Borough of Neptune City
Reorganization Meeting Minutes
Friday, January 2, 2026 *at* 6:00 pm

1. CALL TO ORDER
Mayor McGreevey called the meeting to order at **6:01** pm

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

3. ADMINISTRATION OF OATHS OF OFFICE
Councilmember Corlies Chong (Term: 2026-2027, unexpired)
Mayor McGreevy swore in Councilmember Corlies Chong to complete the unexpired term on the Borough of Neptune City Governing Body.

Councilmember Robert Johnson (Term: 2026-2028)
Mayor McGreevy swore in Councilmember Robert Johnson to his first term on the Borough of Neptune City Governing Body.

Councilmember Aaron Williams (Term: 2026-2028)
Mayor McGreevy swore in Councilmember Robert Johnson to his first term on the Borough of Neptune City Governing Body.

4. ROLL CALL
PRESENT: Mayor Rachel McGreevy; Councilmember Corlies Chong; Councilmember Kimberly Karalovich; Councilmember Glen Kocsis; Councilmember Robert Johnson; Councilmember Pamela Renee; Councilmember Aaron Williams

5. FLAG SALUTE
Mayor McGreevy invited all to join in the Flag Salute.

6. ADMINISTER OATHS OF OFFICE FOR EMERGENCY SERVICES
A. FIRE DEPARTMENT
Chief- Richard Maher
Assistant Chief- Christopher Thomas
Captain- Ryan Oppegaard
First Lieutenant- Matthew Kepler
Second Lieutenant- John Fox

Chief Maher was unable to attend due to being under the weather. Chief Maher will take his oath at a later date.

Mayor McGreevy swore in Christopher Thomas as Assistant Chief for the Neptune City Fire Department for 2026.

Mayor McGreevy swore in Ryan Oppegaard as Captain for the Neptune City Fire Department for 2026.

Mayor McGreevy swore in Matthew Kepler as First Lieutenant and John Fox as Second Lieutenant for the Neptune City Fire Department for 2026.

B. FIRST AID
Captain

Mayor McGreevy swore in Debbie Latshaw as Captain of the Neptune City First Aid Squad for 2026.

Mayor McGreevy recognized Ms. Vicky Butler as President for the Neptune City First Aid Squad for 2026.

Mayor McGreevy offered congratulations to all volunteers, thanking them for their service and wishing them a safe and healthy year ahead. Members of the public were given a chance to depart.

7. NEW BUSINESS

A. Resolutions

1) **Resolution 2026-01** - Confirming Appointment of Council President
2) **Resolution 2026-02** - Confirming The Mayor's Appointments of Councilmembers to Council Committees
3) **Resolution 2026-03** - Confirming Employee Appointed Positions
4) **Resolution 2026-04** - Confirming Mayor's Appointments of Certain Volunteer Positions
5) **Resolution 2026-05** - Auth. Appointment of Borough Professionals and Execution of Contracts for Services
6) **Resolution 2026-06** - Auth. a Professional Services Agreement with MJB and Associates Consulting, LLC for Interim Management Consulting Services (Non-Fair and Open)
7) **Resolution 2026-07** - Auth. Shared Service Agreement for Information Technology Services (Holmdel)

1) Resolution 2026-01 - Confirming Appointment of Council President

Motion to approve Resolution 2026-01 naming Glen Kocsis as Council President by C/**Chong**; seconded by C/**Karalovich**
ROLL CALL VOTE: AYE: C/Chong; C/Karalovich; C/Johnson; C/Renee; C/Williams
ABSTAIN: C/Kocsis

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

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

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

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

2) Resolution 2026-02 - Confirming The Mayor's Appointments of Councilmembers to Council Committees

