

BOROUGH OF ALLENHURST
MINUTES
January 8 , 2019

The Meeting of the Board of Commissioners of the Borough of Allenhurst was held on the above date with Mayor McLaughlin presiding and Commissioner McLoughlin and Commissioner Bolan answering the roll call. Also in attendance was the Borough Clerk/Administrator and Borough Attorney.

The meeting was called to order at 7:30 P.M. with a salute to the flag.

Mayor McLaughlin announced that the notice requirements of R.S. 10:4-18 had been satisfied by delivering the required notice to the Coaster, posting the notice on the board in Borough Hall and filing a copy of said notice with the Borough Clerk.

COMMUNICATIONS:

- Township of Ocean Ordinance #2313 amending Section 21 of the Comprehensive Land Development Ordinance amending the definition of “Convenience store” and adding “Convenience store as a permitted use.
- A thank you letter from Jan Walker, owner of Cravings, for the Key to the City.

ANNOUNCEMENTS:

- A special meeting of the Allenhurst Board of Commissioners will be held at 7:30 P.M. on January 15, 2019. The meeting will take place at the Allenhurst Fire House, 318 Hume Street, Allenhurst, New Jersey, 07711. The subject of the hearing will be the Redevelopment of the JCP&L Property.
- Information regarding the New Jersey American Water project to replace water mains throughout the Borough can be found on the website.

ORDINANCES FINAL READING

ORDINANCE #2019-01 – First Reading

ORDINANCE #2019-01

AN ORDINANCE TO AMEND THE ORDINANCE ENTITLED, "AN ORDINANCE FIXING THE SALARIES OF ALL APPOINTED OFFICIALS AND EMPLOYEES OF THE BOROUGH OF ALLENHURST IN THE COUNTY OF MONMOUTH AND STATE OF NEW JERSEY (EXCEPTING MEMBERS OF THE POLICE DEPARTMENT)"

Offered By: Mayor McLaughlin

Seconded By: Comm. McLoughlin

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE BOROUGH OF ALLENHURST, COUNTY OF MONMOUTH, AS FOLLOWS:

SECTION I. That Ordinance No.: 2018-01 entitled “*An ordinance fixing the salaries of all appointed officials and employees of the Borough of Allenhurst in the County of Monmouth and State of New Jersey (excepting members of the police department)*” be and is hereby revised and amended to read as follows:

Section 1.

The salaries to be paid to elected and appointed officials, and employees of the Borough of Allenhurst, County of Monmouth (excepting members of the Police Department) and the time and payment for same is hereby affixed as follows:

<u>POSITION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Borough Clerk	\$30,000.00	\$90,000.00

<u>POSITION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Borough Administrator	\$10,000.00	\$60,000.00
Commissioner	\$1,500.00	\$3,000.00
Mayor	\$1,750.00	\$5,000.00
Dep. Borough Clerk	\$1,000.00	\$5,000.00
Dep. Borough Treasurer	\$1,000.00	\$5,000.00
Admin/Finance Clerk/Beach Membership Administrator	\$20,000.00	\$80,000.00
Administrative Clerk	\$12 per hour	\$25 per hour
Records Coordinator	\$2,500.00	\$5,000.00
Public Works CDL Drivers	\$27,000.00	\$80,000.00
Public Works Supervisor	\$50,000.00	\$130,000.00
Full-time Communication Officer	\$22,000.00	\$50,000.00
Part-time Communication Officer	\$10.00 per hour	\$20.00 per hour
Emergency Management Police Coordinator	\$1,500.00	\$4,000.00

- A. A clothing and maintenance allowance in the amount of \$600.00 shall be provided to all full-time DPW employees. Said allowance shall be provided annually.
- B. A clothing and maintenance allowance in the amount of \$375.00 shall be provided to all full-time Communication Officers. Said allowance shall be provided annually.

Section 2.

The following described officials shall receive annual compensation not to exceed the amounts hereafter set forth:

<u>POSITION</u>	<u>MAXIMUM</u>
Municipal Court Administrator (F/T)	\$70,000.00
Tax Assessor	\$10,000.00
Tax Collector	\$10,000.00
Municipal Court Judge	\$25,000.00
Chief Finance Officer	\$40,000.00
QPA	\$5,000.00
Code Official	\$7,500.00
Fire Official	\$7,500.00
Deputy Fire Official	\$5,000.00
Zoning Officer	\$12,000.00
Recycling Coordinator	\$5,000.00
Right-To-Know Coordinator	\$1,000.00
Certified Pool Operator	\$2,500.00

<u>POSITION</u>	<u>MAXIMUM</u>
Planning Board Secretary	\$14,000.00
Sewer Operator	\$7,500.00
Treasurer	\$2,500.00

Section 3.

That temporary, casual, or seasonal employees hereinafter enumerated in this section shall be paid salaries or compensation as prescribed herein, based upon length of service and to be fixed by resolution of the Board of Commissioners:

<u>POSITION</u>	<u>MAXIMUM</u>
<u>Beach Club / DPW</u>	
Beach Club Manager, Salary	\$20,000.00
Beach Club Assistant Manager, Salary	\$15,000.00
Facilities Supervisors	\$20,000.00
Preseason Membership Staff	\$25 per hour
Lifeguard Supervisor, per season	\$15,000.00
Cabana/Deck Supervisor	\$9,000.00
Recreation Supervisor, per season	\$7,000.00
Swim Coach, per season	\$3,000.00
Lifeguards	\$17.00 per hour
Gate, Cabana, Deck, Poolside Supervisors	\$15.00 per hour
Office/Finance Staff	\$20.00 per hour
Gate Security Staff	\$12.00 per hour
Cabana Staff	\$10.00 per hour
Deck Staff	\$10.00 per hour
Poolside Staff	\$10.00 per hour
Recreation Staff	\$9.00 per hour
Maintenance	\$15.00 per hour
Pool Cleaner	\$100.00 per cleaning
Beach Rake	\$20.00 per hour
Laborers	\$25.00 per hour
Shuttle Bus Driver	\$15.00 per hour
<u>Administrative</u>	
Municipal Court Personnel	\$15.00 per hour **
Matron	\$50.00 callout fee & \$12.50 per hour after 2nd hour

** Limited to a maximum of \$150.00 per Court Session.

SECTION II.

All Ordinances, or parts of ordinances, in conflict with the within Ordinance or portions of same, are hereby repealed to the extent of their inconsistency.

SECTION III.

The within Ordinance shall take effect twenty (20) days after adoption and publication according to law and shall be retroactive to January 1, 2019.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

**RESOLUTION #2019-01
A RESOLUTION TO RATIFY AND APPROVE MINUTES**

Offered By: Comm. McLoughlin Seconded By: Comm. Bolan

BE IT RESOLVED, That the minutes of the regular meeting of December 11, 2018 be ratified and approved.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

**RESOLUTION #2019-02
A RESOLUTION TO DISPENSE WITH READING OF MINUTES**

Offered By: Comm. McLoughlin Seconded By: Comm. Bolan

BE IT RESOLVED, That the Clerk dispense with the reading of the minutes of the regular meeting of December 11, 2018.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

**RESOLUTION #2019-03
A RESOLUTION TO APPOINT OFFICIALS**

Offered By: Comm. McLoughlin Seconded By: Comm. Bolan

BE IT RESOLVED, That the following officials of the Borough of Allenhurst are hereby appointed effective January 1, 2019, through December 31, 2019:

ADA Compliance Officer	Donna M. Campagna
Administrative Assistant	Patricia Lynch
Assessment Search Officer	Donna M. Campagna
Borough Administrator	Donna M. Campagna
Borough Treasurer	Kevin Rogers
Bus Driver	William Parliman
Certified Pool Operator	Marc Heitmueller
Certified Pool Operator	Jimmy Vandervort
Chief Financial Officer	Edward Simone
Community Development Rep.	Donna M. Campagna
Deal Lake Representative	Bruce Fromer
Deal Lake Representative - Alternate	Anthony Mauro
Dep. Comm. Development Rep.	Veronica Dahl
Deputy Borough Clerk	Veronica Dahl
Deputy Borough Treasurer\Finance Clerk\Beach\Membership Administrator	Veronica Dahl
Deputy Court Administrator	Mary Ellen Supon
Fire Official	Robert Simmen, III
Fund Commissioner (JIF)	Donna M. Campagna
Mercantile License Officer	Donna M. Campagna
Municipal Court Admin.	Robin Deibert
Personnel Officer	Donna M. Campagna

