grant, negotiable bonds are hereby authorized to be issued in the principal amount of $23,750 pursuant to the Local Bond Law. In anticipation of issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. The Acquisition of IT Equipment is hereby authorized and the purpose for which the bonds are to be issued. The minimum period of usefulness is five years.

Section 4. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the chief financial officer, provided that no note shall mature later than one year from its date. The notes shall bear interest at such rate or rates and be in such form as may be determined by the chief financial officer. The chief financial officer shall determine all matters in connection with notes issued pursuant to this ordinance, and the chief financial officer's signature upon the notes shall be conclusive evidence as to all such determinations. All notes issued hereunder may be renewed from time to time subject to the provisions of *N.J.S.A. 40A:2-8(a)*. The chief financial officer is hereby authorized to sell part or all of the notes from time to time at public or private sale and to deliver them to the purchaser thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The chief financial officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the notes pursuant to this ordinance is made. Such report must include the amount, the description, the interest rate, and the maturity schedule of the notes sold, the price obtained, and the name of the purchaser.

Section 5. The capital budget of the Borough of Neptune City is hereby amended to conform with the provisions of this Ordinance to the extent of any inconsistency therewith; and the resolutions promulgated by the Local Finance Board showing full detail of the amended Capital Budget and Capital Program as approved by the Director of the Division of Local Government Services, is on file with the Municipal Clerk and is available for public inspection.

Section 6. The following additional matters are hereby determined, declared, recited and stated:

(a) The purchase described in Section 3 of this bond ordinance is not a current expense. It is an improvement that the Borough may lawfully undertake as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.

(b) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed

in the Office of the Clerk, and a complete executed duplicate thereof has been filed in the Office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. The gross debt of the Borough of Neptune City is increased by the authorization of the bonds or notes provided in this bond ordinance by $23,750, and the obligations authorized herein will be within all debt limitations prescribed by law.

(c) An aggregate amount not exceeding $250 for items of expense listed in and permitted under *N.J.S.A. 40A:2-20* may be included in the costs of the purchase authorized in Section 3 hereof and is included in the foregoing estimate thereof.

Section 7. The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of an interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Borough and the Borough shall be obligated to levy ad valorem taxes upon all the taxable property within the Borough for the payment of the obligations and interest thereon without limitation on rate or amount.

Section 8. That in the event any moneys are received by the Borough from the United States of America, or from the State of New Jersey or any of its agencies, or from any other sources for the purchase provided for herein prior to the issuance of any of the bonds or notes authorized by this ordinance, the amount of such bonds or notes authorized herein shall be reduced by the amount so received prior to the issuance of any such bonds or notes.

Section 9. This bond ordinance shall take effect twenty (20) days after the first publication thereof after final adoption, as provided by the Local Bond Law.

Introduction Date: February 24, 2025
Public Hearing Date: March 10, 2025

B. Consent Resolutions (rc)

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 2025-39** - Auth Payment of the Bills
2) **Resolution 2025-40 -** Auth. Appointment of Fire Subcode Official (Murray)
3) **Resolution 2025-41 -** Auth. Appointment of Fire Prevention Official (Willms)
4) **Resolution 2025-42** - Auth the Transfer of 2024 Appropriation Reserves
5) **Resolution 2025-43** - Auth. 2025 Temporary Capital Budget

Motion to approve items 1 -5 (Resolutions 2025-39 through 2025-43) as a group by C/Pappas; seconded by C/Kocsis
Roll Call: AYE - C/Kocsis, C/Karalovich, C/Oliver, C/Pappas, C/Renee, C/Thomas

RESOLUTION 2025-39
BOROUGH OF NEPTUNE CITY
COUNTY OF MONMOUTH, STATE OF NEW JERSEY
AUTHORIZING PAYMENT OF THE BILLS

BE IT RESOLVED that the bills as presented, all have been certified and approved as complete as to form, goods having been delivered, and/or services performed and sufficient funds being available for payment for said bills, be paid in the amount of $193,478.00

