

**MINUTES**  
**January 14, 2020**

The Meeting of the Board of Commissioners of the Borough of Allenhurst was held on the above date with Deputy Mayor McLoughlin presiding and Commissioner Bolan answering the roll call. Mayor McLaughlin was not present. 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.

Deputy Mayor McLoughlin 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:**

-Notice from JCP&L regarding their application for permits required for vegetative maintenance as well as utility infrastructure maintenance, repair and replacement activities within areas including freshwater, wetlands, transitional areas, and/or state open water.

**ORDINANCES**

**ORDINANCES FIRST READING**

**ORDINANCE #2020-01 – First Reading**

Offered By: Comm. McLoughlin

Seconded By: Comm. Bolan

**ORDINANCE #2020-01**

**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)"**

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

**SECTION I.** That Ordinance No.: 2019-01 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
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

<u>POSITION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Public Works Supervisor	\$50,000.00	\$130,000.00
Building and Grounds Supervisor	\$30,000.00	\$50,000.00
Full-time Communication Officer	\$22,000.00	\$50,000.00
Part-time Communication Officer	\$11.00 per hour	\$20.00 per hour
TAC Offier	\$2,000.00	\$4,000.00
Emergency Management Police Coordinator	\$1,500.00	\$4,000.00
Mechanic	\$1,000.00	\$2,000.00

- 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>
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	\$10,000.00
Fire Official	\$7,500.00
Deputy Fire Official	\$5,000.00
Zoning Officer	\$15,000.00
Recycling Coordinator	\$5,000.00
Right-To-Know Coordinator Trainer	\$1,500.00
Assistant Right-To-Know Coordinator	\$1,500.00
Clean Communities Coordinator	\$500.00
Certified Pool Operator	\$2,500.00
Assistant Pool Operator	\$500.00
Planning Board Secretary	\$15,000.00
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>
<b><u>Beach Club / DPW</u></b>	



26-4.4(a) In each residential district, building height shall not exceed two and one-half (2 1/2) stories in height or thirty-five (35) feet in height, except that the provision of this subsection with regard to height shall not apply to chimneys or flagpoles. No residential dwelling shall have living, or habitable, space on more than three (3) floors, which shall include any portion or all of any one-half (1/2) story permitted by the Borough's Development Regulations.

And, it is further

**ORDAINED** that except as herein above provided, the remainder of Chapter XXVI entitled Development Regulations shall remain unaltered and in full force and effect; and it is further

**ORDAINED** that the provisions of these ordinances are declared to be severable, and if any section, subsection, sentence, clause or phrase hereof shall, for any reason, be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, subsections, clauses and phrases of these ordinances shall stand notwithstanding the invalidity of any part; and it is further

**ORDAINED**, That this Ordinance shall take effect after publication and adoption according to law.

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

### **FIRST READING – ORDINANCE #2020-03**

#### **ORDINANCE 2020-03**

#### **AN ORDINANCE TO MANDATE DIRECT DEPOSIT FOR MUNICIPAL EMPLOYEES PURSUANT TO C. 52:14-15f et. seq.**

Offered By: Comm. McLoughlin

Seconded By: Comm. Bolan

**WHEREAS**, PL. 2013 c. 28, authorizes local governments to mandate direct deposit for certain governmental employees effective July 1, 2014; and

**WHEREAS**, P.L. 2013 c. 28 permits governing bodies to grant exemptions on such terms and conditions as they deem necessary.

**NOW THEREFORE, BE IT ORDAINED**, by the Board of Commissioners of the Borough of Allenhurst, located in the County of Monmouth, State of New Jersey according to the following:

Section 1. All full time, seasonal and temporary employees and elected public officials who receive compensation from the Borough of Allenhurst are mandated to have direct deposit of their compensation as of January 1, 2020 in accordance with Chapter 28 P.L. 2013, as defined under C.52:14-15f (b).

Section 2. Municipal employees may request, in writing, an exemption from the direct deposit mandate to the Borough Administrator/Clerk. Such requests will be presented to the Board of Commissioners within twenty (20) days. The Board of Commissioners may grant such an exemption by resolution and only for good cause.