Planning Board Secretary	Alison Gavin
Public Agency Compliance Officer	Donna M. Campagna
Public Works Supervisor	Douglas Caron
Qualified Purchasing Agent	Theresa Davis
Records Coordinator	Alison Gavin
Recycling Coordinator	Douglas Caron
Right to Know Coordinator	Paul Quinn
Sewer Collector	Donna M. Campagna
Sewer System Operator	Paul Quinn
TAC Officer	Jason Henry
Tax Assessor	Peter Barnett
Tax Collector	Carla Tomas
Tax Search Officer	Carla Tomas
Violations Clerk	Mary Ellen Supon
Zoning Officer	Joseph McGrath

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #2019-04
A RESOLUTION TO APPOINT EMERGENCY MANAGEMENT COUNCIL

Offered By: Comm. McLoughlin Seconded By: Comm. Bolan

BE IT RESOLVED, That the following be appointed to the Allenhurst Local Emergency Planning Council (LEPC) for a term, expiring December 31, 2019:

<u>Elected Officials</u>	
David J. McLaughlin	Mayor/Director of Public Safety - OEM Coordinator
Christopher J. McLoughlin	Deputy Mayor/Director of Finance
Terrence Bolan	Commissioner/Director Public Works

<u>Police, Fire, Emer. Mgt, First Aid, Health, Environmental, Hospital, Public Works</u>	
Michael Schneider	Deputy Emer. Mgt. Co-ord.
Michael DiBono	Police Coordinator.
James Rogers	Deputy Coordinator
Donna M. Campagna	Clerk-Administrator
Richard Heitmeuller	EMS Coordinator/FAS Captain
Douglas Caron	Superintendent of Public Works
Jason Henry	TAC Officer
William Reng	Fire Coordinator/Fire Chief
David A. Henry	Health Coordinator/Health Officer

<u>Broadcast & Print Media</u>	
Patricia Lynch	Public Information Officer

<u>Community Groups</u>	
Peter Genovese	Board of Education Secretary-Administrator

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #2019-05
A RESOLUTION TO CONFIRM PLANNING BOARD MEMBERS

Offered By: Comm. McLoughlin Seconded By: Comm. Bolan

BE IT RESOLVED, That the following are hereby appointed members of the Planning Board for the terms indicated:

Class I Member
David J. McLaughlin which term commenced on January 1, 2017 and terminate on May 20, 2020 or such earlier date as the Mayor’s official tenure ends.

Class II Member (1 Year Term)

Kevin G. Rogers for a term expiring December 31, 2019

Class III Member (1 Year Term)

Christopher J. McLoughlin for a term expiring December 31, 2019

Class IV Members (4 Year Terms)

Mark Horowitz for a 3 Year Term expiring December 31, 2021

Frieda Shalam for a term expiring December 31, 2019

Bernie Costello for a term expiring December 31, 2019

Joseph Tomaino for a term expiring December 31, 2019

Geraldine Greer Varley for a term expiring December 31, 2022

Samuel Boyd for a term expiring December 31, 2022

Alternate Members (2 Year Term)

Robert Scalley as Alternate #1, for a term expiring December 31, 2019

Anthony Mauro as Alternate #2, for a term expiring December 31, 2020

Paul Schneckner as Alternate #3, for a term expiring December 31, 2020

Designation of Board Member who meets the qualifications of a Class A member of a Historic Preservation Commission pursuant to N.J.S.A. 40:55D-107 et seq. (1 Year Term)

Joseph Tomaino for a term expiring December 31, 2019

Designation of Board Member who meets the qualifications of a Class B member of a Historic Preservation Commission pursuant to N.J.S.A. 40:55D-107 et seq. (1 year Term)

Geraldine Greer Varley for a term expiring December 31, 2019

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #2019-06
A RESOLUTION TO APPOINT BOROUGH ATTORNEY

Offered By: Comm. McLoughlin Seconded By: Comm. Bolan

WHEREAS, the Borough of Allenhurst has a need to acquire the services of a Borough Attorney for 2019 and the Board of Commissioners has elected to proceed pursuant to the provisions of *N.J.S.A. 19:44A-20.5* respecting the award of professional contracts and the procedures set forth therein; and,

WHEREAS, the Borough Administrator/Clerk, Donna Campagna has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is for 1 year; and

WHEREAS, Birdsall & Laughlin, LLC have indicated that they will act as Borough Attorney at a fee set forth in an Agreement on file with the Borough Administrator/Clerk; and,

WHEREAS, Birdsall & Laughlin, LLC, has completed and submitted a Business Entity Disclosure Certification which certifies that Barbara Birdsall & David Laughlin of Birdsall & Laughlin, LLC, have not made any reportable contribution to a political or candidate committee for any presently sitting elected Commissioner of the Borough of Allenhurst in the previous one year, and that the contract will prohibit Barbara Birdsall and David Laughlin of Birdsall & Laughlin from making any reportable contributions through the term of the contract, and

WHEREAS, The Certified Financial Officer has certified that funds for this purpose shall be provided for the first three months of 2019 in the 2019 Temporary Budget and funds for the balance of 2019 will be provided for in the budget for the year 2019 when finally adopted;

NOW THEREFORE, BE IT RESOLVED that the Commissioners of the Borough of Allenhurst hereby authorizes the Mayor and Borough Administrator/Clerk to enter into a contract with Birdsall & Laughlin, LLC, as described herein; and,

BE IT FURTHER RESOLVED, that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and,

BE IT FURTHER RESOLVED that a copy of this resolution shall be published in the Coaster as required by law within ten (10) days from the date hereof; and,

BE IT FURTHER RESOLVED that the Borough Administrator/Clerk shall maintain a copy of this resolution, and the Agreement with the appointee, on file in her Office and make the same available for public inspection during regular business hours.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #2019-07
A RESOLUTION TO APPOINT BOROUGH ENGINEER

Offered By: Comm. McLoughlin Seconded By: Comm. Bolan

WHEREAS, the Borough of Allenhurst has a need to acquire the services of a Borough Engineer for 2019 and the Board of Commissioners has elected to proceed pursuant to the provisions of *N.J.S.A. 19:44A-20.5* respecting the award of professional contracts and the procedures set forth therein; and,

WHEREAS, the Borough Administrator/Clerk, Donna Campagna has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is for 1 year; and

WHEREAS, Peter R. Avakian, PE, PP, of Leon S. Avakian, Inc., has indicated that they will act as Borough Engineer at a fee set forth in an Agreement on file with the Borough Administrator/Clerk; and,

WHEREAS, Peter R. Avakian, PE, PP, of Leon S. Avakian, Inc., has completed and submitted a Business Entity Disclosure Certification which certifies that Peter R. Avakian, PE, PP, of Leon S. Avakian, Inc., has not made any reportable contribution to a political or candidate committee for any presently sitting elected Commissioner of the Borough of Allenhurst in the previous one year, and that the contract will prohibit Peter R. Avakian, PE, PP, of Leon S. Avakian, Inc. from making any reportable contributions through the term of the contract, and

WHEREAS, The Certified Financial Officer has certified that funds for this purpose shall be provided for the first three months of 2019 in the 2019 Temporary Budget and funds for the balance of 2019 will be provided for in the budget for the year 2019 when finally adopted;

NOW THEREFORE, BE IT RESOLVED that the Commissioners of the Borough of Allenhurst hereby authorizes the Mayor and Borough Administrator/Clerk to enter into a contract with Peter R. Avakian, PE, PP, of Leon S. Avakian, Inc., as described herein; and,

BE IT FURTHER RESOLVED, that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and,

BE IT FURTHER RESOLVED that a copy of this resolution shall be published in the Coaster as required by law within ten (10) days from the date hereof; and,

BE IT FURTHER RESOLVED that the Borough Administrator/Clerk shall maintain a copy of this resolution, and the Agreement with the appointee, on file in her Office and make the same available for public inspection during regular business hours.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #2019-08
A RESOLUTION TO APPOINT AUDITOR

Offered By: Comm. McLoughlin Seconded By: Comm. Bolan

WHEREAS, the Borough of Allenhurst has a need to acquire the services of a Borough Auditor for 2019 and the Board of Commissioners has elected to proceed pursuant to the provisions of *N.J.S.A. 19:44A-20.5* respecting the award of professional contracts and the procedures set forth therein; and,

