

AGENDA
REORGANIZATION MEETING
BOROUGH OF SEA BRIGHT

JANUARY 6, 2024 - 10:30 AM

BOROUGH OF SEA BRIGHT

TO ATTEND THIS MEETING REMOTELY PLEASE USE THE FOLLOWING LINK:

<https://meet.goto.com/225938005>

Dial in: 872-240-3212

Access Code: 225-938-005

1. PLEDGE OF ALLEGIANCE

2. OPENING STATEMENT

COMPLIANCE STATEMENT (N.J.S.A. 10:4-18)

Good Morning Ladies and Gentlemen. This Meeting Is Now Called to Order: In Line with the Borough of Sea Bright's Longstanding Policy of Open Government, And In Compliance with the "Open Public Meetings Act" I Wish to Advise You That Adequate Notice Of This Regularly Scheduled Meeting Has Been Sent to The Asbury Park Press and Other Local Newspapers on January 10, 2023. In Each Instance, The Date, Time, and Location of This Meeting Were Provided in the Notice. This Meeting Is Open to The Public."

3. MOMENT OF SILENCE FOR THE FOLLOWING MEMBERS OF THE SEA BRIGHT COMMUNITY WHO PASSED AWAY IN 2023.

Robert E. Fanucci
Thomas F.X. Foley
Margaret (Peggy) Gatto
Ernie Giglio
Justin Henshell
John P. Kennedy
Lori A. Klein
Joan Largey
Ryan Patrick Mason
Thomas F. Sullivan
Roger R. Thompson
Barbara Twigg
Adam Wilkinson

4. INVOCATION: Father Manning, Holy Cross Church, Rumson

5. STATEMENT OF DETERMINATION:

A statement of the determination of the Board of County Canvassers relative to the election held in the Borough of Sea Bright, County of Monmouth, on the 7th day of November, in the year Two Thousand and Twenty-Three for the election of Municipal Officers for said **BOROUGH OF SEA BRIGHT**

The Board determined that at said election, the following:

BRIAN P. KELLY

Was duly elected to the **Office of Mayor, Full Four (4) Year Term**
(January 1, 2024 - December 31, 2027)

AND

JOHN M. LAMIA, JR.
MARC A. LECKSTEIN

Were duly elected as **Members of the Borough Council for Full Three (3) Year Terms**
(January 1, 2024 - December 31, 2026)

SWEARING IN / OATHS OF OFFICE

MEETING ROLL CALL:

BIEBER ___ CATALANO ___ GORMAN ___ KEELER ___ LAMIA ___ LECKSTEIN ___

6. MAYOR BRIAN P. KELLY: 2024 NEW YEAR MESSAGE

**7. STANDING COUNCIL COMMITTEE APPOINTMENTS:
Chapter 3. Administrative Code §3-7. Committees (A.)**

The following Council Committee Appointments are presented for the year 2024:

Motion: _____ Second: _____

Roll Call: Bieber ___ Catalano ___ Gorman ___ Keeler ___ Lamia ___ Leckstein ___

A. Beach:

Chair works with council committee to recommend policy and oversee operations and maintenance of the beach, including serving as liaison to the Dune Community Advisory Committee;

- **Samuel A. Catalano, Chair**
- **Marc A. Leckstein**
- **Erwin Bieber**

B. Public Safety/Finance/Insurance/Grants:

Chair works with council committee, Public Safety Director and Fire Chief to oversee and recommend policy for borough public safety functions, including the Police Department, Fire Department, First Aid, Emergency Management and Water Safety. Chair works with council committee and CFO and department heads to oversee budget and financial operations, monitor insurance premiums and coverage and coordinate the timely application for future grant possibilities.

- **William J. Keeler, Chair**
- **Heather Gorman**
- **John M. Lamia, Jr.**

C. Administration/Flood Mitigation:

Chair oversees administration of municipal operations including Personnel matters. Chair works with council committee to oversee implementation of flood mitigation efforts. Serves as council liaison to Flood Mitigation Community Advisory Committee.

- **Erwin Bieber, Chair**
- **John M. Lamia, Jr.**
- **Samuel A. Catalano**

D. Court/Code Enforcement/Shared Services/Intra-Governmental Relations:
Chair works with council committee to oversee and recommend policy for the Municipal Court and Borough Code Enforcement. Chair works with council committee to promote shared services with other entities and intra-governmental relations.

- **Marc A. Leckstein, Chair**
- **Samuel A. Catalano**
- **William J. Keeler**

E. Public Works/Beautification:
Chair works with council committee to recommend policy and oversee operations of the Department of Public Works. Chair of Beautification serves as liaison to Beautification Community Advisory Committee and oversees Beautification projects.

- **John M. Lamia, Jr., Chair**
- **William J. Keeler**
- **Heather Gorman**

F. Library/Recreation/Public Relations/Capital Plan:
Chair serves as liaison to the Library and Recreation Community Advisory Committees. Public Relations Chair works with advisory committee and oversees the website, newsletter and other promotions. Chair works with council committee to prioritize and oversee implementation of capital projects.

- **Heather Gorman, Chair**
- **Erwin Bieber**
- **Marc A. Leckstein**

**8. MAYOR’S BLUE RIBBON COMMITTEE APPOINTMENTS:
Chapter 3. Administrative Code §3-7. Committees (B.)**

The following Mayor’s Blue Ribbon Committee Appointments are presented for the year 2024:

Motion: _____ **Second:** _____

Roll Call: Bieber ___ Catalano ___ Gorman ___ Keeler ___ Lamia ___ Leckstein ___

A. Sea Bright Educational Issues:
Committee members will act as liaisons and monitor education issues affecting Sea Bright students K-12.

- **Mayor Brian P. Kelly, Chair**
- **Councilman William J. Keeler**
- **Councilman Erwin Bieber**

B. Sea Bright Beach Re-nourishment:
Committee members will act as liaisons and monitor beach erosion and seek re-nourishment opportunities with the State of New Jersey and/or the Federal Government.

- **Mayor Brian P. Kelly, Chair**
- **Councilman William J. Keeler**
- **Councilman Samuel A. Catalano**

9. COMMUNITY ADVISORY COMMITTEES:

Chapter 3. Administrative Code §3-7. Committees (C.)