Section 3. If any Section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to the Section, paragraph subdivision, clause or provision so adjudged and the remainder of the Ordinance shall be deemed valid and effective.

Section 4. All ordinances or parts of ordinances inconsistent with or in conflict with the Ordinance are hereby repealed to the extent of such inconsistency.

Section 5. This Ordinance shall take effect after final approval and publication as provided by law.

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

### **RESOLUTIONS**

#### **RESOLUTION #2020-01**

#### **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 10, 2019 be ratified and approved.

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

**RESOLUTION #2020-02**

**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 10, 2019.

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

**RESOLUTION #2020-03**

**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, 2020, through December 31, 2020:

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 Parlman
Certified Pool Operator	Marc Heitmüller
Certified Pool Operator	James 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.	Patricia Lynch
Deputy Borough Clerk	Veronica Dahl
Deputy Borough Treasurer\Finance Clerk\Beach\Membership Administrator	Veronica Dahl
Fund Commissioner (JIF)	Donna M. Campagna
Mercantile License Officer	Donna M. Campagna
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	James Vandervort
Right to Know Coordinator	Paul Quinn
Assistant Right to Know Coordinator	James Vandervort
Clean Communities Coordinator	James Vandervort
Sewer Collector	Donna M. Campagna
Sewer System Operator	Paul Quinn
Building and Grounds Supervisor	James Vandervort
Mechanic	James Vandervort
TAC Officer	Jason Henry
Tax Assessor	Peter Barnett
Tax Collector	Carla Tomas
Tax Search Officer	Carla Tomas
Zoning Officer/Code Officer	Joseph McGrath

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

**RESOLUTION #2020-04**

**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, 2020:

Elected Officials

David J. McLaughlin

Mayor/Director of Public Safety - OEM Coordinator

Christopher J. McLoughlin

Deputy Mayor/Director of Finance

Terrence Bolan

Commissioner/Director Public Works

Police, Fire, Emer. Mgt, First Aid, Health, Environmental, Hospital, Public Works

Michael Schneider

Deputy Emer. Mgt. Co-ord.

Michael DiBono

Police Coordinator.

James Rogers

Deputy Coordinator

Donna M. Campagna

Clerk-Administrator

Carla Ward

EMS Coordinator/FAS Captain

Douglas Caron

Superintendent of Public Works

Jason Henry

TAC Officer

Patrick Henry Sr.

Fire Coordinator/Fire Chief

David A. Henry

Health Coordinator/Health Officer

Broadcast & Print Media

Patricia Lynch

Public Information Officer

Community Groups

Peter Genovese

Board of Education Secretary-Administrator

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

**RESOLUTION #2020-05**

**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, 2020

Class III Member

Christopher J. McLoughlin which term commenced on January 1, 2017 and terminate on May 20, 2020 or such earlier date as the Deputy Mayor's official tenure ends.

Class IV Members

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

Frieda Shalam for a term expiring January 31, 2020

Bernie Costello for a term expiring January 31, 2020

Joseph Tomaino for a term expiring December 31, 2023

Geraldine Greer Varley for a term expiring December 31, 2022

Samuel Boyd for a term expiring December 31, 2022

Alternate Members

Robert Scalley as Alternate #1, for a term expiring January 31, 2020

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, 2020

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, 2020

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

**RESOLUTION #2020-06**

**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 2020 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 2020 in the 2020 Temporary Budget and funds for the balance of 2020 will be provided for in the budget for the year 2020 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

**RESOLUTION #2020-07**

**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 2020 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 2020 in the 2020 Temporary Budget and funds for the balance of 2020 will be provided for in the budget for the year 2020 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

**RESOLUTION #2020-08**  
**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 2020 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 2020 in the 2020 Temporary Budget and funds for the balance of 2020 will be provided for in the budget for the year 2020 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

**RESOLUTION #2020-09**  
**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 2020 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 2020 in the 2020 Temporary Budget and funds for the balance of 2020 will be provided for in the budget for the year 2020 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