WHEREAS, the Borough Administrator/Clerk, Donna Campagna has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is for 1 year; and

WHEREAS, Robert A. Hulsart, CPA, RMA of the firm of Robert A. Hulsart and Company, has indicated that they will act as Borough Auditor at a fee set forth in an Agreement on file with the Borough Administrator/Clerk; and,

WHEREAS, Robert A. Hulsart, CPA, RMA of the firm of Robert A. Hulsart and Company, has completed and submitted a Business Entity Disclosure Certification which certifies that Robert A. Hulsart, CPA, RMA of the firm of Robert A. Hulsart and Company, has not made any reportable contribution to a political or candidate committee for any presently sitting elected Commissioner of the Borough of Allenhurst in the previous one year, and that the contract will prohibit Robert A. Hulsart, CPA, RMA of the firm of Robert A. Hulsart and Company from making any reportable contributions through the term of the contract, and

WHEREAS, The Certified Financial Officer has certified that funds for this purpose shall be provided for the first three months of 2019 in the 2019 Temporary Budget and funds for the balance of 2019 will be provided for in the budget for the year 2019 when finally adopted;

NOW THEREFORE, BE IT RESOLVED that the Commissioners of the Borough of Allenhurst hereby authorizes the Mayor and Borough Administrator/Clerk to enter into a contract with Robert A. Hulsart, CPA, RMA of the firm of Robert A. Hulsart and Company, as described herein; and,

BE IT FURTHER RESOLVED, that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and,

BE IT FURTHER RESOLVED that a copy of this resolution shall be published in the Coaster as required by law within ten (10) days from the date hereof; and,

BE IT FURTHER RESOLVED that the Borough Administrator/Clerk shall maintain a copy of this resolution, and the Agreement with the appointee, on file in her Office and make the same available for public inspection during regular business hours.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

**RESOLUTION #2019-09
RESOLUTION TO APPOINT BOND ATTORNEY**

Offered By: Comm. McLoughlin Seconded By: Comm. Bolan

WHEREAS, the Borough of Allenhurst has a need to acquire the services of a Bond Attorney for 2019 and the Board of Commissioners has elected to proceed pursuant to the provisions of *N.J.S.A. 19:44A-20.5* respecting the award of professional contracts and the procedures set forth therein; and,

WHEREAS, the Borough Administrator/Clerk, Donna Campagna has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is for 1 year; and

WHEREAS, Meghan Bennett Clark of Gluckwalrath LLP, have indicated that they will act as Borough Bond Attorney at a fee set forth in an Agreement on file with the Borough Administrator/Clerk; and,

WHEREAS, Meghan Bennett Clark of Gluckwalrath LLP, has completed and submitted a Business Entity Disclosure Certification which certifies that Meghan Bennett Clark of Gluckwalrath LLP, has not made any reportable contribution to a political or candidate committee for any presently sitting elected Commissioner of the Borough of Allenhurst in the previous one year, and that the contract will prohibit Meghan Bennett Clark of Gluckwalrath LLP from making any reportable contributions through the term of the contract, and

WHEREAS, The Certified Financial Officer has certified that funds for this purpose shall be provided for the first three months of 2019 in the 2019 Temporary Budget and funds for the balance of 2019 will be provided for in the budget for the year 2019 when finally adopted;

NOW THEREFORE, BE IT RESOLVED that the Commissioners of the Borough of Allenhurst hereby authorizes the Mayor and Borough Administrator/Clerk to enter into a contract with Meghan Bennett Clark of Gluckwalrath LLP, as described herein; and,

BE IT FURTHER RESOLVED, that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and,

BE IT FURTHER RESOLVED that a copy of this resolution shall be published in the Coaster as required by law within ten (10) days from the date hereof; and,

BE IT FURTHER RESOLVED that the Borough Administrator/Clerk shall maintain a copy of this resolution, and the Agreement with the appointee, on file in her Office and make the same available for public inspection during regular business hours.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

**RESOLUTION #2019-10
A RESOLUTION TO APPOINT PROFESSIONALS**

Offered By: Comm. McLoughlin Seconded By: Comm. Bolan

WHEREAS, There exists a need for professional services for the year 2019; and,

WHEREAS, the Certified Financial Officer has certified that funds for this purpose shall be provided for the first three months of 2019 in the 2019 Temporary Budget and funds for the balance of 2019 will be provided for in the budget for the year 2019 when finally adopted, and the Treasurer has so certified; and,

WHEREAS, These appointments are being made without competitive bidding because the appointments involve members of recognized professions, licensed and regulated by law, pursuant to NJSA 40A:11-5;

NOW, THEREFORE, BE IT RESOLVED, By the Board of Commissioners of the

Borough of Allenhurst that the Mayor and Borough Clerk be and they are hereby authorized and directed to engage the services of the following professionals:

Municipal Prosecutor:	James Carton IV, Esq.
Assistant Prosecutor	Jason Shamy, Esq.
Borough Physicians	Meridian Occupational Health
Chief Public Defender	David Gardner, Esq.
Deputy Public Defender	Jason A. Volet, Esq.

for a term commencing January 1, 2019, through and including December 31, 2019; and,

BE IT FURTHER RESOLVED, That these appointments are contingent upon approval of professional contracts from each appointee; and,

BE IT FURTHER RESOLVED, That the Borough Clerk be and he is authorized and directed to publish this resolution in accordance with NJSA 40A:11-1.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #2019-11
A RESOLUTION TO APPOINT TAX SEARCH OFFICER

Offered By: Comm. McLoughlin Seconded By: Comm. Bolan

BE IT RESOLVED, By the Commissioners of the Borough of Allenhurst, that Carla Tomas, the Certified Tax Collector of the Borough of Allenhurst, be and hereby is designated as the Tax Search Officer of the Borough to make and certify Certificates of Searches of the Borough Liens as may be required under and by virtue of NJSA 54:5-11 and to become effective January 1, 2019.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #2019-12
A RESOLUTION TO AUTHORIZE CONTRACT FOR IT SERVICES

Offered By: Comm. McLoughlin Seconded By: Comm. Bolan

WHEREAS, There is a need for hardware and system software support services for Borough computers located in the Administration offices and the Police Department; and,

WHEREAS, Ellicott Network Consultants, LLC, have inventoried the Borough's hardware and software systems and have provided a quote of \$6,638.23 for maintenance and support services in accordance with a proposal filed in the Borough Clerk's office; and,

WHEREAS, Funds for this purpose shall be provided for the first three months of 2019 in the 2019 Temporary Budget and funds for the balance of 2019 will be provided for in the budget for the year 2019 when finally adopted;

NOW, THEREFORE, BE IT RESOLVED, That a contract be awarded to Ellicott Network Consultants, LLC, on their quote of \$6,638.23 for maintenance and support services for the Administrative Department and for the Police Department for the year 2019.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #2019-13
A RESOLUTION TO AUTHORIZE CONTRACT FOR IT SERVICES OF ABC

Offered By: Comm. McLoughlin Seconded By: Comm. Bolan

WHEREAS, There is a need Information Technology service and support for the Allenhurst Beach Club; and,

WHEREAS, Roy Childers DBA Crabnet, LLC, has provided a quote of \$3,600.00 for maintenance services in accordance with a proposal filed in the Borough Clerk's office; and,

WHEREAS, Funds for this purpose shall be provided for the first three months of 2019 in the 2019 Temporary Budget and funds for the balance of 2019 will be provided for in the budget for the year 2019 when finally adopted;

NOW, THEREFORE, BE IT RESOLVED, That a contract be awarded to Roy Childers DBA Crabnet, LLC, on their quote of \$3,600.00 for the Allenhurst Beach Club for the

year 2019.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #2019-14
A RESOLUTION TO AUTHORIZE CONTRACT FOR WEBSITE MAINTENANCE SERVICES

Offered By: Comm. McLoughlin Seconded By: Comm. Bolan

WHEREAS, There is a need for Website maintenance for the Allenhurst Borough website; and,

WHEREAS, Rich Heitmueller, has provided a quote of \$599.00 for Website Maintenance services in accordance with a proposal filed in the Borough Clerk's office; and,

WHEREAS, Funds for this purpose shall be provided for the first three months of 2019 in the 2019 Temporary Budget and funds for the balance of 2019 will be provided for in the budget for the year 2019 when finally adopted;

NOW, THEREFORE, BE IT RESOLVED, That a contract be awarded to Rich Heitmueller, on his quote of \$599.00 for Website Maintenance for the Allenhurst Borough website for the year 2019.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION 2019-15
AUTHORIZE AGREEMENT FOR NURSING SERVICES, VNA HEALTH GROUP, INC.