Vendor Name	Description	Amount
WITMER PUBLIC SAFETY GROUP	WEAPONS-NCPD	$ 146.43
WITMER PUBLIC SAFETY GROUP	WEAPONS-NCPD	$ 1,090.17
WITMER PUBLIC SAFETY GROUP	WEAPONS-NCPD	$ 1,066.44
WITMER PUBLIC SAFETY GROUP	WEAPONS-NCPD	$ 15,946.00
BOUND TREE MEDICAL	DEFIBRILLATION PADS	$ 410.10
BOUND TREE MEDICAL	DEFIBRILLATION PADS	$ 54.50
FIREFIGHTER ONE, LLC	NCFD-NEW EQUIPMENT	$ 61,319.85
E.R.S. FLEET REPAIR, INC	EMERGENCY REPAIR-NCFD	$ 1,305.67
GLENCO SUPPLY COMPANY	Traffic Paint	$ 2,385.00
BOWMAN, JAY	DJ SCHOOL DANCE 9-7-2025	$ 300.00

BOWMAN, JAY	DJ: BASKETBALL GAME 3-7-2025	$ 300.00
LEXIPOL LLC	TRG ONLINE TRAINING 2025	$ 4,073.79
AMAZON CAPITAL SERVICES	Name plaques	$ 35.56
AMAZON CAPITAL SERVICES	Name plaques	$ 8.89
AMAZON CAPITAL SERVICES	office supplies	$ 110.74
AMAZON CAPITAL SERVICES	office supplies	$ 32.99
TREASURER, COUNTY OF MONMOUTH	2025 MOCERT	$ 2,500.00
AMAZON CAPITAL SERVICES	DPW-POWER SONIC 6V	$ 190.28
AMAZON CAPITAL SERVICES	DPW-POWER SONIC 6V	$ 110.74
AMAZON CAPITAL SERVICES	mailbox	$ 45.99
AMAZON CAPITAL SERVICES	holster	$ 112.23
AMAZON CAPITAL SERVICES	lock	$ 109.00
QUAGLIATO, MATTHEW	FBINNA 1ST QTR MEETING	$ 90.00
IACP TRAINING KEYS	DUES 1/1-12/31/2025	$ 220.00
NJ STATE ASSOC CHIEF OF POLICE	FRONT LINE SUPERVISION 127	$ 600.00
STAPLES ADVANTAGE	Office Supplies	$ 88.20
STAPLES ADVANTAGE	Construction office supplies	$ 49.99
STAPLES ADVANTAGE	Construction office supplies	$ 130.70
PLOSIA COHEN, LLC	PROF SERVICE: JANUARY 2025	$ 891.00
PLOSIA COHEN, LLC	PROF SERV: OCT-DEC 2024	$ 2,448.80
PLOSIA COHEN, LLC	PROF SERV: OCT-DEC 2024	$ 2,970.00
PLOSIA COHEN, LLC	PROF SERVICE: OCT-DEC 2024	$ 4,367.00
TOWNSHIP OF NEPTUNE	DISPOSAL OF BRUSH 2024	$ 36,000.00
THE NEW COASTER, LLC.	PUBLICATION: 1-9-2025 #9739	$ 50.21
HARKER, DAN	REIMBURS: LODGING-SEMINAR	$ 177.63
KLEEN-RITE	CLEANING: JANUARY 2025	$ 2,178.00
CLEARY GIACOBBE ALFIERI JACOBS	PROF SERV: DECEMBER 2024	$ 136.00
SEABOARD WELDING SUPPLY	SERVICE: NOV-DECEMBER 2024	$ 18.50
AMAZON CAPITAL SERVICES	DPW-PARTS	$ 20.45
AMAZON CAPITAL SERVICES	DPW-PARTS	$ 257.58
SAFE ID CARD SYSTEMS INC.	ID CARD MILES	$ 29.00
J. SWANTON FUEL OIL COMPANY	SERV: #37125	$ 77.50
J. SWANTON FUEL OIL COMPANY	SERV: #37125	$ 568.33
J. SWANTON FUEL OIL COMPANY	SERV: #38567	$ 619.13
CANNON & MCGUINN	MONTHLY SERV: JANUARY 2025	$ 2,500.00
CANNON & MCGUINN	MONTHLY SERV: JANUARY 2025	$ 1,636.00
QUADIENT FINANCE USA, INC.	SERVICE: 1ST QTR 2025	$ 500.00
QUADIENT FINANCE USA, INC.	SERVICE: 1ST QTR 2025	$ 500.00
LANGUAGE LINE SERVICES, INC	SERVICE: JANUARY 2025	$ 27.40
MACHADO LAW GROUP	Legal Bill November 2024	$ 3,442.50
DELISA DEMOLITION & DISPOSAL	SERVICE: JANUARY 2025	$ 308.00
DELISA DEMOLITION & DISPOSAL	SERVICE: JANUARY 2025	$ 431.20
DELISA DEMOLITION & DISPOSAL	SERVICE: JANUARY 2025	$ 4,937.90