**RESOLUTION #2019-10**  
**RESOLUTION TO APPOINT HEYER, GRUEL & ASSOCIATES TO ACT**  
**AS REDEVELOPMENT PLANNERS 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 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 2020 in the 2020 Temporary Budget and funds for the balance of 2020 will be provided for in the budget for the year 2020 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

**RESOLUTION #2019-11**  
**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 2020 in the 2020 Temporary Budget and funds for the balance of 2020 will be provided for in the budget for the year 2020 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

**RESOLUTION #2020-12**  
**A RESOLUTION TO APPOINT PROFESSIONALS**

Offered By: Comm. McLoughlin

Seconded By: Comm. Bolan

**WHEREAS**, There exists a need for professional services for the year 2020; and,

**WHEREAS**, the Certified Financial Officer has certified that funds for this purpose shall be provided for the first three months of 2020 in the 2020 Temporary Budget and funds for the balance of 2020 will be provided for in the budget for the year 2020 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:  
Assistant Prosecutor  
Borough Physicians  
Chief Public Defender  
Deputy Public Defender

James Carton IV, Esq.  
Jason Shamy, Esq.  
Meridian Occupational Health  
David Gardner, Esq.  
Jason A. Volet, Esq.

for a term commencing January 1, 2020, through and including December 31, 2020; 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

**RESOLUTION #2020-13**

**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 for maintenance and support services not to exceed \$15,000 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 2020 in the 2020 Temporary Budget and funds for the balance of 2020 will be provided for in the budget for the year 2020 when finally adopted;

**NOW, THEREFORE, BE IT RESOLVED**, That a contract be awarded to Ellicott Network Consultants, LLC for maintenance and support services for the Administrative Department and for the Police Department for the year 2020.

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

**RESOLUTION #2020-14**

**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 2020 in the 2020 Temporary Budget and funds for the balance of 2020 will be provided for in the budget for the year 2020 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 2020.

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

**RESOLUTION #2020-15**

**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 2020 in the 2020 Temporary Budget and funds for the balance of 2020 will be provided for in the budget for the year 2020 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 2020.

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

**RESOLUTION 2020-16**  
**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 2019 on delinquencies over \$10,000.

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

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

**RESOLUTION 2020-17**  
**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 2020 tax year and to become effective immediately.

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

**RESOLUTION #2020-18**

**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 2019 delinquent taxes, sewer utility charges and other municipal charges on or before December 31, 2019 and to become effective January 1, 2020.

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

**RESOLUTION #2020-19**

**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, 2020.

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

**RESOLUTION #2020-20**

**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 2020 after February 1, 2020 and on the second quarterly installment after May 1, 2020 and on the third quarterly installment after August 2, 2020 and on the fourth quarterly installment after November 1, 2020 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

**RESOLUTION #2020-21**

**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 2020, said meetings to be held at Borough Hall, 125 Corlies Avenue, on the dates listed at

7:30 P.M., unless otherwise indicated:

January 28	May 26	September 22
February 11	June 9	October 13
February 25	June 23	October 27
March 10	July 14	November 10
March 24	July 28	November 24
April 14	August 10 (Monday)	December 8
April 28	August 25	January 12, 2021
May 12	September 8	

**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

#### **RESOLUTION #2020-22**

##### **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

#### **RESOLUTION #2020-23**

##### **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 2019 that will be paid in 2020;

**NOW, THEREFORE, BE IT RESOLVED**, That the Board of Commissioners of the Borough of Allenhurst hereby reserve all unexpended balances from the 2019 Budget for all unpaid claims for 2019.

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

#### **RESOLUTION #2019-24**

##### **RESOLUTION AUTHORIZING PRE-PAYMENT OF CERTAIN BILLS FOR 2020**

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

**WHEREAS**, the Borough of Allenhurst has budgeted funds for payment of recurring obligations including, utilities, payroll, debt service, governmental fees and other statutory payments, insurance, and for the advertising, printing and mailing costs of the Borough; and

**WHEREAS**, timely payment of these items occasionally become due out of time for placement on the next available list of bills and claims, thus inadvertently causing said obligations to be in arrears because of the schedule of Council meetings; and

**WHEREAS**, the Borough's Chief Financial Officer and Borough Attorney have advised that the governing body may provide for the pre-payment of these items, so that they may be paid in a timely manner to avoid incurring penalties.