Motion to approve Resolution 2026-02 by C/**Kocsis**; seconded by C/**Chong**
C/Karalovich clarified her vote by explaining the importance of Committees and the guidance she had received at the start of her tenure. C/Karalovich explained she had submitted her three committee preferences, and found that she was not assigned to any committees she was selected to be on. Mayor McGreevy responded that she is proud that she is the first Mayor that took time to ask Councilmembers their input.
ROLL CALL VOTE: AYE: C/Kocsis; C/Chong; C/Johnson; C/Renee; C/Williams
NAY: C/Karalovich

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

LAND USE BOARD
Councilmember Pamela Renee

REDEVELOPMENT
Mayor Rachel McGreevy
Councilmembers Robert Johnson and Pamela Renee

3) Resolution 2026-03 - Confirming Employee Appointed Positions

Motion to approve Resolution 2026-03 by C/**Chong**; seconded by C/**Kocsis**
C/Karalovich requested clarification on the move from Administrator to Deputy Administrator and what his role will be going forward. Mayor McGreevy explained that at reorganizations the roles of the government are established noting the information that has been provided in the resolution; and like any other town the Council consider the Mayor's Administrative Staffing. C/Karalovich noted the resolution only provides the names and titles further asking what the duties are defined as. Mayor McGreevy noted the position is statutory defined at the State level.

ROLL CALL VOTE: AYE: C/Kocsis; C/Chong; C/Johnson; C/Renee; C/Williams
NAY: C/Karalovich

RESOLUTION 2026-03
BOROUGH OF NEPTUNE CITY
COUNTY OF MONMOUTH, STATE OF NEW JERSEY

CONFIRMING EMPLOYEE APPOINTED POSITIONS

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

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

4) Resolution 2026-04 - Confirming Mayor's Appointments of Certain Volunteer Positions

Motion to approve Resolution 2026-04 by C/**Renee**; seconded by C/**Chong**

Mayor McGreevy thanked the volunteers in the community who have stepped forward to lead, which also extends to the employees who serve after hours on their own time. Anyone interested, you skill set is needed so please reach out.

ROLL CALL VOTE: AYE: C/Kocsis; C/Chong; C/Karalovich; C/Johnson; C/Renee; C/Williams

RESOLUTION 2026-04

BOROUGH OF NEPTUNE CITY

COUNTY OF MONMOUTH, STATE OF NEW JERSEY

CONFIRMING MAYOR'S APPOINTMENTS OF CERTAIN VOLUNTEER POSITIONS

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

confirmed.

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

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

Member	2026	1 Year	Alexis Finch
Member	2026	1 Year	Tracy Graves
Member	2026	1 Year	Lori Garton
Member	2026	1 Year	Evan DeAngelis
Member	2026	1 Year	MaryCatharine Kruyd
Member	2026	1 Year	Stacey Higgins
Member	2026	1 Year	Leanne Bridge
Member	2026	1 Year	Aimee Pelletier
Member	2026	1 Year	Holly Mayer
Member	2026	1 Year	Sarah Roff
Member	2026	1 Year	Marcella Slog
Member	2026	1 Year	Donna Young
Member	2026	1 Year	Tyler Lewis
Member	2026	1 Year	Samatha Lewis
Member	2026	1 Year	Monique Ritacco
Member	2026	1 Year	Colleen Christie
Member	2026	1 Year	Chantal Lentz
Member	2026	1 Year	Ta'nya Lentz
Member	2026	1 Year	Corey VanHuff
Member	2026	1 Year	Gabriela Mlynarova
Historical Society			
Council Liaison	2026	1 Year	Kim Karalovich
Chairman	2026-2027	2 Years	Randy Rossman
Member	2026-2027	2 Years	Glen Kocsis
Member	2026-2027	2 Years	Lauren Roth
Member	2026-2027	2 Years	Ronald Wardell
Member	2026-2027	2 Years	Richard McKay
Member	2026-2027	2 Years	Jim Clayton
Member	2026-2027	2 Years	Jack Crawford
Member	2025-2026	2 Years	Joel Popkin
Member	2025-2026	2 Years	John Gunderson
Housing Authority			
State Appointed Member	2025-2029	5 Years	Kelly Strazdas
Member	2022-2026	5 Years	Tom Adcock
Member	2022-2026	5 Years	Patricia Albano
Member	2022-2026	5 Years	Pamela Goldberg
Member	2022-2026	5 Years	Donna Susino
Member	2023-2027	5 Years	Celeste Clarke
Member	2025-2029	5 Years	John Pietrunti
Land Use Board Members			***appointed by the Mayor**
Member – Class I	2026	1 Year	Rachel McGreevy
Member – Class II	2026	1 Year	Robert Reynolds, Jr.
Member – Class III	2026	1 Year	Pamela Renee
Member – Class IV	2025-2028	4 Years	Marie Moulder

