Borough of Neptune City
Regular Meeting of the Mayor and Council
Agenda
***February 28, 2022***

Call to Order
Roll Call:
Open Public Meetings Act
Flag Salute

**MINUTES**
December 13, 2021, December work session, December 27, 2021, January 1, 2022

**COMMUNICATIONS**

**PRESENTATIONS**

**BOARD OF EDUCATION REPORT**

**MAYORS REPORT**

**COUNCIL REPORTS**
*Administration & Finance* – Brian Thomas
*Public Works* – Danielle Pappas
*Law & Ordinance* – Glen Kocsis
*Administration & Justice* – Dana Farley
*Special Services*- Pamela Renee
*Human Services*- Scott Dellett

**ADMINISTRATORS REPORT**

**PUBLIC PARTICIPATION (FOR AGENDA ITEMS)**

**UNFINISHED BUSINESS**
**Ordinance 2022-01** Amendment of Land Use Board Fees

**NEW BUSINESS**
**Ordinance 2022-02** Salaries

**CONSENT AGENDA**
***All items listed are considered to be routine and non-controversial by the Mayor and Council and will be approved by one motion. There will be no separate discussion on these items unless a Council member(s) so request it, in which case the item(s) will be removed from the Consent Agenda and considered in its normal sequence on the agenda. The one motion signifies and adoption of all resolutions, receive and file letters, correspondence, reports and approval of applications and minutes.***

**Resolution 22-40** Payment of Bills
**Resolution 22-41** Agreement with Monmouth Telecom for telephone services

**PUBLIC PARTICIPATION**
**AJOURN**

**ORDINANCE 2022-01**

**AN ORDINANCE AMENDING CERTAIN SECTIONS OF CHAPTER 15 ENTITLED "LAND USE PROCEDURES" OF THE CODE OF THE BOROUGH OF NEPTUNE CITY**

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

Section 1. Chapter 15 entitled "Land Use Procedures" of the code of Borough of Neptune City, is hereby amended as follows:

**DEVELOPMENT APPLICATION FEE SCHEDULE**

| TYPE OF APPLICATION | ADMINISTRATION FEE | ESCROW –PROFESSIONAL FEE |
|---|---|---|
| 1. Bulk Variance | *$250.00* per variance | *$600.00* for first variance<br>*$200.00* for each additional variance |
| 2. Appeals and Interpretation | *$250.00* | *$750.00* |
| 3. Use Variance & Conditional use variance | *$1,000.00* | *$2,000.00* |
| 4. Subdivision: | | |
| a. Minor | *$750.00* | *$2,500.00* |
| b. Preliminary major | *$1,000.00* plus *$50.00* per lot | *$5,000.00* plus *$200.00* per dwelling unit |
| c. Final major | *$750.00* | 50% of preliminary |
| 5. Site Plan: | | |
| a. Residential | *$1,000.00* plus *$20.00* per dwelling unit | *$5,000.00* plus *$200.00* per dwelling unit |
| b. Nonresidential | *$1,000.00* plus *$.06* per sq. ft. proposed building or addition | *$5000.00* plus *$.25* per sq. ft. proposed building or addition |
| c. Final Residential or non-residential when applied separately | *$750.00* | 50% preliminary |
| d. Waiver or exemption request | *$750.00* | *$1,500.00* |
| 6. Certified list | *$10.00* or<br>$.25 per name, whichever is greater | No fee |
| 7. Special meeting | *$1,500.00* | No fee |
| 8. Zone change request | *$500.00* | *$2,000.00* |
| 9. Time extension | *$250.00* | *$1,000.00* |
| 10. Pre-existing use certificate | *$100.00* per use | No fee |
| 11. Tax map revision fee | *$175.00* plus *$25.00* per lot | No fee |

Section 2. All portions of prior Ordinances not inconsistent herewith shall continue in full force and effect.

Section 3. This Ordinance shall become effective when passed and published as required by law.

**ORDINANCE 2022-01**

**AN ORDINANCE AMENDING CERTAIN SECTIONS OF CHAPTER 15 ENTITLED "LAND USE PROCEDURES" OF THE CODE OF THE BOROUGH OF NEPTUNE CITY**

**NOTICE**

**Notice** is hereby given that the foregoing Ordinance was introduced and passed at a regular meeting of the Mayor and Council of the Borough of Neptune City held February 14, 2022 at 7:00pm and was finally adopted at the regular meeting of the Mayor and Council held at Borough Hall, 106 W. Sylvania Avenue, Neptune City New Jersey on Monday February 28, 2022 pm. This Ordinance amends and supplements certain section of Chapter 15 of the Code of the Borough of Neptune City.