**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** by the Borough of Allenhurst that the Chief Financial Officer and/or Borough Clerk/Administrator be and are hereby authorized and directed to make pre-payment of the following items prior to the same appearing on the next meeting's list of bills and claims:

1. All Utilities (electric, gas, water, sewer, telephone, cellular telephone, gasoline, diesel fuel, internet providers, and such other regular services as the Borough receives).
2. Borough payroll and payroll agencies.
3. Debt service as evidenced by pre-authorized bonds and/or notes.

4. Health, dental and other insurance premiums and/or claims.
5. Governmental fees and other statutory payments (school, county, sewage authority, state and county fees).
6. Bills pertaining to the advertising, printing and mailing costs of the Borough.
7. Third party fees collected through pre-authorized credit/debit card processing.
8. Bills where vendor discounts, or savings of Taxpayer funds, are granted for timely payment.
9. Inter-fund Obligations.
10. Purchase of investments.
11. Other items with written authorization of the Chief Financial Officer and/or Borough Clerk/Administrator.

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

**RESOLUTION 2020-25**  
**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

**RESOLUTION #2020-26**  
**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 Manasquan Saving 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

## **RESOLUTION #2020-27**

### **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 1<sup>st</sup> 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.

#### **IV. 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 stature 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

### **RESOLUTION #2020-28**

#### **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 2020. 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 of Bradley Beach as per the interlocal agreement effective January 1, 2020.

**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

### **RESOLUTION #2020-29**

#### **A RESOLUTION TO ESTABLISH 2020 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 2020 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 2020; and

**WHEREAS**, 26.25% of the total appropriations in the 2020 budget exclusive of any appropriations for debt service, relief of the poor and capital improvements is \$1,217,917.00 for current fund and \$81,000.00 for sewer utility; **NOW, THEREFORE, BE IT RESOLVED** that the following temporary appropriations be made:

					2020 Temporary
General Government Functions					
	Mayor's Office				
		Salaries and Wages			455.00
	Engineering Services and Costs				
		Other Expenses			15,600.00
Public Safety Functions					
	Police Department				
		Salaries and Wages			318,760.00
		Other Expenses			15,600.00
	Emergency Management Services				
		Salaries and Wages			390.00
		Other Expenses			52.00
	Fire Bureau				
		Salaries and Wages			1,300.00
		Other Expenses			130.00
Fire					
	Other Expenses				7,020.00
Aid to Volunteer Ambulance Company					
	Other Expenses				520.00
Municipal Prosecutor					
	Other Expenses				3,640.00
Deal Lake Weed Control					
	Other Expenses				3,000.00
Department of Revenue and Finance					
Commissioners Office					
	Salaries and Wages				390.00
Municipal Clerk					
	Salaries and Wages				42,900.00
	Other Expenses				16,900.00
Elections					
	Other Expenses				
Financial Administration					
	Salaries and Wages				38,740.00
	Other Expenses				5,720.00
Audit Services					
	Other Expenses				5,668.00

Collection of Taxes					
	Salaries and Wages				1,638.00
	Other Expenses				130.00
Assessment of Taxes					
	Salaries and Wages				1,742.00
	Other Expenses				312.00
	Other Expenses - Tax Appeals				6,500.00
Legal Services and Costs					
	Other Expenses				29,900.00
Planning Board					
	Salaries and Wages				8,000.00
	Other Expenses				12,000.00
Insurance					
	General Liability				50,000.00
	Workers' Compensation				55,000.00
	Employee Group Health				175,000.00
Public Works Functions					
	Solid Waste Collection				
		Salaries and Wages			100,100.00
		Other Expenses			5,460.00
Health and Human Services					
	Board of Health				
		Other Expenses			3,900.00
Park and Recreation Functions					
	Beach Facilities				
		Salaries and Wages			25,000.00
		Other Expenses			10,000.00
Department of Public Works, Parks and					
	Public Property				
		Commissioners Office			
			Salaries and Wages		375.00
		Streets and Road Maintenance			
			Other Expenses		3,000.00
		Snow Removal			
			Salaries and Wages		3,000.00
			Other Expenses		3,000.00
		Recycling			
			Other Expenses		7,500.00
		Building and Grounds			
			Other Expenses		4,500.00
		Maintenance of Motor Vehicles			