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

5) Resolution 2026-05 - Auth. Appointment of Borough Professionals and Execution of Contracts for Services

Motion to approve Resolution 2026-05 by C/**Renee**; seconded by C/**Kocsis**
ROLL CALL VOTE: AYE: C/Kocsis; C/Chong; C/Karalovich; C/Johnson; C/Renee; C/Williams

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

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

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

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

Position	***Firm***	***Not to Exceed***
Borough Attorney	Greg Cannon *of* Cannon & McGuinn, LLC	$ 30,000
Special Counsel	Jason N. Sena *of* Archer & Greiner, P.C.	$ *
	Cannon & McGuinn, LLC	$ *
Labor Attorney	Jonathan F. Cohen *of* Plosia Cohen, LLC	$ *

Auditor	Robert Oliwa *of* Oliwa & Company, CPAs	$ 25,800
Borough Engineer	Leon S. Avakian, Inc. – General Engineering	$ 36,000 and *
	CME Associates	$ *
	ARH Associates	$ *
Borough Planner	Jennifer Beahm *of* Leon S. Avakian, Inc.	$ *
Health Insurance Broker	Alamo Insurance Group, Inc.	$ per JIF guidelines
JIF Risk Management Consultant	Brown & Brown Metro, LLC	$ per JIF guidelines
Prosecutor	James Carton IV of Carton Law Firm	$ per salary guide
Alternate Prosecutor	Michael Lynch of Carton Law Firm	$ n/a
Public Defender	Anthony Cherry of Cherry Law Firm; and	$ 10,000

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

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

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

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

6) Resolution 2026-06 - Auth. a Professional Services Agreement with MJB and Associates Consulting, LLC for Interim Management Consulting Services (Non-Fair and Open)

Motion to approve Resolution 2026-06 by C/**Kocsis**; seconded by C/**Chong**
C/Karalovich had questions regarding the resolution, noting it was a proposal to bring in a consulting firm for administrative duties for $125 an hour at 16 hours a week for $8,000 a month. C/Karalovich asked the total cost to the Borough for Administrator and Deputy Administrator services. Mayor McGreevy noted the consulting services are capped at $110,000 a year. Mayor McGreevy shared the duties that the consultant has been asked to provide which include leadership during the transition period, direction of the staff, timelines for practices, practical experience with shared services, hands on municipal finance expertise, services for recruitment of a new administration, and working and assisting with the Mayor and Governing Body.

C/Karalovich shared concerns about the duties and responsibilities of part time administrator and Deputy Administrator; asking for the long-term goal. Mayor McGreevy noted there is a personnel committee and that she led this move. C/Renee noted she took part in the interview process and feels comfortable moving forward with the consultant. Mayor McGreevy explained she is not planning a permanent solution but looking into great efficiency and outcomes.

C/Chong noted the reality is a lot of municipalities are going through a lot of pressure to keep taxes low while not losing services. C/Chong noted given the pressures and what is forthcoming, it's a good thing to have a fresh set of eyes to make sure we are operating efficiently. C/Chong noted that C/Karlovich's questions are valid, but that the answers are not available right now.