The following Community Advisory Committee Liaisons are presented for the year 2024:

Motion: _____ **Second:** _____

Roll Call: Bieber ___ Catalano ___ Gorman ___ Keeler ___ Lamia ___ Leckstein ___

- A. Beautification Committee Liaison: JOHN M. LAMIA, Jr.**
Oversees seasonal plantings and decorations in public spaces and at public buildings, raises funds to offset costs for Beautification Trust Fund.
- B. Dune Restoration Committee Liaison: SAMUEL A. CATALANO**
Oversees maintenance of dunes including annual plantings, public education about Dunes and fundraising to offset costs.
- C. Library Committee Liaison: HEATHER GORMAN**
Oversees library programming and improvements, raises funds to offset costs for Library Trust Fund.
- D. Recreation Committee Liaison: HEATHER GORMAN**
Oversees recreation programming for residents of all ages, raises funds to offset costs for the Recreation Trust Fund.
- E. Safety and Loss Committee Liaison: WILLIAM J. KEELER**
Reviews procedures to improve safety and reduce losses through insurance claims.
- F. Green Team Committee Liaison: JOHN M. LAMIA, Jr.**
The Green Team is a permanent advisory committee created by Ordinance 04-2016 to recommend and implement sustainable practices for the Borough, according to Chapter 48, "Sustainable Sea Bright Advisory Committee" in the code of the Borough of Sea Bright.
- G. Public Relations Advisory Committee Liaison: HEATHER GORMAN**
Oversees promotion and marketing of Sea Bright inside and outside of the community via Sea Bright 365 initiatives. Assists, where needed, with Borough newsletter and social media. Raises funds for the Public Relations Trust Fund.
- H. Flood Mitigation Advisory Committee Liaison: ERWIN BIEBER**
Oversees efforts within Sea Bright to mitigate flooding issues.

10. APPOINTMENTS FOR 2024:

ONE YEAR TERMS:

RES. NO. 01-2024 Appointment of **2024 Council President: William J. Keeler**

Motion: _____ **Second:** _____

Roll Call: Bieber ___ Catalano ___ Gorman ___ Keeler ___ Lamia ___ Leckstein ___

RES. NO. 02-2024 Appointment of **Council Liaison** to the **Planning Board: Marc A. Leckstein**

Motion: _____ **Second:** _____

Roll Call: Bieber ___ Catalano ___ Gorman ___ Keeler ___ Lamia ___ Leckstein ___

RES. NO. 03-2024 Appointment of **Borough Attorney: Roger McLaughlin, Esquire
McLaughlin Stauffer & Shaklee, P.C.**

Motion: _____ **Second:** _____

Roll Call: Bieber ___ Catalano ___ Gorman ___ Keeler ___ Lamia ___ Leckstein ___

RES. NO. 04-2024 Appointment of **Special Conflicts Counsel(s):
Andrew Bayer, Pashman Stein Walder Hayden, PC
Eric M. Bernstein, Bernstein & Associates, LLC
Michael L. Collins, King Moench & Collins LLP
Victoria A. Flynn, Victoria Flynn, LLC**

Motion: _____ **Second:** _____

Roll Call: Bieber ___ Catalano ___ Gorman ___ Keeler ___ Lamia ___ Leckstein ___

RES. NO. 05-2024 Appointment of **Special Counsel Educational Matters:
Porzio, Bromberg & Newman
Vito A. Gagliardi, Jr., Esquire & Kerri A. Wright, Esquire**

Motion: _____ **Second:** _____

Roll Call: Bieber ___ Catalano ___ Gorman ___ Keeler ___ Lamia ___ Leckstein ___

RES. NO. 06-2024 Appointment of **Special Counsel for Redevelopment Matters:
Bathgate, Wegener & Wolf, William J. Wolf, Esquire**

Motion: _____ **Second:** _____

Roll Call: Bieber ___ Catalano ___ Gorman ___ Keeler ___ Lamia ___ Leckstein ___

RES. NO. 07-2024 Appointment of **Borough Auditor: Robert W. Allison, RMA
Holman Frenia Allison, PC**

Motion: _____ **Second:** _____

Roll Call: Bieber ___ Catalano ___ Gorman ___ Keeler ___ Lamia ___ Leckstein ___

RES. NO. 08-2024 Appointment of **Borough Engineer: Gregory S. Blash, Leon S. Avakian, Inc.**

Motion: _____ **Second:** _____

Roll Call: Bieber ___ Catalano ___ Gorman ___ Keeler ___ Lamia ___ Leckstein ___

RES. NO. 09-2024 Appointment of **Borough Planner: Jennifer Beahm, Leon S. Avakian, Inc.**

Motion: _____ **Second:** _____

Roll Call: Bieber ___ Catalano ___ Gorman ___ Keeler ___ Lamia ___ Leckstein ___

RES. NO. 10-2024 Appointment of **Borough Consulting Engineers:**

- CME Associates, Gregory R. Valesi**
- Colliers Engineering & Design, William White**
- French & Parrello Associates, Brian R. Decina**
- Hoder Associates, David Hoder**
- Prestige Environmental, Grish Mehta**
- Remington & Vernick Engineers, James Oris**
- Suburban Consulting Engineers, Robert C. Gregoria**
- Van Cleef Engineering Associates, Millis J. Looney**

Motion: _____ **Second:** _____

Roll Call: Bieber ___ Catalano ___ Gorman ___ Keeler ___ Lamia ___ Leckstein ___

RES. NO. 11-2024 Appointment of **Borough Prosecutor: William G. McGuinn, Esquire, Hoagland, Longo, Moran, Dunst LLP**

Motion: _____ **Second:** _____

Roll Call: Bieber ___ Catalano ___ Gorman ___ Keeler ___ Lamia ___ Leckstein ___

RES. NO. 12-2024 Appointment of **Alternate Borough Prosecutor:**

- Susan L. Solda De Simone, Esquire**
- Law office of Susan L. Solda DeSimone**

Motion: _____ **Second:** _____

Roll Call: Bieber ___ Catalano ___ Gorman ___ Keeler ___ Lamia ___ Leckstein ___

RES. NO. 13-2024 Appointment of **Public Defender: Michael J. Pappa, Esquire Rudnick, Addonizio, Pappa, & Casazza**