Offered By: Comm. McLoughlin Seconded By: Comm. Bolan

WHEREAS, the Borough of Allenhurst is in need of supplemental public health services for the 2017 calendar year; and,

WHEREAS, VNA Health Group, 23 Main Street, Suite D1, Holmdel NJ 07733, an independent contractor, has offered to provide public health services to the Borough's residents at the annual cost of \$604.00; and,

WHEREAS, the Borough of Allenhurst wishes to enter into an agreement with VNA Health Group, for the 2019 calendar year for the provision of supplemental public health services to Borough of Allenhurst residents.

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Borough of Allenhurst, County of Monmouth that an agreement with VNA Health Group, an independent contractor, be and the same is hereby approved and authorized and the Mayor and Clerk authorized to execute the agreement for the same.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION 2019-16
RESOLUTION TO AUTHORIZE A GRACE PERIOD FOR PROPERTY TAX PAYMENTS AND SET THE INTEREST RATE FOR DELINQUENT PROPERTY TAX PAYMENTS

Offered By: Comm. McLoughlin Seconded By: Comm. Bolan

WHEREAS, property taxes are due and payable according to law, on the first of February, May, August and November of the calendar year; and,

WHEREAS, pursuant to the provisions of N.J.S.A. 54:4-67, the governing body of the Borough of Allenhurst has determined that it is appropriate to set a grace period for the payment of taxes until the 5th day of February, May, August and November after which the payments shall become delinquent with interest due and payable from the first day of the quarter; and,

WHEREAS, Chapter 75, P.L. 1991, provides for a six percent flat penalty at the close of the fiscal year to be charged on delinquencies over \$10,000; delinquencies being defined as all unpaid property taxes and municipal charges;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Borough of Allenhurst, the Tax Collector is authorized to charge interest on delinquent taxes from the date that same were first due and payable at 8% per annum on the first \$1,500.00 of the

delinquency and 18% per annum on any amount in excess of \$1,500.00.

BE IT FURTHER RESOLVED, that the Board of Commissioners of Allenhurst authorizes the Tax Collector to charge a six (6%) percent flat penalty at the close of 2018 on delinquencies over \$10,000.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION 2019-17

A RESOLUTION TO ESTABLISH A YEAR END PENALTY TO SIX (6%) PERCENT TO BE CHARGED ON THIRD PARTY LIENS ON DECEMBER 31 OF EACH YEAR WHEN THE AMOUNT PAID BY THE LIEN HOLDER IS IN EXCESS OF \$10,000.00

Offered By: Comm. McLoughlin Seconded By: Comm. Bolan

WHEREAS, NJSA 54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for non-payment of taxes or assessments subject to any abatement of discount for the late payment of taxes as provided by law; and,

WHEREAS, NJSA 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 on 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 property that fails to pay the delinquency prior to the end of the calendar year; and,

WHEREAS, NJSA 54:4-67 permits the governing body to fix a penalty of 6% to be charged to a taxpayer with a delinquency in excess of \$10,000.00 who fails to pay that delinquency prior to the end of the fiscal year. If any fiscal year delinquency in excess of \$10,000.00 is paid by the third party lien holder of an outstanding tax sale certificate, the holder or purchaser shall be entitled to receive the amount of the penalty as part of the amount required to redeem such certificate of sale providing the payment is made by the tax lien holder prior to the end of the fiscal year. If the holder of the outstanding tax sale certificate does not make the payment in full prior to the end of the fiscal year, then the holder or purchaser shall be entitled to a pro rata share of the delinquency penalty upon redemption and the balance of the penalty shall inure to the benefit of the municipality. The penalty so fixed shall not exceed 6% of the amount of the delinquency with respect to each most recent fiscal year only;

NOW, THEREFORE, BE IT RESOLVED, By the Commissioners of the Borough of Allenhurst, That the Tax Collector has the authority to fix a 6% year end penalty to all third party tax sale certificates in excess of \$10,000.00 that have been paid in full by the lien holder prior to the end of the fiscal year and if not paid in full, the lien holder shall be entitled to a pro rata share of the delinquency penalty upon redemption and the balance of the penalty shall be inure to the benefit of the municipality for the 2019 tax year and to become effective immediately.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #2019-18

A RESOLUTION TO AUTHORIZE TAX SALE LIENS

Offered By: Comm. McLoughlin Seconded By: Comm. Bolan

WHEREAS, There remains on the records of the Borough of Allenhurst delinquent taxes, sewer utility charges and other municipal charges owing as of December 31, 2018; and,

WHEREAS, The statutes of the State of New Jersey, expressly NJSA 54:5 et seq., provide for the enforcement and collection of such delinquencies through a tax lien sale; and,

WHEREAS, The Tax Collector is empowered by statute to conduct and preside over the sale of liens;

NOW, THEREFORE, BE IT RESOLVED, By the Board of Commissioners of the Borough of Allenhurst, a Municipal Corporation of the State of New Jersey, that the Borough Tax Collector is authorized to conduct a tax lien sale for 2018 delinquent taxes, sewer utility charges and other municipal charges on or before December 31, 2018 and to become effective January 1, 2019.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #2019-19

RESOLUTION AUTHORIZING BOROUGH OF ALLENHURST TO CHARGE TAX SALE COSTS

FOR PREPARING AND ADVERTISING TAX SALE LIST

Offered By: Comm. McLoughlin Seconded By: Comm. Bolan

BE IT RESOLVED, by the Commissioners of the Borough of Allenhurst that pursuant NJSA 54:5-38 the office of the Tax Collector is to charge a tax sale cost fee of 2% of the amount listed for sale but not less than \$15.00 and not more than \$100.00 dollars for each tax sale item that appears on the Tax Sale List 50 (fifty) days prior to the date of the Tax Sale. The fee is to be charged on all tax sale items that are paid in full prior to the tax sale to become effective January 1, 2019.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #2019-20
A RESOLUTION TO APPROVE INTEREST RATE ON DELINQUENT SEWER

Offered By: Comm. McLoughlin Seconded By: Comm. Bolan

BE IT RESOLVED, That upon the recommendation of the Borough Sewer Collector, interest at the rate of eight per centum (8%) per annum be charged on the first \$1,500.00 of the delinquency and eighteen per centum (18%) per annum on any amount in excess of \$1,500.00 be charged on the first quarterly installment of sewer charges for the year 2019 after February 1, 2019 and on the second quarterly installment after May 1, 2019 and on the third quarterly installment after August 2, 2019 and on the fourth quarterly installment after November 1, 2019 provided that no interest shall be charged if payment of any installment is made within the thirtieth calendar day following the date upon which the same became payable and if a delinquency is in excess of \$10,000.00 and remains in arrears beyond December 31st, an additional penalty of 6% shall be charged against the delinquency as provided for in NJSA 54:4-67; and,

BE IT FURTHER RESOLVED, As to tax sale certificates, the Sewer Collector is hereby directed to collect 2% when the sewer charges, interest and costs shall exceed the sum of \$200.00. When the sewer charges, interest and costs shall exceed the sum of \$5,000.00, such additional sum shall be equal to 4% of such amount paid; and when that sum exceeds \$ 10,000.00, such additional sum shall be equal to 6% of such amount paid as provided for in NJSA 54:5-61 and shall become effective immediately.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #2019-21
A RESOLUTION TO APPROVE MEETING DATES

Offered By: Comm. McLoughlin Seconded By: Comm. Bolan

BE IT RESOLVED, That pursuant to the Open Public Meetings Act, the Board of Commissioners of the Borough of Allenhurst adopts the following schedule of meetings for the year 2019, said meetings to be held at Borough Hall, 125 Corlies Avenue, on the dates listed at 7:30 P.M., unless otherwise indicated:

January 22	May 28	September 24
February 12	June 11	October 8
February 26	June 25	October 22
March 12	July 9	November 26
March 26	July 23	December 10
April 9	August 13	January 14, 2020
April 23	August 27	
May 14	September 10	