C/Kocsis noted this is a new last minute thing, that is a work in progress but needs to be moved on.

Mayor McGreevy noted that every other municipality is doing this, this is a natural juncture, and that sometimes people are reappointed and sometimes they are not. The point of this meeting is Government Reorganization.

C/Karalovich explained she is trying to understand the cost to the taxpayers and the Borough, with C/Karalovich estimating the cost at $150,000 for a Deputy Administrator and Part Time Administrator, sharing that we must be cognizant of the additional cost. C/Karalovich expressed she wants to be able to make an informed decision.

C/Chong acknowledged there are legitimate questions, but noted consultant services would identify inefficiencies as a subject matter expert. C/Chong explained there is a cost benefit, though we don't know what it is, but it is up to the Governing Body needs to look into it.

C/Karalovich made a motion to table resolution 2025-06; there was not second made. The motion died.

Motion to approve resolution 2025-06 by C/**Chong**; seconded by C/**Kocsis**
ROLL CALL VOTE: AYE: C/Kocsis; C/Chong; C/Johnson; C/Renee; C/Williams
NAY: C/Karalovich

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. **Authorization of Contract**
   The Mayor and Borough Clerk are hereby authorized to execute a Professional Services Agreement with MJB and Associates Consulting, LLC for Interim Management Consultant Services, awarded under the Non-Fair and Open Process, in a form consistent with this Resolution.

2. **Assigned Consultant**
   The Agreement shall provide that Michael J. Bascom shall be the individual assigned by MJB and Associates Consulting, LLC to perform the services under the contract, subject to Borough approval of any substitution.
3. **Compensation**
   Compensation shall be at the rate of $125.00 per hour, with an anticipated average of approximately 16 hours per week, payable only for hours actually worked, as certified and approved by the Borough. In no event shall total compensation payable under this Agreement exceed $110,000.00 during the term of the Agreement unless additional compensation is expressly authorized by resolution of Governing Body of Neptune City.
4. **Expenses**
   Reimbursement of travel expenses shall be limited to meetings and official duties conducted outside of the Borough of Neptune City and shall be subject to Borough policy and applicable State regulations.
5. **Term**
   The contract term shall commence on January 1, 2026 and continue through December 31, 2026, unless earlier terminated pursuant to the terms of the Agreement.
6. **Compliance**
   The contract is contingent upon full compliance with the Local Public Contracts Law, Pay-to-Play statutes, and all other applicable federal, state, and local laws.
7. **Public Notice**
   The Borough Clerk is hereby directed to publish a notice of contract award in the official newspaper of the Borough as required by law.
8. **Availability of Funds**
   Certification of availability of funds shall be provided by the Chief Financial Officer in accordance with law.

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

7) Resolution 2026-07 - Auth. Shared Service Agreement for Information Technology Services (Holmdel)

C/Karalovich asked the cost associated with the shared service and asked if current IT services would continue.
Mayor McGreevy explained she does not have the savings amount, but noted cybersecurity, phones and other changes that will be implemented will save the Borough significantly and will improve the ability of employees to work efficiently. Further by being in a shared service the cost is moved outside the levy cap. Attorney McGuinn noted there is a cancellation clause in the contract. Mayor McGreevy stressed the terrible IT the Borough currently has.

Motion to approve Resolution 2026-07 by C/**Kocsis**; seconded by C/**Chong**
ROLL CALL VOTE: AYE: C/Kocsis; C/Chong; C/Karalovich; C/Johnson; C/Renee; C/Williams

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

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

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

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

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

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

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

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

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

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

B. Consent Agenda Resolutions

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

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

Mayor McGreevy invited a discussion on consent agenda resolutions. There were no comments.