Motion: _____ **Second:** _____

Roll Call: Bieber ___ Catalano ___ Gorman ___ Keeler ___ Lamia ___ Leckstein ___

RES. NO. 14-2024 Appointment of **Bond Counsel: John Draikiwicz, Esquire, Gibbons. P.C.**

Motion: _____ **Second:** _____

Roll Call: Bieber ___ Catalano ___ Gorman ___ Keeler ___ Lamia ___ Leckstein ___

RES. NO. 15-2024 Appointment of **Labor Attorney: Bruce Padula, Esquire, Cleary, Giacobbe, Alfieri, Jacobs, LLC**

Motion: _____ **Second:** _____

Roll Call: Bieber ___ Catalano ___ Gorman ___ Keeler ___ Lamia ___ Leckstein ___

RES. NO. 16-2024 Appointment of **Tax Appeal Attorney: Salvatore Alfieri, Esquire Cleary, Giacobbe, Alfieri, Jacobs, LLC**

Motion: _____ **Second:** _____

Roll Call: Bieber ___ Catalano ___ Gorman ___ Keeler ___ Lamia ___ Leckstein ___

RES. NO. 17-2024 Appointment of **Risk Manager: Brown and Brown, Metro, Inc. Broker/Consultant for the "Monmouth County Joint Insurance Fund"**

Motion: _____ **Second:** _____

Roll Call: Bieber ___ Catalano ___ Gorman ___ Keeler ___ Lamia ___ Leckstein ___

RES. NO. 18-2024 Appointment of **Flood Insurance Broker: E.F. Mason Agency**

Motion: _____ **Second:** _____

Roll Call: Bieber ___ Catalano ___ Gorman ___ Keeler ___ Lamia ___ Leckstein ___

RES. NO. 19-2024 Appointment of **Wireless Communications Consultant: FSD Enterprises, LLC**

Motion: _____ **Second:** _____

Roll Call: Bieber ___ Catalano ___ Gorman ___ Keeler ___ Lamia ___ Leckstein ___

RES. NO. 20-2024 Appointment of **Municipal Financial Advisor: NW Financial Group**

Motion: _____ **Second:** _____

Roll Call: Bieber ___ Catalano ___ Gorman ___ Keeler ___ Lamia ___ Leckstein ___

RES. NO. 21-2024 Appointment of **Information Technology Consultant: Intron Technology**

Motion: _____ **Second:** _____

Roll Call: Bieber ___ Catalano ___ Gorman ___ Keeler ___ Lamia ___ Leckstein ___

THREE YEAR TERM(s):

RES. NO. 22-2024 Appointment of **NICOLE SONNENBLICK, JMC** as **Municipal Court Judge**

Motion: _____ **Second:** _____

Roll Call: Bieber ___ Catalano ___ Gorman ___ Keeler ___ Lamia ___ Leckstein ___

SWEARING IN/OATH OF OFFICE

1.1. CONSENT AGENDA:

Motion: _____ **Second:** _____

Roll Call: Bieber ___ Catalano ___ Gorman ___ Keeler ___ Lamia ___ Leckstein ___

A Certification of Funds supports any items requiring expenditure; any items requiring discussion will be removed from the Consent Agenda:

- Res. No. 23-2024 2024 BOROUGH COUNCIL MEETING SCHEDULE**
- Res. No. 24-2024 APPOINTING MAYOR BRIAN KELLY AS COMMUNITY DEVELOPMENT BLOCK GRANT REPRESENTATIVE and WILLIAM J. KEELER, AS THE ALTERNATE REPRESENTATIVE**
- Res. No. 25-2024 APPOINTMENTS TO THE BOROUGH'S SPECIAL EVENTS COMMITTEE**
- Res. No. 26-2024 DESIGNATING PUBLIC AGENCY COMPLIANCE OFFICER BOROUGH OF SEA BRIGHT JOSEPH L. VERRUNI**
- Res. No. 27-2024 APPOINT REPRESENTATIVE(S) TO THE JERSEY SHORE REGIONAL HEALTH COMMISSION**
- Res. No. 28-2024 OFFICIAL NEWSPAPERS**
- Res. No. 29-2024 OFFICIAL DEPOSITORIES**
- Res. No. 30-2024 INTEREST ON DELINQUENT TAXES, SEWER AND OTHER MUNICIPAL CHARGES**
- Res. No. 31-2024 ANNUAL FEE SCHEDULES**
- Res. No. 32-2024 POLICE SPECIAL DUTY RATES FOR 2024**
- Res. No. 33-2024 PETTY CASH FUNDS and CHANGE FUNDS**
- Res. No. 34-2024 2024 CASH MANAGEMENT PLAN**
- Res. No. 35-2024 ADOPT THE REGULATIONS OF PL 2016, CH 29 – ELECTRONIC FUNDS TRANSFER AND VENDOR CERTIFICATIONS (N.J.A.C 5:30-PA.6)**
- Res. No. 36-2024 TEMPORARY BUDGET APPROPRIATIONS**
- Res. No. 37-2024 2024-2025 SHARED SERVICE AGREEMENT FIRE OFFICIAL/CODE ENFORCEMENT VEHICLE**

**12. APPROVAL OF BOROUGH EMPLOYEES/APPOINTMENTS FOR 2024:
Chapter 3. Administrative Code §3-5. (B.) Mayor Appointments with
Council Confirmation (Salaries set by Ordinance)**

Motion: _____ **Second:** _____

Roll Call: Bieber ____ Catalano ____ Gorman ____ Keeler ____ Lamia ____ Leckstein ____

The following Employees/Appointments are presented for the year 2024:

- **BOROUGH CLERK** Christine Pfeiffer
- **BOROUGH DEPUTY CLERK** Michelle Graham
- **PLANNING BOARD SECRETARY/SPECIAL EVENTS SECRETARY/
ADMINISTRATIVE ASSISTANT** Candace Mitchell
- **BEACH MANAGER** Don Klein
- **BOARD OF HEALTH SECRETARY** Patricia Spahr
- **ADMIN ASSISTANT/SPECIAL PROJECTS** Frank Lawrence
- **SECRETARY & TECHNICAL ASSISTANT, CONSTRUCTION DEPARTMENT**
Karen DiBerardino
- **PART-TIME BUILDING DEPARTMENT SECRETARY** Nancy O’Neil
- **CONSTRUCTION OFFICIAL/BUILDING SUBCODE OFFICIAL**
Edward Wheeler
- **HOUSING INSPECTOR/CODE ENFORCEMENT
OFFICER/FIRE INSPECTOR/FIRE SUB-CODE OFFICIAL** Thomas Haege
- **FLOOD PLAIN MANAGER, PLANNER,
ZONING OFFICER, CRS COORDINATOR** Mary Tangolics
- **BUILDING INSPECTOR** Jeff Losacco
- **ELECTRICAL SUBCODE OFFICIAL** Jay Everard
- **PLUMBING SUBCODE OFFICIAL** James Ammaturo
- **FINANCE MANAGER** Khristi Jacobs
- **CHIEF FINANCIAL OFFICER** Michael Bascom
- **OFFICIAL TAX SEARCHER** Patricia M. Spahr
- **OFFICIAL ASSESSMENT SEARCHER** Christine Pfeiffer
- **PUBLIC OFFICER FOR ABANDONED PROPERTIES** Thomas Haege
- **DIRECTOR OF PUBLIC WORKS** David Bahrle
- **DEPUTY DIRECTOR OF PUBLIC WORKS &
RIGHT TO KNOW/SAFETY COORDINATOR** Robert Smith

- **PUBLIC WORKS MAINTENANCE** Joseph Eskridge
Randall Allen
Timothy Linden
Jose Gonzalez
- **TAX/SEWER UTILITY COLLECTOR** Patricia M. Spahr
- **LIBRARY DIRECTOR** Jane Farmer
- **LIBRARY PROGRAM DIRECTOR** Alessandra Scalgione
- **LIBRARY ASSISTANTS** Deanna Andriola
Patricia McCory
Rosemary Gance
Marie Szmania
Joan Desimone
- **RECREATION DIRECTOR** Don Klein
- **REGISTRAR** (Three-year terms: 1/1/23 – 12/31/25) Candace Mitchell
- **DEPUTY REGISTRAR** Michelle Graham
- **ALTERNATE DEPUTY REGISTRAR** Karen DiBerardino
- **ALTERNATE DEPUTY REGISTRAR** Christine Pfeiffer
- **CERTIFIED COURT ADMINISTRATOR** Carol Smith
- **BOROUGH PHYSICIAN** Monmouth Medical Center Occupational Health
- **SPECIAL EVENTS COMMITTEE** (General Code: §179-3)
Councilmember, Heather Gorman
Alternate Councilmember, John M. Lamia, Jr.
Borough Business Owner, Melissa D’Anna
Borough Resident, Susana Markson
Brian P. Kelly, Mayor
Joseph L. Verruni, Administrator or Christine Pfeiffer, Clerk
Brett Friedman, Police Chief
David Bahrle/Robert Smith, Public Works
Don Klein, Recreation Director
John Arias, Police Captain
Candace Mitchell, Committee Secretary
Jersey Shore Regional Health Commission Representative
- **REPRESENTATIVES TO MONMOUTH COUNTY MUNICIPAL JOINT INSURANCE FUND**

William J. Keeler, Councilmember
Joseph Verruni, Alternate
- **FIRE DEPARTMENT LINE OFFICERS** (General Code: §20-3)

Department Chief: Charles R. Murphy, Jr.
Assistant Chief: Charles Rivera
Captain: Ryan Naclerio
Captain: Benjamin Perrin
Lieutenant: Kevin Covert
Lieutenant: Vince Nocera
Lieutenant: Starr McKenna
Lieutenant: Patrick Covert

• **FIRE DEPARTMENT AUXILIARY DRIVERS**

Charles R. Murphy, Jr.
Ryan Naclerio
Benjamin Perrin
Charles Rivera
David Estelle
Daniel Drogin
James Forsman

• **FIRE DEPARTMENT PROBATIONARY DRIVERS**

Kevin Welsh
John Papay
Matthew Polandick
Paulo Gaspar
Sara Gaspar
Kristel Mockler
Morgan Scherer
Vincenzo Bianco
Starr McKenna
Vince Nocera
Cody Burbank
Ammer Abugosh
Michael Greco
Luke Fanning
Christopher Glietz
Kevin Covert
Kevin Hoffman
Michael Saul
James Voorhis
Alexander Baret
Nicholas Simmons
Salvator Ciotti
Jacob Simon
Richard Glietz
James Corrao
Kevin Morey
Nick Luiten
Savana Arabi – Katbi
Rocco Nannarello
Robert Eyerkuss
Joseph Wojtowicz
William Duffy
Daniel Maloney
Michael Very
Daniel Carney
Aaron Rock
Nicholas Hubbard
Andrew Murphy
Robert Alvator
Anthony Simone
Darreny Berry
Sean Marelli
Stephen Campbell
Angelo Ciaglia
Nicholas Colalilo

David Covert
Brach Child
Matthew Greco

• **FIRE DEPARTMENT – ENGINEER(S)**

David Estelle – Chief Engineer
James G. Forsman – Assistant Chief Engineer

• **FIRE POLICE:** Five-year term (General Code: §20-6)

Daniel Drogin, Captain (01/01/2024 – 12/31/2028)
David Estelle (01/01/2024 – 12/31/2028)
Patrick Mason (01/01/2021 – 12/31/2025)
Joseph Eskridge (01/01/2021 – 12/31/2025)
C. Read Murphy (01/01/2021 – 12/31/2025)
Charles Carlson (01/01/2023 – 12/31/2028)

• **FIRE DEPARTMENT - PURCHASING AGENTS**

Charles R. Murphy, Jr.
Charles Rivera

• **POLICE OFFICERS**

Brett M. Friedman, Chief
John Arias, Captain
James A. McCue, Jr., Lieutenant
Charles R. Murphy, Jr., Det. Sergeant
Richard A. Huegel, Jr., Det. Sergeant
Christopher Fisler, Sergeant
Andrew Hendricks, Patrolman
Ty Manning, Patrolman
Sean Marelli, Patrolman
Madison E. Taylor, Patrolwoman
Nicholas E. Turi, Patrolman
Christopher D. Panduri, Patrolman