Dated: February 28, 2022

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*Tamara Brown, Municipal Clerk*

**ORDINANCE 2022-02**

**AN ORDINANCE TO AMEND AN ENTITLED "AN ORDIANCE OF THE BOROUGH OF NEPTUNE CITY IN THE COUNTY OF MONMOUTH AND STATE OF NJ FIXING THE SALARIES OF CERTAIN OFFICES AND EMPLOYEES" ADOPTED MARCH 4, 1965**

**WHEREAS**, the Mayor and Council of the Borough of Neptune City seek to introduce an amended salary ordinance to provide for payment of Borough employees, which shall be funded through the necessary budget appropriations; and

**NOW THEREFORE, BE IT ORDAINED** by the Governing Body of the Borough of Neptune City in the County of Monmouth, State of New Jersey that the following positions are hereby created; and,

**BE IT FURTHER ORDAINED** by the Governing Body of the Borough of Neptune City, County of Monmouth in the State of New Jersey that the following minimum and maximum salaries and other remuneration shall be paid to the officials and employees of the Borough of in accordance with the provisions of this Ordinance unless the salary is otherwise established by contract, in which case the contract shall govern.

| | Minimum | Maximum |
|---|---|---|
| Borough Administrator | $60,000.00 | $120,000.00 |
| Municipal Clerk | $60,000.00 | $100,000.00 |
| Deputy Municipal Clerk | $1,000.00 | $8,000.00 |
| Bookkeeper | $25,000.00 | $40,000.00 |
| Tax Collector | $10,000.00 | $70,000.00 |
| Deputy Tax Collector | $500.00 | $5,500.00 |
| Tax Assessor | $17,000.00 | $40,000.00 |
| Director of Public Works | $60,000.00 | $150,000.00 |
| Superintendent of Public Works | $50,000.00 | $125,000.00 |
| Judge | $3,000.00 | $50,000.00 |
| Prosecutor | $22,000.00 | $45,000.00 |
| Public Defender | $6,000.00 | $20,000.00 |
| Construction Officer | $15,000.00 | $50,000.00 |
| Zoning Officer | $1,200.00 | $20,000.00 |
| Sub Code Building Inspector | $5,000.00 | $20,000.00 |
| Sub Code Plumbing Inspector | $5,000.00 | $20,000.00 |
| Sub Code Fire Inspector | $5,000.00 | $20,000.00 |
| Electrical Inspector | $5,000.00 | $20,000.00 |
| Housing Official | $5,000.00 | $20,000.00 |
| Code Enforcement Officer | $14,000.00 | $28,000.00 |
| Land Use Board Secretary | $7,000.00 | $24,000.00 |
| Librarian | $14,000.00 | $35,000.00 |
| Library Aid | $12.50 per hour | 25.00 per hour |
| Office Manager (Admin Office) | $2,000.00 | $15,000.00 |
| Payroll Manager | $4,000.00 | $15,000.00 |

| | | |
|---|---|---|
| Chief Financial Officer | $30,000.00 | $50,000.00 |
| Fire Prevention Official | $7,000.00 | $26,000.00 |
| Fire Prevention Inspector | $500.00 | $5,500.00 |
| Sewer Operator | $8,000.00 | $30,000.00 |
| Assistant Sewer Operator | $3,500.00 | $27,000.00 |
| Recycling Coordinator | $2,500.00 | $15,200.00 |
| Assistant Recycling Coordinator | $300.00 | $12,000.00 |
| Secretary 1 | $25,000.00 | $60,000.00 |
| Secretary 2 | $25,000.00 | $50,000.00 |
| Registrar of Vital Statistics | $1,000.00 | $10,000.00 |
| Deputy Registrar of Vital Statistics | $1,000.00 | $8,000.00 |
| Assistant to Finance Officer | $1,000.00 | $10,000.00 |
| Court Administrator | $65,000.00 | $90,000.00 |
| Deputy Court Administrator | $40,000.00 | $65,000.00 |
| Violations Clerk | $23,000.00 | $35,000.00 |
| Mayor | $4,500.00 | $15,600.00 |
| Council | $3,500.00 | $10,800.00 |
| Community Center Director | $35,000.00 | $89,000.00 |
| Police Administrative Clerk | $25,000.00 | $85,000.00 |
| OPRA Clerk (Police) | $2,500.00 | $10,800.00 |
| Class 2-3 Special Officer | $15.00 per hour | $65.00 per hour |
| Crossing Guard | $15.00 per hour | $16.50 per hour |
| Part Time/Seasonal/ Hourly | $13.00 per hour | $30.00 per hour |
| Social Media Director | $500.00 | $5,000.00 |
| Qualified Purchasing Agent | $1,000.00 | $10,000.00 |