			Other Expenses		20,000.00
		Parks and Playgrounds			
			Other Expenses		1,000.00
<b>Other Common Operating Functions</b>					
	Celebration of Public Extents				
		Other Expenses			1,500.00
	Municipal Court				
		Salaries and Wages			25,000.00
		Other Expenses			3,000.00
	Public Defender				
		Salaries and Wages			450.00
	Animal Control				
		Other Expenses			1,000.00
		Construction Official			
			Salaries and Wages		4,200.00
			Other Expenses		75.00
		Utilities			
			Electricity		6,000.00
			Street Lighting		8,000.00
			Telephone		8,250.00
			Natural Gas		3,500.00
			Water		6,500.00
			Gasoline		11,000.00
			Fire Hydrant Service		5,000.00
	<i>Contribution to:</i>				
		Public Employees Retirement System			
		Social Security System (O.A.S.I.)			37,500.00
		Police and Firemen's Retirement System of NJ			
		Unemployment Insurance			10,000.00
		Defined Contribution Retirement Program			2,000.00
	Total Within Cap				1,136,817.00
<b>(A) Operations - Excluded from "CAPS"</b>					
	Shared Service Agreements:				
		Garbage and Trash Removal			
			Salaries and		42,900.00



**WHEREAS**, The Borough Administrator has agreed to attend or conduct these special events and meetings which are in addition to regular Board of Commissioners Meetings: and

**WHEREAS,** The determination that this meeting or special events is made by the Borough Administrator as follows; and

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

Employees shall receive a stipend \$250 for each special event or meeting.

**VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE**

**RESOLUTION #2020-32**

## 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**

**RESOLUTION #2020-33**

## 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**

**RESOLUTION #2020-34**

## A RESOLUTION TO AUTHORIZE BIDS

Offered By: Comm. McLoughlin

Seconded By: Comm. Bolan

**BE IT RESOLVED,** That the Borough Clerk be and she is hereby authorized and directed to receive bids for the "Improvements to Corlies Avenue."

**VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE**



**RESOLUTION #2020-35**

**A RESOLUTION TO APPROVE MARATHON IN BOROUGH OF ALLENHURST**

Offered By: Comm. McLoughlin

Seconded By: Comm. Bolan

**WHEREAS**, Pacers Events, LLC and the Novo Nordisk New Jersey Marathon and Half Marathon have requested permission to run a portion of their annual marathon through the Borough of Allenhurst on Sunday, April 26, 2020; and,

**WHEREAS**, A parade route has been provided, which will take the marathon down Ocean Avenue, starting at approximately 8:30 AM and ending at approximately 12:00PM and a Certificate of Insurance for this event will be provided; and,

**WHEREAS**, The Police Chief 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 Pacers Events and the Novo Nordisk New Jersey Marathon and Half Marathon to run a portion of their marathon through Allenhurst on April 26, 2020.

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

**RESOLUTION #2020-36**

**A RESOLUTION TO APPROVE RACE IN BOROUGH OF ALLENHURST**

Offered By: Comm. McLoughlin

Seconded By: Comm. Bolan

**WHEREAS**, The Special Olympics New Jersey and the Jersey Shore Running Club have requested permission to run a portion of their annual RunAPalooza Race to Benefit Special Olympics through the Borough of Allenhurst on Saturday, April 4, 2020; and,

**WHEREAS**, A parade route has been provided which will take the marathon down Ocean Avenue, starting at approximately 9:00 AM and ending at approximately Noon and a Certificate of Insurance for this event has been provided; and,

**WHEREAS**, The Police Chief 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 Special Olympics New Jersey and the Jersey Shore Running Club to run a portion of their annual RunAPalooza through Allenhurst on April 4, 2020.