• **CLASS II SPECIAL POLICE OFFICERS**

Alexa N. Susino
Peter A. McGovern
Kory J. Pool
Nicholas J. Colangelo
Thomas J. Wolf
Anthony J. Gandolfo
Monique M. Lopez

• **CLASS I SPECIAL POLICE OFFICER**

Emilee Skillman
Mason V. Senoff
Kenneth A. Fisler

• **POLICE CLERK**

Grace E. Niro

• **SEA BRIGHT EMS SQUAD**

Daniel Drogan, President
Mackenzie Shevlin, Vice President
Anthony Toth, Chief
Kevin Morey, Captain
Mackenzie Shevlin, Lieutenant

• **EMERGENCY MANAGEMENT**

Coordinator: 3-year term
Brian P. Kelly (01/01/2023 – 12/31/2025)

Deputy Coordinators: 3-year term
Daniel Drogin (01/01/23 – 12/31/25)
Ryan B. Murphy (01/01/23 – 12/31/25)

• **LOCAL EMERGENCY MANAGEMENT COUNCIL**

Brian P. Kelly, Mayor - Chair, OEM Coordinator
William J. Keeler, Councilmember/Public Safety Chair
Brett Friedman, Chief of Police
Charles R. Murphy, Jr., Fire Chief
Anthony Toth, EMS Captain
Tom Haege, Fire Official
Christine Pfeiffer, Borough Clerk
Joseph Verruni, Borough Administrator
David Bahrle, DPW Director
JoAnn Kalaka-Adams, Resident
James Adams, Resident
Candance Brunswick, Resident
Lance Cunningham, Carriage House Marina, Owner
James LoBiondo, Surfriider Beach Club, Owner
Michael Stavola, Driftwood Beach Club, Owner
Chris Wood, Woody’s Ocean Grille, Owner

13. COUNCIL COMMENTS

14. PUBLIC COMMENTS (limited to 3 minutes)

15. BENEDICTION - Pastor Michael Turner, Sea Bright United Methodist Church

16. ADJOURNMENT

Councilmember _____ offered a motion to adjourn the meeting; seconded by
Councilmember _____

Roll Call: Bieber ____ Catalano ____ Gorman ____ Keeler ____ Lamia ____ Leckstein ____

RESOLUTION NO. 01-2024
APPOINTING 2024 COUNCIL PRESIDENT
WILLIAM J. KEELER

Councilmember introduced and offered the following resolution for its adoption;
seconded by Councilmember :

WHEREAS, N.J.S.A. 40A:60-3(b) provides that at its annual re-organization meeting, the council shall by vote of a majority of its number, elect a President of the Council, who shall:

1. Preside at all of its meetings when the Mayor does not preside.
2. Have the right to debate and vote on all questions before the Council.
3. Shall perform all the duties of the Mayor during any period in which the Mayor is absent from the Borough for three days or more or is unable to perform the duties of the office.

WHEREAS, The President of the Council shall hold office for one year and until the next re-organization meeting; if the President of the Council is unable to perform the duties of the acting mayor, then the member of council with the longest term of service may act temporarily for the President of the Council.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, that Councilman William J. Keeler be and is hereby elected as "**President**" of said Council for a one-year term commencing January 1, 2024; and

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to the following:

1. William J. Keeler, Council President

Roll Call: Bieber, Catalano, Gorman, Keeler, Lamia, Leckstein

January 6, 2024

CERTIFICATION

I, Christine Pfeiffer, Borough Clerk do hereby certify that
The foregoing is a Resolution adopted by the Borough
Council of the Borough of Sea Bright, County of Monmouth,
State of New Jersey, at a Council meeting held on
January 6, 2024.

Christine Pfeiffer, Borough Clerk

RESOLUTION NO. 02-2024
COUNCIL LIAISON TO THE PLANNING BOARD
MARC A. LECKSTEIN

Councilmember introduced and offered for adoption the following resolution for its adoption; seconded by Councilmember :

WHEREAS, it is necessary that a member of the Council be appointed as liaison to the Sea Bright Planning/Zoning Board to represent the Governing Body as a Class III - Member for a one-year term commencing January 1, 2024 through December 31, 2024.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, that **MARC A. LECKSTEIN, Council Liaison to the Planning Board** be and is hereby appointed to this position.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to the following:

1. Marc A. Leckstein, Council Liaison
2. Planning Board Secretary

Roll Call: Bieber, Catalano, Gorman, Keeler, Lamia, Leckstein

January 6, 2024

CERTIFICATION

I, Christine Pfeiffer, Borough Clerk do hereby certify that The foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 6, 2024.

Christine Pfeiffer, Borough Clerk

RESOLUTION NO. 03-2024
AWARD OF A FAIR AND OPEN PROFESSIONAL SERVICE CONTRACT
BOROUGH ATTORNEY
McLAUGHLIN STAUFFER & SHAKLEE, PC
ROGER J. McLAUGHLIN, ESQ.

Councilmember introduced and offered the following Resolution for its adoption; seconded by
Councilmember :

WHEREAS, pursuant to N.J.S.A. 40A:9-139 there exists a need to appoint a qualified individual as Borough Attorney in the Borough of Sea Bright; and

WHEREAS, a request for proposals for Borough Attorney was posted and advertised in the Asbury Park Press to be received on December 8, 2023; and

WHEREAS, while the Local Public Contracts Law N.J.S.A. 40A:11-5 (1)(a) does not require competitive bidding for such professional services, the Borough nevertheless advertised pursuant to the fair and open process (N.J.S.A. 19:44A-20.5); and

WHEREAS, three (3) proposals for Borough Attorney were received and evaluated by the Governing Body with due consideration as to qualifications, experience, compensation and other factors and criteria; and

WHEREAS, the qualifying proposal submitted by McLaughlin, Stauffer & Shaklee, PC, of Wall Township, New Jersey is being considered for the term of one year (January 1, 2024 - December 31, 2024) at a rate not to exceed \$175.00 per hour; and

CERTIFICATION OF FUNDS

I, Michael J. Bascom, Chief Financial Officer, hereby certify that based on the amount of funds expended in the prior year for these services, it is estimated that the total 2024 appropriation for this contract will be \$100,000.00, said amount subject to unforeseen decreases or increases in litigation and other legal matters. Funds will be provided for in the 2024 Temporary Budget and in the Budget for the year 2024, when finally adopted, in the appropriation entitled Legal #4-01-20-155-227.