DELISA DEMOLITION & DISPOSAL	SERVICE: FEBRUARY 2025	$ 5,387.97
JOHN KELLY MECHANICAL, LLC	C.C. Heat	$ 455.00
CINTAS	Supplies	$ 600.66
A&J PRODUCE INC.	CHILDRENS CHRISTMAS PARTY-2024	$ 291.00
ROSKO-PHIL OXFORD LLC	TRASH REIMBURSEMENT	$ 14,858.19
ENTENMANN-ROVIN CO.	BADGES 142	$ 417.50
BLOODGOOD LAW ENF TRAINING GRP	BACK TO SCHOOL UPDATE SRO	$ 390.00
CLEARY GIACOBBE ALFIERI JACOBS	PROF SERV: JANUARY 2025	$ 52.50
CLEARY GIACOBBE ALFIERI JACOBS	PROF SERV: JANUARY 2025	$ 52.50
CLEARY GIACOBBE ALFIERI JACOBS	PROF SERV: JANUARY 2025	$ 210.00
TOWNSHIP OF NEPTUNE	2025 TELEPHONIC NOTIFICATION	$ 2,800.00
NEAVES, WILLIAM	MEDICAL REIMBURSEMENT	$ 575.60
CANO, HOOVER	CELL PHONE ALLOWANCE-2025	$ 100.00
MCGREEVY, RACHEL	CELL PHONE ALLOWANCE-2025	$ 100.00
JARDINE, ALBERT	CELL PHONE ALLOWANCE-2025	$ 100.00
VOLLBRECHT, MICHAEL	CELL PHONE ALLOWANCE-2025	$ 100.00
HELLWIG, KELLY	CELL PHONE ALLOWANCE-2025	$ 100.00
HARKER, DAN	CELL PHONE ALLOWANCE-2025	$ 100.00
LAUENSTEIN, ERIC	CELL PHONE ALLOWANCE-2025	$ 45.00
COLLINS, VELLA & CASELLO, LLC	MONTHLY RETAINER: OCT 2024	$ 350.00
COLLINS, VELLA & CASELLO, LLC	MONTHLY RETAINER: DEC 2024	$ 350.00
COLLINS, VELLA & CASELLO, LLC	SERVICE: HENDERSON SUBDIV APPL	$ 262.50
TOWNSHIP OF NEPTUNE	BRUSH REMOVAL: 23-24	$ 7,525.14
GANNETT NY/NJ LOCALIQ	PUBLICATION: 1-26-2025	$ 73.57
GANNETT NY/NJ LOCALIQ	PUBLICATION: 1-26-2025	$ 75.48
DYNAMIC TESTING SERVICE	RANDOM TESTING: 10-2024	$ 180.00
	02/24/2025 Bill List Total	**$ 193,478.00**

RESOLUTION 2025-40
BOROUGH OF NEPTUNE CITY
COUNTY OF MONMOUTH, STATE OF NEW JERSEY
AUTHORIZE APPOINTMENT OF FIRE SUBCODE OFFICIAL

WHEREAS, upon the resignation of Sean Donohue, the Borough of Neptune City is in need of a Fire Sub Code Official; and

WHEREAS, Thomas Murray holds the necessary certifications; and

WHEREAS, it is the recommendation of the Borough Administrator to appoint Thomas Murray as Fire Sub Code Official.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Neptune City that Thomas Murray is hereby appointed Fire Sub Code Official for the Borough of Neptune City effective February 1, 2025; and

BE IT FURTHER RESOLVED that Thomas Murray will be compensated at a salary of $4,000.00 as set by Borough Ordinance 02-2022.