Motion to approve Resolution 2026-08 through 2026-26 as a group by C/**Renee**; seconded by C/**Karalovich**
ROLL CALL VOTE: AYE: C/Kocsis; C/Chong; C/Karalovich; C/Johnson; C/Renee; C/Williams

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

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

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

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

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

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

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

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

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

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

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

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

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

RESOLUTION 2026-11
BOROUGH OF NEPTUNE CITY

COUNTY OF MONMOUTH, STATE OF NEW JERSEY
FIXING THE RATE OF INTEREST TO BE CHARGED ON DELINQUENT TAXES, ASSESSMENTS, AND SEWER MAINTENANCE FEES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Administrator's Office		Salaries and Wages	$	11,200.00
Administrator's Office		Other Expenses		6,100.00

Mayor and Council		Salaries and Wages		16,500.00
Mayor and Council		Other Expenses		1,200.00
Municipal Clerk		Other Expenses		6,000.00
Central Postage		Other Expenses		1,200.00
Financial Administration		Salaries and Wages		12,400.00
Financial Administration		Other Expenses		500.00
Collection of Taxes		Salaries and Wages		31,400.00
Collection of Taxes		Other Expenses		1,500.00
Assessment of Taxes		Salaries and Wages		10,200.00
Assessment of Taxes		Other Expenses		4,300.00
Legal Services		Other Expenses		21,000.00
Engineering Services		Other Expenses		14,000.00
Information Technology		Other Expenses		19,600.00
Land Use Board		Salaries and Wages		4,400.00
Land Use Board		Other Expenses		1,600.00
Code Enforcement		Other Expenses		100.00
Liability Insurance		Other Expenses		100,000.00
Workers' Compensation Insurance		Other Expenses		100,000.00
Group Insurance for Employees		Other Expenses		550,000.00
Police		Salaries and Wages		950,000.00
Crossing Guards		Salaries and Wages		11,900.00
Clerical - Police Department		Salaries and Wages		14,000.00
Police		Other Expenses		32,000.00
Fire		Other Expenses		16,800.00
Fire - Fire Hydrants		Other Expenses		17,400.00
Fire Prevention Bureau		Salaries and Wages		5,300.00
Fire Prevention Bureau		Other Expenses		800.00
Emergency Management		Other Expenses		2,800.00
Municipal Prosecutor		Salaries and Wages		9,700.00
Road Repair and Maintenance		Salaries and Wages		240,000.00
Road Repair and Maintenance		Other Expenses		12,600.00
Solid Waste Collection		Salaries and Wages		7,600.00
Solid Waste Collection		Other Expenses		220,000.00
Recycling		Other Expenses		5,600.00
Public Buildings and Grounds		Salaries and Wages		6,000.00
Public Buildings and Grounds		Other Expenses		2,100.00
Maintenance of Borough Vehicles		Other Expenses		23,000.00
Animal Control		Other Expenses		5,300.00
Parks and Playgrounds		Other Expenses		2,800.00
Community Center		Salaries and Wages		23,000.00
Community Center		Other Expenses		5,000.00
Expenses in Participation in County Library		Salaries and Wages		16,000.00
Expenses in Participation in County Library		Other Expenses		1,300.00
Municipal Court		Salaries and Wages		3,000.00
Municipal Court		Other Expenses		500.00
Public Defender		Other Expenses		3,400.00
Construction Official		Salaries and Wages		16,000.00
Construction Official		Other Expenses		2,200.00
Sub-Code Officials		Salaries and Wages		13,500.00
Sub-Code Officials		Other Expenses		100.00

Celebration of Public Events		Other Expenses		2,100.00
Electricity		Other Expenses		19,000.00
Telephone		Other Expenses		14,100.00
Water		Other Expenses		1,000.00
Natural Gas		Other Expenses		10,000.00
Gasoline		Other Expenses		20,000.00
Social Security		Other Expenses		58,000.00
Defined Contribution Retirement Program		Other Expenses		700.00
Shared Service - Monmouth County 911		Other Expenses		157,000.00
Shared Service - Neptune Township Reverse 911		Other Expenses		2,800.00
Shared Service - Bradley Beach - Prisoner Processing		Other Expenses		5,600.00
Shared Service - Borough of Bay Head - Financial Administration		Other Expenses		19,000.00
Shared Service – Lake Como – Code Enforcement		Other Expenses		5,500.00
Shared Service – Monmouth County – RIMS		Other Expenses		3,500.00
Shared Service – Bradley Beach – Municipal Court		Other Expenses		28,000.00
Shared Service – Borough of Farmingdale – Municipal Clerk		Other Expenses		27,000.00
Safe and Secure Grant		Other Expenses		45,000.00
			$	**3,001,200.00**