MICHAEL J. BASCOM, CFO

NOW THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey do hereby authorize the Mayor and Borough Clerk to execute a professional service contract with **ROGER J. McLAUGHLIN of the Law Firm of McLAUGHLIN STAUFFER & SHAKLEE, PC** to serve as the Borough Attorney for one year commencing January 1, 2024 through December 31, 2024 pursuant to the rate and terms set forth in the submitted proposal, a copy of which is maintained in the Borough Clerk's office; and

BE IT FURTHER RESOLVED that the Borough Clerk is hereby authorized to advertise this award of contract according to law in the local newspaper and is further authorized to forward a certified copy of this resolution to the following:

1. Roger J. McLaughlin, McLaughlin Stauffer & Shaklee PC
2. Finance Manager

Roll Call: Bieber, Catalano, Gorman, Keeler, Lamia, Leckstein

January 6, 2024

CERTIFICATION

I, Christine Pfeiffer, do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 6, 2024.

Christine Pfeiffer, Borough Clerk

RESOLUTION NO. 04-2024
AWARD OF A FAIR AND OPEN PROFESSIONAL SERVICE CONTRACT
SPECIAL/CONFLICTS COUNSEL

Councilmember introduced and offered the following Resolution for its adoption; seconded by
Councilmember :

WHEREAS, there exists a need to appoint Special/Conflicts Counsel within the Borough of Sea Bright to provide services that cannot be addressed by the Borough Attorney; and

WHEREAS, a request for proposals for Special/Conflicts Counsel was posted and advertised in the Asbury Park Press to be received on December 8, 2023; and

WHEREAS, while the Local Public Contracts Law N.J.S.A. 40A:11-5 (1)(a) does not require competitive bidding for such professional services, the Borough nevertheless advertised pursuant to the fair and open process (N.J.S.A. 19:44A-20.5); and

WHEREAS, four (4) proposals for Special/Conflicts Counsel were received and evaluated by the Governing Body with due consideration as to qualifications, experience, compensation and other factors and criteria; and

WHEREAS, Borough Council has determined that appointing multiple qualified individuals as Special/Conflicts Counsel to be utilized on a case-by-case basis based on expertise, availability and pricing would best serve the Borough.

CERTIFICATION OF FUNDS

I, Michael J. Bascom, CFO, hereby certify that funds will be provided for this purpose by resolution at the time special conflict services are required in the appropriation entitled Legal #4-01-20-155-000.

MICHAEL J. BASCOM, CFO

NOW THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey do hereby authorize the Mayor and Borough Clerk to execute professional service contracts with the following to serve as Special/Conflicts Counsel for one year commencing January 1, 2024 through December 31, 2024 pursuant to the rate and terms set forth in their submitted proposals, copies of which are maintained in the Borough Clerk's office; and

Andrew Bayer, Pashman Stein Walder Hayden, PC of Holmdel, New Jersey
Eric M. Bernstein, Bernstein & Associates, LLC of Warren, New Jersey
Michael L. Collins, King Moench & Collins LLP of Red Bank, New Jersey
Victoria A. Flynn, Victoria Flynn, LLC of Holmdel, New Jersey

BE IT FURTHER RESOLVED that the Borough Clerk is hereby authorized to advertise this award of contract according to law in the local newspaper and is further authorized to forward a certified copy of this resolution to the following:

1. All Attorneys
2. Finance Manager

Roll Call: Bieber, Catalano, Gorman, Keeler, Lamia, Leckstein

January 6, 2024

CERTIFICATION

I, Christine Pfeiffer, do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 6, 2024.

Christine Pfeiffer, Borough Clerk

RESOLUTION NO. 05-2024
AWARD OF A FAIR AND OPEN PROFESSIONAL SERVICE CONTRACT
SPECIAL COUNSEL FOR EDUCATIONAL ISSUES
PORZIO, BROMBERG & NEWMAN, P.C.
VITO A. GAGLIARDI, JR., ESQ. and KERRI A. WRIGHT, ESQ.

Councilmember introduced and offered the following Resolution for its adoption; seconded by
Councilmember :

WHEREAS, there exists a need to appoint a qualified Special/Conflicts Counsel for Educational Issues in the Borough of Sea Bright; and

WHEREAS, a request for proposals for the Special/Conflicts Counsel for Educational Issues was posted and advertised in the Asbury Park Press to be received on December 8, 2023; and

WHEREAS, while the Local Public Contracts Law N.J.S.A. 40A:11-5 (1)(a) does not require competitive bidding for such professional services, the Borough nevertheless advertised pursuant to the fair and open process (N.J.S.A. 19:44A-20.5); and

WHEREAS, two (2) proposals for Special/Conflicts Counsel for Educational Issues were received on and evaluated by the Governing Body with due consideration as to qualifications, experience, compensation and other factors and criteria; and

WHEREAS, the qualifying proposal submitted by Kerri A. Wright, Esq. and Vito A. Gagliardi, Jr., Esq., Porzio, Bromberg & Newman, P.C. of Morristown, New Jersey, is being considered for the term of one year (January 1, 2024 - December 31, 2024) at a rate not to exceed \$410.00 per hour; and

CERTIFICATION OF FUNDS:

I, Michael J. Bascom, Chief Financial Officer, hereby certify that based on the amount of funds expended in the prior year for these services, it is estimated that the total 2024 appropriation for this contract will be \$75,000.00, said amount subject to unforeseen decreases or increases in litigation and other legal matters. Funds will be provided for in the 2024 Temporary Budget and in the Budget for the year 2024, when finally adopted, in the appropriation entitled Legal #4-01-20-155-000.

MICHAEL J. BASCOM, CFO

NOW THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey do hereby authorize the Mayor and Borough Clerk to execute a professional service contract with **VITO A. GAGLIARDI, JR., ESQ. and KERRI A. WRIGHT, ESQ. of the firm Porzio, Bromberg & Newman, P.C.** for Special Counsel for litigation relating to educational matters for one year commencing January 1, 2024 through December 31, 2024 pursuant to the rate and terms set forth in the submitted proposal, a copy of which is maintained in the Borough Clerk's office; and

BE IT FURTHER RESOLVED, that the Borough Clerk is hereby authorized to advertise this award of contract according to law in the local newspaper and is further authorized to forward a certified copy of this resolution to the following:

1. Porzio, Bromberg & Newman, P.C.
2. Finance Manager

Roll Call: Bieber, Catalano, Gorman, Keeler, Lamia, Leckstein

January 6, 2024

CERTIFICATION

I, Christine Pfeiffer, do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 6, 2024.