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

**RESOLUTION #2020-37**

**A RESOLUTION TO APPROVE MARATHON IN BOROUGH OF ALLENHURST**

Offered By: Comm. McLoughlin

Seconded By: Comm. Bolan

**WHEREAS**, Edison Energy has requested permission to run their "One More Tri" triathlon to benefit Special Olympics through the Borough of Allenhurst on September 13, 2020; and,

**WHEREAS**, Edison Energy has provided a parade route which is on file in the Borough Clerk's Office and will start at approximately 7:30 AM and end at approximately 1:00 PM and a Certificate of Insurance for this event will be provided; and,

**WHEREAS**, The Police Chief 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 Edison Energy to run their "One More Tri" Triathlon through Allenhurst on September 13, 2020, contingent upon the Borough receiving a Certificate of Insurance prior to the event.

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

**RESOLUTION #2020-38**

**APPROVE THE RELEASE OF THE LICENSE AND PERMIT BOND FROM  
EXXONMOBIL ENVIRONMENTAL SERVICES COMPANY FOR SIDEWALK  
OPENING PERMIT WEST OF 410 MAIN STREET**

Offered By: Comm. McLoughlin

Seconded By: Comm. Bolan

**WHEREAS**, Exxonmobil Environmental Services Co. had posted a License and Permit Bond with the Borough of Allenhurst in the amount of \$1,920.00 for a Sidewalk Opening Permit immediately west of 410 Main Street ; and

**WHEREAS**, the Borough Engineer, as set forth in his letter of December 23, 2019, recommends that the License and Permit Bond in the amount of \$1,920.00 be released; and

**WHEREAS**, the Board of Commissioners of the Borough of Allenhurst agrees with said recommendation.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Borough of Allenhurst that the License and Permit Bond be released. A certified copy of this resolution shall be provided to Exxonmobil Environmental Services Co.

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

**RESOLUTION #2020-39**

## A RESOLUTION TO AMEND SALARY OF DISPATCHER

Offered By: Comm. McLoughlin

Seconded By: Comm. Bolan

**WHEREAS,** James Dougherty is a Full-Time Dispatcher;

**WHEREAS**, the minimum wage in New Jersey, as of January 1, 2020, is \$11 per hour.

**WHEREAS**, James Dougherty's salary must be amended to reflect the required minimum wage;

**THEREFORE, BE IT RESOLVED**, That the salary of James Dougherty be and hereby amended starting January 1, 2020:

### Full-Time Dispatcher

James Dougherty

\$22,880/year

**VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE**

**RESOLUTION #2020-40**

## A RESOLUTION TO CANCEL OUTSTANDING CHECKS

Offered By: Comm. McLoughlin

Seconded By: Comm. Bolan

**BE IT RESOLVED**, That the following uncashed checks be and are hereby canceled:

<u><b>Court Account</b></u>	<u><b>Amount</b></u>	<u><b>Date</b></u>
General Court #2619	\$ 14.00	7/2019
General Court #2644	\$ 0.11	11/2019

**VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE**

**RESOLUTION #2020-41**

## A RESOLUTION TO TRANSFER APPROPRIATIONS

Offered By: Comm. McLoughlin

Seconded By: Comm. Bolan

**BE IT RESOLVED,** That the following 2019 appropriations be transferred:

Current Fund	From	To
Engineering Services	12,000.00	
Gasoline	2,000.00	
Fire Hydrant Service		2,000.00
Electricity		500.00
Street Lighting		500.00
Legal Services		2,000.00
Tax Appeals		6,000.00
Telephone		1,000.00
Natural Gas		2,000.00
	<b>14,000.00</b>	<b>14,000.00</b>

## Utiliy Fund

Salaries and Wages	10,000.00	
Other Expenses		10,000.00



After reconvening, Commissioner McLoughlin moved, seconded by Comm. Bolan that the meeting be adjourned at 8:20 PM. Motion carried.

Donna M. Campagna, RMC  
Borough Clerk/Administrator