BE IT FURTHER RESOLVED, That the Borough Clerk be and she is hereby authorized to publish this resolution in accordance with the Open Public Meetings Act.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #2019-22

A RESOLUTION TO APPROVE NEWSPAPERS

Offered By: Comm. McLoughlin Seconded By: Comm. Bolan

BE IT RESOLVED, That the Coaster and the Asbury Park Press be designated as the official newspapers for the insertion of legal notices for the Borough of Allenhurst.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #2019-23

A RESOLUTION TO APPROVE UNEXPENDED BALANCES

Offered By: Comm. McLoughlin Seconded By: Comm. Bolan

WHEREAS, NJSA 40:A-4, The Local Budget Law, permits budget appropriations to be reserved for expenditures that are now encumbered prior to the close of the fiscal year, or for those undetermined charges from 2018 that will be paid in 2019;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Commissioners of the Borough of Allenhurst hereby reserve all unexpended balances from the 2018 Budget for all unpaid claims for 2018.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION 2019-24

A RESOLUTION CERTIFYING COMPLIANCE WITH N.J.S.A. 40a:4-5, AS AMENDED BY P.L. 2017, C.183.

Offered By: Comm. McLoughlin Seconded By: Comm. Bolan

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 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 on file with the Municipal Clerk;

NOW, THEREFORE, BE IT AND IT HEREBY IS RESOLVED by the Board of Commissioners of the Borough of Allenhurst, 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.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #2019-25

A RESOLUTION TO APPROVE DEPOSITORIES

Offered By: Comm. McLoughlin Seconded By: Comm. Bolan

WHEREAS, Pursuant to Chapter 8, Laws of 1982, the Borough of Allenhurst is required to adopt a Cash Management Plan, including the Designation of a Depository or Depositories;

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of the Borough of Allenhurst, that Kearny Bank and State of New Jersey Cash Management Fund be and are designated as official depository of Borough funds; and,

BE IT FURTHER RESOLVED, That the funds of the Borough shall be invested in

interest bearing accounts. The Chief Finance Officer shall see that minimum funds shall be maintained in any non-interest bearing account in such amounts as the Chief Finance Officer shall deem necessary to provide the orderly transition of business by the Borough and to take advantage of any services provided to the Borough by the depository through maintenance of minimum balances in said accounts where the Chief Finance Officer deems it in the best interest of the Borough to do so.

All other monies shall be invested in interest bearing accounts, in investments in which municipal funds may lawfully be invested or in the State of New Jersey Cash Management Fund in such accounts and at such times, from time to time, and the Chief Finance Officer shall deem in the best interest of the Borough; and,

BE IT FURTHER RESOLVED, That the Auditor receive a copy of this resolution.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #2019-26
A RESOLUTION TO APPROVE CASH MANAGEMENT PLAN

Offered By: Comm. McLoughlin Seconded By: Comm. Bolan

WHEREAS, N.J.S.A. 40A: 5-14 requires that every local unit adopt a Cash Management Plan, and

WHEREAS, the primary objectives of the plan are to preserve the safety of Public funds, seek investment instruments that offer liquidity and maximize interest revenue through authorized legal depositories and approved investment instruments,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Allenhurst, County of Monmouth, State of New Jersey the following Cash Management Plan for the Borough of Allenhurst be adopted.

BOROUGH OF ALLENHURST
CASH MANAGEMENT PLAN

INTRODUCTION

The New Jersey Local Fiscal Affairs Law, N.J.S.A 40A: 5-14 requires that every local unit adopt a Cash Management Plan and shall deposit its funds pursuant to that plan. The primary objective of the plan are to preserve the safety of public funds, seek investment instruments that offer liquidity and maximize interest revenue through the use of authorized legal depositories and approved investment instruments.

I. AUTHORITY

a. Borough Council of the Borough of Allenhurst, County of Monmouth.

b. Delegation of Authority Authority to implement the investment program is granted to the Chief Financial Officer. The Chief Financial Officer shall act in accordance with the requirements of the Cash Management Plan, New Jersey Statutes and proper use of internal controls. No other persons may engage in investment transactions except for those subordinate officials of the Chief Financial Officer.

II. STATEMENTS OF POLICY

It shall be the policy of the Borough of Allenhurst, County of Monmouth to adopt a Cash Management Plan, and to authorize the Chief Financial Officer to administer said Plan, for the purpose of deposit and investment of the maximum of available funds in interest bearing instruments. The investment instruments shall be safe, liquid and offer market yields.

Safety of principal is the foremost objective of the Cash Management Plan. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital.

The utilized investment instruments shall remain sufficiently liquid to meet all operating cash requirements that may be reasonably anticipated.

Investments shall be planned with the objective of attaining a market rate, while taking into account legal restriction, risk and liquidity. Return on investment is secondary importance

compared to safety.

III. DEFINITIONS

Arbitrage refers to the rules and regulation governing the issuance of Bonds or Notes and the reinvestment of the proceeds at a higher yield. These regulations are promulgated by the Internal Revenue Service, regulation 1.103.

Cash Management Fund is the New Jersey Cash Management Fund. This Fund is one of a number of funds invested by the New Jersey Division of Investments of the Department of Treasury under the jurisdiction of the State Investment Council. The Fund is authorized to receive the invest local unit funds pursuant to N.J.S.A. 40A:5-14.

Certificate of Eligibility is the certification issued by the New Jersey Department of Banking. Division of Banking that a public depository is eligible to act as a depository for public funds and qualifies as a participant in the New Jersey Governmental Unit Deposit Protection Act, GUDPA.

Compensating Balance Account is a bank account at an eligible depository which pays no interest or interest lower than 2 of 1 percent maximum, in return for specific services, for example check sorting, payroll services, wire transfers and other services.

Eligible Public Depositories is a Banking or Savings and Loan Association with a current certificate of eligibility from the State Banking Department. The Borough of Allenhurst shall designate said depositories, by resolution of the governing body on January 1st of each year in accordance with N.J.S.A. 40A: 5-14.

Eligible Securities are those investment instruments authorized by N.J.S.A. 40A: 5-15.1.

Interest Bearing Account is an account or time deposit in an eligible public depository, earning interest, or any deposit in the State of New Jersey Cash Management Fund.

II. STANDARD OF CARE

1. The standard of prudence to be sued by those delegated to effect investment transactions on behalf of the Borough of Allenhurst shall be the prudent person standard. Investments shall be made with judgment and care, under circumstances the prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs. Investments shall not be for speculation.

2. Employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their eligibility to make impartial decisions. Employees shall disclose any material interest in financial institutions which business is conducted and they shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Borough of Allenhurst.

3. The Chief Financial Officer is responsible for establishing and maintaining internal controls. The controls should ensure that the assets of the Borough of Allenhurst are protected from loss, theft or misuse.

V. PROCEDURES FOR RECEIPT OF MONIES

5. Department Procedures

1. Department Directors will ensure that a receipt is issued in duplicate for all transactions. A copy of the receipt shall be given to the paying party and the duplicate maintained by the issuing department. The receipts shall be pre-numbered, or sequentially numbered if computer generated.
2. All monies collected or received from any source by or on behalf of the Borough, Department, or any Board thereof, shall be forwarded to the Division of Accounts and Control within forty-eight (48) hours of receipt.

3. The Division of Accounts and control will prepare collected revenues for deposit to the designated legal depository.
 4. All monies received shall be placed in a secure place until forwarded for deposit.
 5. The Department/Division Director shall file with the Chief Financial Officer a monthly report of all monies received in the manner prescribed. The report also will include year-to-date amounts received.
 6. No department, division, or agency shall engage in the practice of cashing checks with public funds. Cashing of employee pay checks is included in the prohibition.
6. Chief Financial Officer
1. All monies collected or received from any source by or on behalf of the Borough shall be deposited within forty-eight (48) hours of receipt of designated banks.
 2. Ensure that all monies deposited are in an interest bearing account(s).
 3. Where compensating balances are used to offset bank expenses, an agreement between the bank(s) and the Borough shall be executed and reviewed annually.
 4. The Chief Financial Officer shall make recommendations of legal public depositories to the Allenhurst Borough Council who shall by resolution designate said depositories at the annual reorganization meeting of the Council. The list of authorized depositories may be amended at any time during the year.
 5. Maturity of Investments-Investments shall be limited to maturity not to exceed one year on all operating funds unless a longer maturity is permitted within the provision of the State Statute or promulgated regulation.
 6. Investment Securities - The Chief Financial Officer has the responsibility to determine which investments instruments are best suited for the Borough. However, the Chief Financial Officer shall be authorized only to invest in securities permitted by New Jersey State Statute. No investment shall be made in any depository that does not meet current Federal minimum standard for Leverage Ratio, Tier 1 and Tier 2 Capital Ratio.