Christine Pfeiffer, Borough Clerk

RESOLUTION NO. 06-2024
AWARD OF A FAIR AND OPEN PROFESSIONAL SERVICE CONTRACT
SPECIAL COUNSEL FOR REDEVELOPMENT ISSUES
BATHGATE, WEGENER & WOLF, P.C.
WILLIAM J. WOLF, ESQ.

Councilmember introduced and offered the following Resolution for its adoption; seconded
by Councilmember :

WHEREAS, there exists a need to appoint a qualified Special Counsel for Redevelopment Issues in the Borough of Sea Bright and,

WHEREAS, a request for proposals for the Special Council for Redevelopment Issues was posted and advertised in the Asbury Park Press to be received on December 8, 2023; and

WHEREAS, while the Local Public Contracts Law N.J.S.A. 40A:11-5 (1)(a) does not require competitive bidding for such professional services, the Borough nevertheless advertised pursuant to the fair and open process (N.J.S.A. 19:44A-20.5); and

WHEREAS, two (2) proposals for Special Counsel for Redevelopment Issues were received and evaluated by the Governing Body with due consideration as to qualifications, experience, compensation and other factors and criteria; and

WHEREAS, the proposal received from William J. Wolf of Bathgate, Wegener & Wolf, P.C. of Lakewood, New Jersey is being considered for the term of one year (January 1, 2024 - December 31, 2024) at a rate not to exceed \$225.00 per hour; and

CERTIFICATION OF FUNDS

I, Michael J. Bascom, Chief Financial Officer, hereby certify that funds will be available in Redevelopment Escrow for the purposes stated herein.

MICHAEL J. BASCOM, CFO

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, do hereby authorize the Mayor and Borough Clerk to execute a professional service contract with **William J. Wolf of Bathgate, Wegener & Wolf, P.C.** for Special Counsel for redevelopment related matters within the Borough for one year commencing January 1, 2024 through December 31, 2024 pursuant to the rate and terms set forth in the submitted proposal, a copy of which is maintained in the Borough Clerk's office; and

BE IT FURTHER RESOLVED, that the Borough Clerk is hereby authorized to advertise this award of contract according to law in the local newspaper and is further authorized to forward a certified copy of this resolution to the following:

1. William J. Wolf, Esq.
2. Finance Manager
3. Borough Attorney

Roll Call: Bleber, Catalano, Gorman, Keeler, Lamia, Leckstein

January 6, 2024

CERTIFICATION

I, Christine Pfeiffer, do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 6, 2024.

Christine Pfeiffer, Borough Clerk

RESOLUTION NO. 07-2024
AWARD OF A FAIR AND OPEN PROFESSIONAL SERVICE CONTRACT
BOROUGH AUDITOR
HOLMAN FRENIA ALLISON, P.C.
ROBERT W. ALLISON, CPA, RMA, PSA

Councilmember introduced and offered the following Resolution for its adoption; seconded by
Councilmember :

WHEREAS, pursuant to N.J.S.A. 40A:5-4 there exists a need to retain the services of a qualified Registered Municipal Accountant ("RMA") to conduct the Borough's annual audit and related professional services as needed; and

WHEREAS, a request for proposals for Borough Auditor was posted and advertised in the Asbury Park Press to be received on December 8, 2024; and

WHEREAS, while the Local Public Contracts Law N.J.S.A. 40A:11-5 (1)(a) does not require competitive bidding for such professional services, the Borough nevertheless advertised pursuant to the fair and open process (N.J.S.A. 19:44A-20.5); and

WHEREAS, one (1) proposal for Borough Auditor was received and evaluated by the Governing Body with due consideration as to qualifications, experience, compensation and other factors and criteria; and

WHEREAS, the proposal received from Holman Frenia Allison, P.C. of Freehold, New Jersey is being considered for the term of one year (January 1, 2024 - December 31, 2024) at a rate not to exceed \$220.00 per hour; and

CERTIFICATION OF FUNDS:

I, Michael J. Bascom, CFO, do hereby certify that funds will be provided in the 2024 Temporary Budget in the Budget for the year 2024, when finally adopted in the amount of \$50,000.00 in the appropriation entitled Audit Service #4-01-20-135-000 and Finance #4-01-20-130-000.

MICHAEL J. BASCOM, CFO

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, do hereby authorize the Mayor and Borough Clerk to execute a professional service contract with **Robert W. Allison, CPA, RMA, PSA of Holman Frenia Allison, P.C.** to serve as Borough Auditor for one year commencing January 1, 2024 through December 31, 2024 pursuant to the rate and terms set forth in the submitted proposal, a copy of which is maintained in the Borough Clerk's office; and

BE IT FURTHER RESOLVED that the Borough Clerk is hereby authorized to advertise this award of contract according to law in the local newspaper and is further authorized to forward a certified copy of this resolution to the following:

1. Robert W. Allison, Holman Frenia Allison, PC
2. Finance Manager

Roll Call: Bieber, Catalano, Gorman, Keeler, Lamia, Leckstein

January 6, 2024

CERTIFICATION

I, Christine Pfeiffer, do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 6, 2024.