| Councilperson | Motion | 2nd Motion | Aye | Nay | Abstain |
|---|---|---|---|---|---|
| Dellett | | | | | |
| Farley | | | | | |
| Kocsis | | | | | |
| Pappas | | | | | |
| Renee | | | | | |
| Thomas | | | | | |
| | | | | | |

CERTIFICATION

I, Tamara Brown, Municipal Clerk of the Borough of Neptune City, hereby certify the foregoing to be a true copy of a resolution adopted by the Council of the Borough of Neptune City at their meeting held February 28, 2022.

WITNESS, my hand and the seal of the Borough of Neptune City this 28th day of February, 2022.

TAMARA BROWN, MUNICIPAL CLERK

**BOROUGH OF NEPTUNE CITY**

**ORDINANCE NO. 2022-02**

**AN ORDINANCE TO AMEND AN ENTITLED "AN ORDIANCE OF THE BOROUGH OF NEPTUNE CITY IN THE COUNTY OF MONMOUTH AND STATE OF NJ FIXING THE SALARIES OF CERTAIN OFFICES AND EMPLOYEES" ADOPTED MARCH 4, 1965**

**NOTICE OF PUBLIC HEARING**

The Ordinance published herewith was introduced and approved at a meeting of the Borough of Neptune City, held on Monday, February 28, 2022. The Ordinance will be considered for adoption after a public hearing thereon before the Borough Council of the Borough of Neptune City, during a meeting to be held on March 14, 2022 at 7:00 p.m. or as soon thereafter as the matter may be reached, or at any meeting to which that meeting may be adjourned, at which time any and all persons who may be interested therein will be given an opportunity to be heard. The proposed Ordinance in its entirety is on file in the Municipal Clerk's office and copies may be obtained without charge between the hours 8:30 a.m. and 4:30 p.m. Monday through Friday.

Tamara Brown, Municipal Clerk

**RESOLUTION 22-40**
**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 **$** 99,140.38.

| Councilperson | Motion | 2nd Motion | Aye | Nay | Abstain |
|---|---|---|---|---|---|
| Dellett | | | | | |
| Farley | | | | | |
| Kocsis | | | | | |
| Pappas | | | | | |
| Renee | | | | | |
| Thomas | | | | | |
| | | | | | |

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*TAMARA BROWN, MUNICIPAL CLERK*

**RESOLUTION 22-41**
**AWARDING PROFESSIONAL SERVICE CONTRACT TO MONMOUTH TELECOM FOR TELEPHONE SERVICES**

**WHEREAS**, the Borough of Neptune City is in need of a telephone service provider, and

**WHEREAS**, Monmouth Telecom possess the necessary skill and knowledge to perform these services; and

**WHEREAS**, the Borough has decided to acquire the services of Monmouth Telecom as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, Monmouth Telecom has completed and submitted Business Entity Disclosure Certifications which certify that said businesses have not made any contributions to a political or candidate committee in the Borough that would bar the award of this contract and that the contract will prohibit said businesses from making any contributions through the term of the contract; and

**NOW, THEREFORE, BE IT RESOLVED** the Mayor and Council of the Borough of Neptune City do award a professional service contract to Monmouth Telecom. This Contract is awarded without competitive bidding as a professional service in accordance with N.J.S.A. 40A:11-5(1)(a) of the New Jersey Local Public Contract 12 Law because Monmouth Telecom has professional knowledge which is particularly valuable to the Borough and this service is acquired as a non-fair and open contract pursuant to N.J.S.A. 19:44A-2.05.

| Councilperson | Motion | 2nd Motion | Aye | Nay | Abstain |
|---|---|---|---|---|---|
| Dellett | | | | | |
| Farley | | | | | |
| Kocsis | | | | | |
| Pappas | | | | | |
| Renee | | | | | |
| Thomas | | | | | |
| | | | | | |

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*TAMARA BROWN, MUNICIPAL CLERK*