RESOLUTION 2025-41
BOROUGH OF NEPTUNE CITY
COUNTY OF MONMOUTH, STATE OF NEW JERSEY
AUTHORIZE APPOINTMENT OF FIRE PREVENTION OFFICIAL

WHEREAS, upon the retirement of Harry Turetzkin, the Borough of Neptune City is in need of a Fire Prevention Official; and

WHEREAS, Christopher Willms holds the necessary certifications; and

WHEREAS, it is the recommendation of the Borough Administrator to appoint Christopher Willms as Fire Prevention Official for the unexpired term ending December 31, 2025.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Neptune City that Christopher Willms is hereby appointed Fire Prevention Official for the Borough of Neptune City effective February 1, 2025; and

BE IT FURTHER RESOLVED that Christopher Willms will be compensated at a salary of $16,750 as set by Borough Ordinance 02-2022.

RESOLUTION 2025-42
BOROUGH OF NEPTUNE CITY
COUNTY OF MONMOUTH, STATE OF NEW JERSEY
AUTHORIZING THE TRANSFER OF 2024 APPROPRIATION RESERVES

WHEREAS, it is determined that various line items within the 2024 calendar year operating budget need additional funds to cover necessary expenditures; and

WHEREAS, it is also determined that sufficient balances remain in various expense accounts to cover these expenditures; and

WHEREAS, New Jersey Statute 40A:4-58 allows for the transfer of funds between line items during the last two months during the fiscal year and the first three months of the following year.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council that the Chief Financial Officer is hereby authorized to make the attached budget transfers.

TRANSFERS FROM			
Employee Group Insurance	**Other Expenses**	**$**	**3,660.00**
Liability Insurance	**Other Expenses**		**23,375.00**
		$	**27,035.00**
TRANSFERS TO			
Legal Services	**Other Expenses**	**$**	**3,310.00**
Land Use Board	**Other Expenses**		**50.00**
Animal Control	**Other Expenses**		**1,190.00**
Electric	**Other Expenses**		**4,340.00**
Neptune Township EMS Service	**Other Expenses**		**18,145.00**
		$	**27,035.00**

RESOLUTION 2025-43
BOROUGH OF NEPTUNE CITY
COUNTY OF MONMOUTH, STATE OF NEW JERSEY
AUTHORIZE TEMPORARY CAPITAL BUDGET

WHEREAS, the Borough of Neptune City desires to constitute the 2025 Temporary Capital Budget of said municipality by inserting therein the Capital Project enumerated in Section 1; and

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

Section 1. The 2025 Temporary Capital Budget of the Borough of Neptune City is hereby constituted by the adoption of a schedule to read as follows:

		Method of Financing	
Project	Estimated Costs	Capital Improvement Fund	Notes Authorized
Acquisition of Police Equipment	$90,000	$4,500	$85,500
Acquisition of IT Equipment	$25,000	$1,250	$23,750
Total	$115,000	$5,750	$109,250

14. PUBLIC PARTICIPATION
The meeting is open to the public.

Mrs. Melinda and Mr. John Vanderhoef asked for an update on the cellular tower and asked for any confirmation from Verizon or State regarding whether 4 or 5g. Administrator Jardine will follow up with the construction department and report back. Mayor McGreevy noted the Borough is also looking into an ordinance regarding placement of devices. C/Karalovich asked if the Borough can find out which company actually placed the node. Mayor McGreevy noted the residents' questions, along with C/Karlovich's will be answered. Mayor McGreevy reiterated the information shared at the last meeting, closing by noting the Borough does not support the replacement of equipment without advanced notice.

15. CLOSED SESSION – None

16. ADJOURN – 6:32 pm
Motion to adjourn the meeting by C/Pappas; seconded by C/Renee
Voice Vote - AYE: C/Kocsis, C/Karalovich, 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 03/10/2025