Presently, a local unit may permit investments in such institutions as permitted in Section 4 of P.L. 1970, Chapter 236 (6.17:19-44) and other instruments specified as follows:

Mutual Funds backed by the United States Government Obligations

United States Treasury Bills (T-Bills)

Municipal Bonds or Notes

Commercial Bank Deposits and Certificates of Deposit

Repurchase Agreements

Investment in Savings and Loan Associations

United States Government Agency and Instrumentality Obligations

State of New Jersey Cash Management Fund

School District Obligations

All designated depositories must conform to all applicable State statutes concerning depositories of public funds, and all depositories shall obtain the highest amount possible F.D.I.C. and /or F.S.L.I.C. coverage for all municipal assets.

VI. FUNDS EXCLUDED FROM INVESTING

The following types of funds are not required to be placed in interest bearing account:

Petty cash funds

Cash drawn from a Federal Agency under a letter of credit which has to be paid out within 5 working days to a vendor.

3. Deposit, retainage, or amounts posted by way of bond, held by the local unit for such things as faithful performance, if the local unit would be required by law to pay back any interest earned to the provider of the deposit, except where the local unit is required by law or court decision to invest the funds.

VII. BOROUGH AUDITOR

1. The Borough investment practices and the agreement of banking services and compensation thereof shall be reviewed by the Borough Auditor as part the annual audit, as required by the N.J. S. A 40A:5-4. Where a conflict exists between this Cash Management Plan and State statute the applicable statute shall govern.

VIII. SURETY BONDS

1. The Chief Financial Officer shall be covered by a surety bond. During the annual audit the municipal Auditor shall examine said bond to determine that proper coverage is in effect.

2. Staff members of the Division of Accounts and Control shall be covered by a Public Employee Faithful Performance Bond (Blanket Bond) in the minimum of \$10,000.00.

- a. The Chief Financial Officer in accordance with N.J.S. A. 40A:5-14 shall prepare a written monthly investment report and submit same to the Borough Council.

The summary report will be prepared in the manner which will allow the Borough Council and the administration to ascertain whether investment activities during the reporting period have conformed to the Cash Management Plan. The report shall set forth each organization holding local unit funds, the amount securities purchased or sold, class or type of securities purchased, book value, earned income, fee incurred, and market value of all investments as of the report date. Such written report shall be included in the minutes of a regular Borough meeting.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #2019-27

RESOLUTION AMENDING AUTHORIZING EXECUTION OF CORPORATE RESOLUTION FORMS AND SIGNATURE CARDS REQUIRED BY DEPOSITORIES

Offered By: Comm. McLoughlin Seconded By: Comm. Bolan

BE IT RESOLVED that the following resolution is essential for the operation of the Borough of Allenhurst, County of Monmouth, State of New Jersey, for the year 2019. All disbursements from the Borough accounts, other than those separately listed below, shall be by check only, signed by any three (3) of the following five persons authorized to sign:

Mayor, Deputy Mayor, Treasurer, Deputy Treasurer and Administrator/Borough Clerk

Disbursements from the Township's Municipal Court accounts shall be by check only, signed by any (2) of the following 3 persons authorized to sign:

Judge, Court Administrator and Deputy Court Administrator

BE IT FURTHER RESOLVED that the above individuals are hereby authorized and directed to execute the corporate resolution forms and signature cards required by the depositories named by the Board of Commissioners.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #2019-28
A RESOLUTION TO ESTABLISH 2019 TEMPORARY BUDGET

Offered By: Comm. McLoughlin Seconded By: Comm. Bolan

WHEREAS, NJSA 40A:4-19 of the Local Budget Act provides that (where any commitments, contracts or payments are to be made prior to the final adoption of the 2019 Budget) temporary appropriations should be made for the purpose and amounts required in the manner and time herein provided; and

WHEREAS, the date of this resolution is within the first 30 days of January 2019; and

WHEREAS, 26.25% of the total appropriations in the 2019 budget exclusive of any appropriations for debt service, relief of the poor and capital improvements is \$1,281,750 for current fund and \$76,500.00 for sewer utility; **NOW, THEREFORE, BE IT RESOLVED** that the following temporary appropriations be made:

Current Fund

ADMIN PERMANENT	27,000.00
ADMIN MISC.	10,000.00
FINANCE PERMANENT	34,000.00
FINANCE MISC.	4,700.00
TAX COLL PART-TIME	2,000.00
TAX COLLECTOR MISC.	100.00
DIR. REV & FIN PART-TIME	500.00
TAX ASSESS PART-TIME	1,700.00
ASSESSOR MISC.	500.00
LEGAL MISC.	40,000.00
TAX APPEALS MISC.	10,000.00
ENG. MISC.	10,000.00
PLANNING BD PART-TIME	5,000.00
PLANNING BD. MISC.	2,500.00
CODE ENF. PART-TIME	4,000.00
CODE ENF. MISC.	200.00
FIRE SAFETY PART-TIME	1,500.00
FIRE SAFETY MISC.	250.00
WORKER'S COMP. MISC.	50,000.00
GROUP INS. MISC.	165,000.00
UNEMPL. MISC.	6,000.00
OTHER INS.	60,000.00
POLICE PERMANENT	420,000.00
POLICE MISC.	23,500.00
DEAL LAKE MISC.	2,750.00
MAYOR, PART TIME	500.00
F. D. MISCELLANEOUS	14,000.00
FIRE INTERLOCAL MISC.	16,000.00
AID TO VOLUNTEER AMBULANCE	500.00
MUNC. PROSECUTOR P/T	4,000.00
PERMANENT INTERLAKEN	30,750.00
BD OF ED INTER S & W	8,000.00
CELEBRATION MISC.	0.00
STREET & ROADS MISC.	5,000.00
GARB & TRASH PERM	100,000.00
GARBAGE & TRASH MISC. LANDFILL	12,000.00
PERMANENT SNOW S & W	2,000.00
SNOW MISC.	3,500.00
PUB. BLDGS MISC.	6,500.00
PUBLIC BLDGS P/T	500.00

LANDFILL INTERLOCAL MISC.	10,000.00
MAIN. MV MISC.	14,000.00
BD OF HEALTH MIS.	4,000.00
SOCIAL SERVICES MISC.	300.00
PARKS & PLAYGROUNDS MISC.	2,500.00
BEACH MISC.	25,000.00
ELECTRIC MISC.	5,000.00
STREET LIGHTING MISC.	10,000.00
TELEPHONE MISC.	9,000.00
WATER MISC.	5,100.00
NAT. GAS MISC.	6,000.00
FIRE HYDRANT MISC.	4,200.00
GASOLINE MISC.	14,000.00
RECYCLING MISC.	8,000.00
OASI MISC.	50,000.00
DCRP	1,200.00
ANIMAL CONTROL MISC.	1,000.00
MUNCIPAL COURT S & W	25,000.00
COURT MISC.	2,000.00
Public Defender	1,000.00

1,281,750.00

Sewer Utility

S & W PERMANENT	29,000.00
SEWER MISC.	47,400.00
SUI MISC	100.00

76,500.00

VOTE: Comm. McLoughlin-___; Comm. Bolan-___; Mayor McLaughlin-___

RESOLUTION #2019-29

**AUTHORIZING INCENTIVE TO EMPLOYEES WHO
WAIVE HEALTH BENEFITS COVERAGE WHERE
EMPLOYEE IS ELIGIBLE FOR OTHER COVERAGE**

Offered By: Mayor McLaughlin Seconded By: Comm. McLoughlin

WHEREAS, the Borough of Allenhurst (“Borough”), as a participating member of the State Health Benefits Program, is permitted to offer an incentive to any full time employee to waive the health benefits coverage offered by the Borough where the employee is eligible for any other health care coverage, and;

WHEREAS, the Mayor & Commissioners have determined that it is in the best interests of the Borough to offer any employee who waives the coverage offered by the Borough, 25 percent of the amount saved by the Borough, or \$5,000, whichever is less. The amount saved by the Borough shall be determined by deducting the employee’s contribution from the premium that would have been due for said employee’s coverage, had the employee not chosen to waive coverage.