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

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

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

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

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

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

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

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

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

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

Borough of Neptune City
2026 Cash Management Plan
William E. Antonides, Jr. CPA, RMA, CMFO

Chief Financial Officer
Wayne M. Sibilia, CPA, RMA, CMFO
Assistant Chief Financial Officer
Albert Jardine, CTC
Tax Collector

I. OBJECTIVE

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

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

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

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

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

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

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

II. PROTECTION OF BOROUGH ASSETS

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

A. Default Risk

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

B. Market Risk

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

C. Reputational Risk

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

D. Collection Risk

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

III. LIQUIDITY

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

IV. FINANCIAL REPORTS

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

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

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

V. DEBT MANAGEMENT

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

VI. AUDIT AND REVIEW

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

VII. OPERATIONAL CASH MANAGEMENT OBJECTIVES

1. Increase non-tax revenue when it is not needed for current obligations
   A. Where possible, schedule due dates for licenses during the first three months of the calendar year.
   B. Schedule contractual payments to be made monthly
2. Keep idle funds working even at a lower interest rate when necessary
   Invest all available monies in overnight investments such as the New Jersey State Cash Management Fund or an interest-bearing investment account.
3. Understand present cash flow
   Cash flow projections shall be evaluated monthly and projected for the following 3 months
4. Estimate pattern of future cash flows
   A. The Borough is aware that major cash flow periods occur within the General Account during the first ten days of each tax paying period. The Borough Sewer Operating Account is most active during the thirty-day collection periods established. The Borough Pool Utility Account is most active during the summer months.
   B. The Borough shall schedule payments and obligations in a manner such as most obligations that can be scheduled will be made after a period of increased collections as described above.
5. Identify and become familiar with the short-term money market. The Borough will maintain analysis of available investment terms at the point that each investment decision is made. Where practical, the Borough shall invest in the product that is most beneficial to the Borough both by yield and availability. The Borough shall maintain a relationship with all the brokers, dealers, bank officers and investment officials outlined in the cash management resolution adopted annually by the Borough Committee.
6. Bidding specifications for banking relationships shall be adopted to compare banking practices when deemed necessary or appropriate.
   The Chief Financial Officer shall maintain an analysis of banking proposals and information concerning the basis for which a banking relationship has been established.
7. The Borough of Neptune City shall project a knowledgeable image to the banking firms with which it established relationships. A knowledgeable cash manager will gain the respect of banking officers who will work harder to offer conditions desirable to the Borough.
   The Chief Financial Officer shall handle all relationships with bank officers, with the exception of day-to-day transfers and routine banking methods.
8. The Borough will not entertain political considerations in its cash management policies. All banking relationships shall be established based on what is best for the Borough's cash management position.
9. The Borough will select a lead bank with which it will deal with day-to-day activity. The lead bank will be determined based on its size and reputation, location convenience, ability to draw large payments and other considerations as detailed herein.
10. Profitability of bank accounts to be compared when selecting a bank. The Borough shall consider the amount required for compensating balances or bank fees and the "float".
11. A Cash Management resolution shall be adopted annually by the Borough Committee upon receipt of recommendations for the Chief Financial Officer.
    A. The resolution shall list all Borough bank accounts, the reason for the account, the average balance of the account during the preceding twelve months, the source and nature of deposits and the source and nature of withdrawals.
    B. The resolution shall provide a statement which eliminates the need for additional resolutions to provide the authority to invest funds. The resolution shall act as a guideline by which the Chief Financial Officer and Finance Department employees act but shall not limit their ability to legally invest funds on behalf of the Borough.
12. Cash disbursements shall be scheduled to be released on a regular basis in order to provide for accurate investment policies.
    A. It shall be the policy of the Borough of Neptune City to authorize payment of bills at each regular Borough Committee meeting. Checks authorized for release at said meetings will become available after 3:00 PM two days following said authorization. This policy will not limit the Borough Committee from authorizing payments at any other Borough Committee meeting, including workshop meetings properly advertised for such action nor limit the Chief Financial