NOW THEREFORE, BE IT RESOLVED by the Borough of Allenhurst that the statements contained in the foregoing preamble be and are hereby incorporated into this Resolution as if more fully set forth herein at length; and

BE IT FURTHER RESOLVED that, the Borough shall provide payment in lieu of benefits to qualified employees who elect to waive the State Health Benefits Program in favor of electing other coverage said employee(s) is eligible for. Payment shall be in the amount of 25 percent of the amount saved by the Borough, or \$5,000, whichever is less. Payment to be made upon completion of the required forms and will be payable on an annual basis (*or pro-rata, should the employee leave Borough employment prior to year’s end*) on or about December 31st of the year in which the savings were realized by the Borough.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #2019-30

A RESOLUTION TO APPROVE BIKE RIDE

Offered By: Comm. McLoughlin Seconded By: Comm. Bolan

WHEREAS, The National Multiple Sclerosis Society has requested permission to run their “Coast to Coast” Bike Tour through the Borough of Allenhurst on May 18th and 19th 2019; and,

WHEREAS, The National Multiple Sclerosis Society has provided a parade route which is on file in the Borough Clerk’s Office and a Certificate of Insurance for this event has been provided; and,

WHEREAS, The Chief of Police has reviewed the information given for this event and has recommended approval of same;

NOW, THEREFORE, BE IT RESOLVED, By the Board of Commissioners that approval is hereby given to the National Multiple Sclerosis Society to run their Bike Tour through Allenhurst on May 18th and 19th 2019.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #2019-31

A RESOLUTION TO APPROVE SPECIAL MEETING STIPEND

Offered By: Comm. McLoughlin Seconded By: Comm. Bolan

WHEREAS, The Board of Commissioners has determined from time to time that is it necessary to hold special Planning Board and Counsel Meetings to address issues; and,

WHEREAS, The Planning Board Secretary, has agreed to conduct these meetings which are in additional to the regular Planning Board Meetings; and

WHEREAS, The Borough Administrator, to conduct these meetings which are in additional to the regular Board of Commissioners Meetings; and

NOW, THEREFORE, BE IT RESOLVED, By the Board of Commissioners of the Borough of Allenhurst, as follows:

The Planning Board Secretary and the Borough Administrator shall receive a stipend of \$250 for each special meeting.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #2019-32

APPOINT QUALIFIED PURCHASING AGENT

Offered By: Comm. McLoughlin Seconded By: Comm. Bolan

WHEREAS, N.J.A.C. 5:34-5 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

WHEREAS, Theresa Davis possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Borough of Allenhurst that Theresa Davis be appointed as the Qualified Purchasing Agent authorized to exercise the duties of a purchasing agent pursuant to N.J.S.A. 40A:11-2(30) at a salary of \$2,750.00 per year; and

BE IT FURTHER RESOLVED that a certified copy of this Resolution and a copy of Theresa Davis’s Qualified Purchasing Agent certification be forwarded to the Director of the Division of Local Government Services.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #2019-33

RESOLUTION ESTABLISHING A PETTY CASH FUND

Offered By: Comm. McLoughlin Seconded By: Comm. Bolan

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund in any county or municipality by application and resolution, and,

WHEREAS, it is the desire of the Borough of Allenhurst, County of Monmouth to

establish such a fund for the Borough in the amount of \$100; and

WHEREAS, the custodian for this fund is Donna M. Campagna, RMC, who is bonded for the amount of \$100; such custodian shall maintain records for this fund in a manner conducive to proper accounting and auditing procedures;

NOW THEREFORE, BE IT RESOLVED by the Borough of Allenhurst that the statements contained in the foregoing preamble be and are hereby incorporated into this Resolution as if more fully set forth herein at length; and

BE IT FURTHER RESOLVED that the Borough of Allenhurst hereby authorizes the creation of the aforementioned Petty Cash Fund and that two copies of this resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

**RESOLUTION #2019-34
RESOLUTION APPOINTING A CUSTODIAN FOR THE PETTY CASH FUND**

Offered By: Comm. McLoughlin Seconded By: Comm. Bolan

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund in any county or municipality by application and resolution, and,

WHEREAS, the Board of Commissioners believes it is in the best interests of the Borough of Allenhurst to have such a Petty Cash Fund and as such, must appoint a Custodian for the same; and

WHEREAS, the Board of Commissioners believes it is appropriate to appoint Donna M. Campagna, RMC, as the Custodian, who is bonded for the amount of \$100, and she is hereby instructed to maintain records for this fund in a manner conducive to proper accounting and auditing procedures;

NOW THEREFORE, BE IT RESOLVED by the Borough of Allenhurst that the statements contained in the foregoing preamble be and are hereby incorporated into this Resolution as if more fully set forth herein at length; and

BE IT FURTHER RESOLVED that the Borough of Allenhurst hereby appoints Donna M. Campagna, RMC, to be the Custodian for the Petty Cash Account and instructs that two copies of this resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

**RESOLUTION #2019-35
RAILROAD PLAZA OPEN SPACE IMPROVEMENTS
MUNICIPAL OPEN SPACE GRANT NO. 16-19
Project Completion – Closing Statement**

Offered By: Comm. McLoughlin Seconded By: Comm. Bolan

WHEREAS, the Monmouth County Board of Chosen Freeholders has approved an Open Space Trust Fund and established a Municipal Open Space Program to provide Program Grant funds in connection with municipal acquisition of lands for County park, recreation, conservation and farmland preservation purposes, as well as for County recreation and conservation development and maintenance purposes; and

WHEREAS, the Borough of Allenhurst entered into a Municipal Open Space Program Grant Agreement with the County of Monmouth on May 30, 2017 that provided \$125,000.00 for Railroad Plaza Park Open Space Improvements under Application No. 16-19 that required certain conditions be met by the Borough of Allenhurst prior to receipt of the aforesaid funds; and

WHEREAS, the Monmouth County Park System requires a certified copy of a resolution of the governing body determining that the project aforesaid was finally complete and a closing statement of "Final Change Order" adopted by the governing body.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of Allenhurst that all conditions of the on May 30, 2017 Grant Agreement have been satisfied by the Borough of Allenhurst and that the project has been completed; and

BE IT FURTHER RESOLVED that the Borough of Allenhurst made final payment to the vendors and contractors per attached invoices and that payments were made per vouchers which are hereby attached and also on file in the Municipal Clerk's Office.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION 2019-36
AUTHORIZE AGREEMENT FOR ANIMAL CONTROL SERVICES

Offered By: Comm. McLoughlin Seconded By: Comm. Bolan

WHEREAS, the Borough of Allenhurst is in need of Animal Control Services for the 2019 calendar year; and,

WHEREAS, Associated Humane Society, Inc., 124 Evergreen Avenue, Newark, NJ 07714, has offered to provide public health services to the Borough's residents at the annual cost of \$2,400.00; and,

WHEREAS, the Borough of Allenhurst wishes to enter into an agreement with Associated Humane Society, Inc, for the 2019 calendar year for the provision of Animal Control Services to Borough of Allenhurst residents.