Officer's ability to issue a disbursement between meetings to be confirmed by the Borough Committee later. Examples of payments that are clearly authorized to occur prior to authorization at a meeting include (but are not limited to):

1. Utilities
2. Payroll
3. Debt service
4. Health, dental and other insurance premiums
5. Federal, state and county taxes and fees
6. Postage
7. School taxes
8. Contractual obligations for awarded contracts
9. Contractual obligations for shared services
10. Items deemed necessary by the Chief Financial Officer with the approval of the Borough Administrator.

B. In order to comply with this policy, all department heads must ensure that completely executed vouchers with invoices are submitted to the Finance Department in accordance with annually established schedules. Department heads and the Finance Department should review all payments to ensure that they are paid within the terms set forth by the purchase order.

C. Invoices properly presented for payment will not be withheld from inclusion on the regular bill list so long as sufficient funds are available for said payment.

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

VIII. INTERNAL CONTROLS / CASH

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

(ii) Amount of receipt.
(iii) Name of payee.
(iv) Purpose for payment.
(v) Other pertinent information.

B. The person making the payment must be given a receipt by the department.
C. Cash verification. Each department head or supervisor must ensure the safety of cash deposits prepared in their respective offices. The department head must examine the receipt book at least monthly to ensure its veracity.

IX. INTERNAL CONTROLS / OTHER

A. Purchasing. Every department must follow the Borough of Neptune City Purchasing Guidelines / Manual. Please ensure that original invoices, receipts, and all necessary descriptions and certifications are attached to each purchase order and voucher. This is an essential control and if not followed will result in nonpayment by the Finance Department. Also, please ensure that the requisition system resulting in a purchase order is followed.
B. Budget controls. Department heads may not exceed their budget allocation for salaries and wages and other expenses (operating expenses). No emergencies are allowed in operating budgets (reference N.J.S.A. 40A:4). If an officer or employee of the Borough over-expends a budget (S&W or OE), state law is broken, and the official is subject to possible prosecution. Do not spend money you do not have without permission from the Administrator and the Chief Financial Officer. Each department head must review his or her budget monthly and if there are any questions, contact the Finance Department.
C. Equipment. All equipment of value must be listed in the Borough Fixed Assets Inventory maintained by the Finance Department. The Finance Department is to be notified of all reassignments of assets, the sale of assets, and the acquisition of assets if acquired outside of our purchase process. Department Heads should regularly assist the Finance Department in verifying their section of the Fixed Assets Inventory.
D. Employee information. An accurate log of sick, vacation, holiday time, etc. must be maintained for each employee. The Borough utilizes a computerized system for time management. All Department Heads must ensure that all employees are recording their time in this system.
E. Overtime approval. The approval of overtime must be made directly by the department head. If a supervisor is making the day-to-day decision of overtime approval, there must be adequate justification of the expense. Please remember that overtime is subject to budget controls.
F. Payroll.
(i) Every payroll change must be accompanied by a personnel action form. This form must be signed by the department head and Borough Administrator. The finance department will verify all payroll information. In no case will an employee be compensated greater than allowed by law. These internal controls are designed to protect the Borough of Neptune City from fraud, misappropriation of assets, etc. Also, statutory compliance is maintained by continually reviewing these controls.
(ii) All payroll submission must be made in the format provided by the Finance Department and in accordance with the calendar distributed by the Finance Department.

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

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

Bank Accounts – Manasquan Bank
Checking Accounts.
Animal Control
Capital
Current
Developers Trust
General Trust
Law Enforcement Trust
Lien Redemption
Municipal Court - Bail
Municipal Court - General
Payroll
Payroll Agency
Recreation Trust
Sewer Capital
Sewer Operating
Unemployment Trust

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

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

XII. DESIGNATION OF DEPOSITORIES.

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

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

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

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

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

Manasquan Bank

XIV. AUTHORIZED INVESTMENTS.

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

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

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

(a.) which is registered with the Securities and Exchange Commission under the "Investment Company Act of 1940," 15 U.S.C. sec. 80a-1 et seq., and operated in accordance with 17 C.F.R. sec, 270. 2a-7.
(b.) the portfolio of which is limited to U.S. Government securities that meet The definition of any eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; and
(c.) which has:
   (i) attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization;

or

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

Local government investment Pool. An investment pool:

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

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

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

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

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

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

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

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

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

XVI. AUTHORIZED SIGNATURES

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

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

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

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

XVII. TERM OF PLAN.

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

RESOLUTION 2026-16
BOROUGH OF NEPTUNE CITY
COUNTY OF MONMOUTH, STATE OF NEW JERSEY

AUTHORIZING GOVERNING BODY CERTIFICATION OF COMPLIANCE WITH THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S "ENFORCEMENT GUIDANCE ON THE CONSIDERATION OF ARREST AND CONVICTION RECORDS IN EMPLOYMENT DECISIONS UNDER TITLE VII OF THE CIVIL RIGHTS ACT OF 1964"

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c. 183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964" *as amended*, 42 U.S.C. § 2000e et seq., (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the governing body have familiarized themselves with the contents of the above referenced enforcement guidance and with their local unit's hiring practices as they pertain to the consideration of an individual's criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

NOW, THEREFORE BE IT RESOLVED, that the Governing Body of the Borough of Neptune City, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c. 183, by certifying that the local unit's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(a) the person claiming or receiving payment first presents a detailed bill of items or demand, specifying particularly how the bill or demand is made up (the Invoice), with the certification of the party claiming payment that the bill or demand is correct (the Claimant Certification).
(b) the payment carries a written or electronic certification of some officer or duly designated employee of the local unit having knowledge of the facts that the goods have been received by, or the services rendered to, the local unit (certification of the user department); and

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

$ 95.00 per hour for each Officer with a four hour minimum/four hour minimum cancellation

$100.00 per day charge for vehicle usage per Officer
$ 25.00 per day filing fee for Administrative purposes per Officer

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

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

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

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

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

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

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

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

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

13. **New Business**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

8. PUBLIC PARTICIPATION

The meeting is open to the public.

Mayor McGreevy shared that she would have a State of The City for the January meeting. Mayor McGreevy thanked the new members of Council for their service. Mayor McGreevy acknowledged all Councilmembers have the same political party, but that their political party is Neptune City, so everyone feels represented. Mayor McGreevy shared that Italians have three priorities, the first is God, the second is Family, the third is Community, and that we should continue to work as a community to cheer each other on and be successful together.

Ms. Arlene Sciarappa, expressed that the Mayor has done an outstanding job in the last two years and all should applaud the efforts she has made. Ms. Sciarappa further complemented the Mayor for listening and her civility which shows what a strong Council there is.

Mayor McGreevy thanked Ms. Sciarappa and noted the next meeting date.

9. ADJOURN – 6:59 pm

Motion to adjourn the meeting by C/**Kocsis**; seconded by C/**Williams**
VOICE VOTE: AYE - C/Kocsis; C/Chong; C/Karalovich; C/Johnson; C/Renee; C/Williams

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



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 01/26/2026