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Borough of Allenhurst, County of Monmouth that an agreement with Associated Humane Society, Inc., be and the same is hereby approved and authorized and the Mayor and Clerk authorized to execute the agreement for the same.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #2019-37
RESOLUTION TO APPOINT HEYER, GRUEL & ASSOCIATES TO ACT AS REDEVELOPMENT PLANNERS FOR THE BOROUGH

Offered By: Comm. Bolan Seconded By: Comm. Bolan

WHEREAS, in light of the sale of certain parcels in the Borough that have been designated as areas in need of redevelopment, the Borough of Allenhurst has a need to acquire the services of Redevelopment Planners, and the Board of Commissioners has elected to proceed pursuant to the provisions of N.J.S.A. 19:44A-20.5 respecting the award of professional contracts and the procedures set forth therein; and

WHEREAS, the Borough Clerk / Administrator, Donna Campagna has determined and certified in writing that the value of the acquisition will likely exceed \$17,500; and,

WHEREAS, the anticipated term of this contract shall be for such time as is necessary to complete the redevelopment proceedings; and

WHEREAS, Heyer, Gruel & Associates has indicated that they will act as the Borough's Redevelopment Planners in accordance with the terms of a proposed Agreement, a copy of which is made a part hereof by reference, at the rates set forth therein; and

WHEREAS, Heyer, Gruel & Associates, has completed and submitted a Business Entity Disclosure Certification which certifies that Heyer, Gruel & Associates and the principals thereof, have not made any reportable contribution to a political or candidate committee for any presently sitting elected Commissioner of the Borough of Allenhurst in the previous one year, and that the contract will prohibit Heyer, Gruel & Associates and the principals thereof from making any reportable contributions through the term of the Agreement, and

WHEREAS, Funds for this purpose shall be provided for the first three months of 2019 in the 2019 Temporary Budget and funds for the balance of 2019 will be provided for in the budget for the year 2019 when finally adopted;

NOW THEREFORE, BE IT RESOLVED by the Commissioners of the Borough of Allenhurst that the statements contained in the foregoing preamble be and are hereby incorporated into this Resolution as if more fully set forth herein at length; and

BE IT FURTHER RESOLVED, that the Mayor and Clerk be and are hereby authorized to enter into the Agreement with Heyer, Gruel & Associates as described and incorporated herein by reference; and

BE IT FURTHER RESOLVED, that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this Resolution; and

BE IT FURTHER RESOLVED that the Clerk shall maintain a copy of this Resolution, and the Agreement with the appointee, on file in her Office and make the same available for public inspection during regular business hours.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #2019-38

**RESOLUTION TO APPOINT HEYER, GRUEL & ASSOCIATES FOR RE-
EXAMINATION OF THE MASTER PLAN FOR THE BOROUGH**

Offered By: Comm. Bolan

Seconded By: Comm. Bolan

WHEREAS, in light of the importance of the Master Plan, N.J.S.A. 40:55D -89 requires its periodic re-examination every ten years;

WHEREAS, in light of the necessity to re-examine the Master Plan, the Borough of Allenhurst has a need to acquire the services of a planner to review and revise/update the Master Plan, as necessary, and the Board of Commissioners has elected to proceed pursuant to the provisions of N.J.S.A. 19:44A-20.5 respecting the award of professional contracts and the procedures set forth therein; and

WHEREAS, the Borough Clerk / Administrator, Donna Campagna has determined and certified in writing that the value of the acquisition will likely exceed \$17,500; and,

WHEREAS, the anticipated term of this contract shall be for such time as is necessary to complete the re-examination of the Master Plan; and

WHEREAS, Heyer, Gruel & Associates has indicated that they will act as the Borough's Planners for the purpose of reviewing and revising/updating the Master Plan in accordance with the terms of a proposed Agreement, a copy of which is made a part hereof by reference, at the rates set forth therein; and

WHEREAS, Heyer, Gruel & Associates, has completed and submitted a Business Entity Disclosure Certification which certifies that Heyer, Gruel & Associates and the principals thereof, have not made any reportable contribution to a political or candidate committee for any presently sitting elected Commissioner of the Borough of Allenhurst in the previous one year, and that the contract will prohibit Heyer, Gruel & Associates and the principals thereof from making any reportable contributions through the term of the Agreement, and

WHEREAS, Funds for this purpose shall be provided for the first three months of 2019 in the 2019 Temporary Budget and funds for the balance of 2019 will be provided for in the budget for the year 2019 when finally adopted;

NOW THEREFORE, BE IT RESOLVED by the Commissioners of the Borough of Allenhurst that the statements contained in the foregoing preamble be and are hereby incorporated into this Resolution as if more fully set forth herein at length; and

BE IT FURTHER RESOLVED, that the Mayor and Clerk be and are hereby authorized to enter into the Agreement with Heyer, Gruel & Associates as described and incorporated herein by reference; and

BE IT FURTHER RESOLVED, that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this Resolution; and

BE IT FURTHER RESOLVED that the Clerk shall maintain a copy of this Resolution, and the Agreement with the appointee, on file in her Office and make the same available for public inspection during regular business hours.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

**RESOLUTION #2019-39
RESOLUTION TO APPOINT McMANIMON, SCOTLAND & BAUMANN, LLC TO
ACT AS REDEVELOPMENT COUNSEL FOR THE BOROUGH**

Offered By: Comm. McLoughlin

Seconded By: Comm. Bolan

WHEREAS, in light of the sale of certain parcels in the Borough that have been designated as areas in need of redevelopment, the Borough of Allenhurst has a need to acquire the services of a Special Counsel for Redevelopment, and the Board of Commissioners has elected to proceed pursuant to the provisions of N.J.S.A. 19:44A-20.5 respecting the award of professional contracts and the procedures set forth therein; and

WHEREAS, the Acting Borough Clerk / Administrator, Donna Campagna has determined and certified in writing that the value of the acquisition will likely exceed \$17,500; and,

WHEREAS, the anticipated term of this contract shall be for such time as is necessary to complete the redevelopment proceedings; and

WHEREAS, McManimon, Scotland & Baumann, LLC has indicated that they will act as the Borough's Special Redevelopment Counsel in accordance with the terms of a proposed agreement, a copy of which is made a part hereof by reference, at the rates set forth therein; and

WHEREAS, McManimon, Scotland & Baumann, LLC, has completed and submitted a Business Entity Disclosure Certification which certifies that McManimon, Scotland & Baumann,

LLC and the principals thereof, have not made any reportable contribution to a political or candidate committee for any presently sitting elected Commissioner of the Borough of Allenhurst in the previous one year, and that the contract will prohibit McManimon, Scotland & Baumann, LLC and the principals thereof from making any reportable contributions through the term of the Agreement, and

WHEREAS, Funds for this purpose shall be provided for the first three months of 2019 in the 2019 Temporary Budget and funds for the balance of 2019 will be provided for in the budget for the year 2019 when finally adopted;

NOW THEREFORE, BE IT RESOLVED that the Commissioners of the Borough of Allenhurst that the statements contained in the foregoing preamble be and are hereby incorporated into this Resolution as if more fully set forth herein at length; and

BE IT FURTHER RESOLVED, that the Mayor and Clerk be and are hereby authorized to enter into the Agreement with McManimon, Scotland & Baumann, LLC as described and incorporated herein by reference; and

BE IT FURTHER RESOLVED, that that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this Resolution; and

BE IT FURTHER RESOLVED that the Clerk shall maintain a copy of this Resolution, and the Agreement with the appointee, on file in her Office and make the same available for public inspection during regular business hours.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin –AYE

RESOLUTION #2019-40 A RESOLUTION TO APPROVE EXECUTIVE SESSION

Offered By: Comm. McLoughlin Seconded By: Comm. Bolan

WHEREAS, State law permits the exclusion of public in certain circumstances; and,
WHEREAS, The Board of Commissioners of the Borough of Allenhurst finds that such circumstances currently exist; and,

WHEREAS, The Board of Commissioners will make public, minutes of the closed session when confidentiality no longer exists;

NOW, THEREFORE, BE IT RESOLVED, By the Board of Commissioners that they are hereby authorized to enter into closed session to discuss legal/contractual matters which are exempt from the public meeting under the Sunshine Law.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

ITEMS FOR DISCUSSION

The Mayor congratulated the Fire and First Aid for the installation of all new positions and members. He also thanked them for all the great service they do and the Santa Run.

The Mayor also congratulated Sean Hallman on his Eagle Scout Award. As part of earning his award Sean constructed the Kayak rack in Railroad Plaza Park, which has been a great asset to the park.

PUBLIC COMMENTS

Donna Klauss asked of Norwood Avenue was done being paved. The Borough Administrator responded no and it will be paved in March or April when the weather is warmer.

Tim Moriarity asked if the state curb issue on Route 71 was ever resolved. The Borough Administrator responded that yes it was resolved and already installed.

There being no further business or comments, Commissioner McLoughlin moved, seconded by Comm. Bolan that the meeting move to executive session at 7:40 PM. Motion carried.

After reconvening, Commissioner McLoughlin moved, seconded by Comm. Bolan that the meeting be adjourned at 8:45 PM. Motion carried.

Donna M. Campagna, RMC
Borough Clerk/Administrator