Christine Pfeiffer, Borough Clerk

RESOLUTION NO. 08-2024
AWARD OF A FAIR AND OPEN PROFESSIONAL SERVICE CONTRACT
BOROUGH ENGINEER
LEON S. AVAKIAN, INC.
GREGORY S. BLASH

Councilmember introduced and offered the following Resolution for its adoption; seconded by
Councilmember :

WHEREAS, pursuant to N.J.S.A. 40A:9-140 there exists a need to appoint a qualified individual/firm as Borough Engineer in the Borough of Sea Bright; and

WHEREAS, a request for proposals for Borough Engineer was posted and advertised in the Asbury Park Press to be received on December 8, 2023; and

WHEREAS, while the Local Public Contracts Law N.J.S.A. 40A:11-5 (1)(a) does not require competitive bidding for such professional services, the Borough nevertheless advertised pursuant to the fair and open process (N.J.S.A. 19:44A-20.5); and

WHEREAS, three (3) proposals for Borough Engineer were received and evaluated by the Governing Body with due consideration as to qualifications, experience, compensation and other factors and criteria; and

WHEREAS, the proposal received from Gregory S. Blash, Leon S. Avakian, Inc. of Neptune, New Jersey is being considered for the term of one year (January 1, 2024 - December 31, 2024) at a rate not to exceed \$180.00 per hour; and

CERTIFICATION OF FUNDS

I, Michael J. Bascom, Chief Financial Officer, hereby certify that based on the amount of funds expended in the prior year for these services, it is estimated that the total 2024 appropriation for this contract will be \$65,000.00, said amount subject to unforeseen decreases or increases in engineering matters. Funds will be provided for in the 2024 Temporary Budget and in the Budget for the year 2024, when finally adopted, in the appropriation entitled Engineer #4-01-20-165-000.

MICHAEL J. BASCOM, CFO

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, do hereby authorize the Mayor and Borough Clerk to execute a professional service contract with **Gregory S. Blash of Leon S. Avakian, Inc.** to serve as Borough Engineer for one year commencing January 1, 2024 through December 31, 2024 pursuant to the rates and terms set forth in their proposal, a copy of which is maintained in the Borough Clerk's office; and

BE IT FURTHER RESOLVED that the Borough Clerk is hereby authorized to advertise this award of contract according to law in the local newspaper and is further authorized to forward a certified copy of this resolution to the following:

1. Gregory S. Blash, Leon S. Avakian, Inc.
2. Finance Manager

Roll Call: Bieber, Catalano, Gorman, Keeler, Lamia, Leckstein

January 6, 2024

CERTIFICATION

I, Christine Pfeiffer, do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 6, 2024.

Christine Pfeiffer, Borough Clerk

RESOLUTION NO. 09-2024
AWARD OF A FAIR AND OPEN PROFESSIONAL SERVICE CONTRACT
BOROUGH PLANNER
LEON S. AVAKIAN, INC.
JENNIFER BEAHM

Councilmember introduced and offered the following Resolution for its adoption; seconded by
Councilmember :

WHEREAS, there exists a need to appoint a qualified individual as Borough Planner in the Borough of Sea Bright; and

WHEREAS, the request for proposals for Borough Planner was posted and advertised in the Asbury Park Press to be received on December 8, 2023; and

WHEREAS, while the Local Public Contracts Law N.J.S.A. 40A:11-5 (1)(a) does not require competitive bidding for such professional services, the Borough nevertheless advertised pursuant to the fair and open process (N.J.S.A. 19:44A-20.5); and

WHEREAS, four (4) proposals for Borough Planner were received and evaluated by the Governing Body with due consideration as to qualifications, experience, compensation and other factors and criteria; and

WHEREAS, the proposal submitted by Jennifer Beahm, Leon S. Avakian, Inc. of Neptune, New Jersey is being considered for the term of one year (January 1, 2024 - December 31, 2024) at a rate not to exceed \$165.00 per hour; and

CERTIFICATION OF FUNDS:

I, Michael J. Bascom, Chief Financial Officer, hereby certify that based on the amount of funds anticipated for these services, it is estimated that the total 2024 appropriation for this contract will not exceed \$15,000.00. Funds will be provided for in the 2024 Temporary Budget and in the Budget for the year 2024, when finally adopted, in the appropriation entitled Engineer #4-01-20-165-228.

MICHAEL J. BASCOM, CFO

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, do hereby authorize the Mayor and Borough Clerk to execute a professional service contract with **Jennifer Beahm of Leon S. Avakian, Inc.** to serve as Borough Planner for one year commencing January 1, 2024 through December 31, 2024 pursuant to the rates and terms set forth in the submitted proposal, a copy of which is maintained in the Borough Clerk's office; and

BE IT FURTHER RESOLVED that the Borough Clerk is hereby authorized to advertise this award of contract according to law in the local newspaper and is further authorized to forward a certified copy of this resolution to the following:

1. Leon S. Avakian, Inc
2. Finance Manager

Roll Call: Bieber, Catalano, Gorman, Keeler, Lamia, Leckstein

January 6, 2024

CERTIFICATION

I, Christine Pfeiffer, do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 6, 2024.

Christine Pfeiffer, Borough Clerk

RESOLUTION NO. 10-2024
AWARD OF FAIR AND OPEN PROFESSIONAL SERVICE CONTRACTS
BOROUGH CONSULTING ENGINEERS

Councilmember introduced and offered the following Resolution for its adoption; seconded by
Councilmember :

WHEREAS, the request for proposals for consulting engineering services for the Borough of Sea Bright was posted and advertised in the Asbury Park Press to be received on December 8, 2023; and

WHEREAS, while the Local Public Contracts Law N.J.S.A. 40A:11-5 (1)(a) does not require competitive bidding for such professional services, the Borough nevertheless advertised pursuant to the fair and open process (N.J.S.A. 19:44A-20.5); and

WHEREAS, eight (8) proposals for Consulting Borough Engineer were received and evaluated by the Governing Body with due consideration as to qualifications, experience, compensation and other factors and criteria; and

WHEREAS, Borough Council has determined that appointing multiple qualified consulting engineering firms to be assigned on a case-by-case basis based on expertise, availability and pricing would best serve the Borough.

CERTIFICATION OF FUNDS:

I, Michael J. Bascom, CFO, hereby certify that funds will be provided for this purpose by Resolution at the time engineering services for a specific project are awarded in the appropriation entitled Engineer #4-01-21-165-000.

MICHAEL J. BASCOM, CFO

NOW THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey that the engineering firms listed below are hereby appointed to serve as Consulting Engineers for 2024 and contracts will be executed as specific projects are awarded pursuant to the rate schedules provided for in their respective proposals:

CME Associates, Gregory R. Valesi
Colliers Engineering & Design, William White
French & Parrello Associates, Brian R. Decina
Hoder Associates, David Hoder
Prestige Environmental, Grish Mehta
Remington & Vernick Engineers, James Oris
Suburban Consulting Engineers, Robert C. Gregoria
Van Cleef Engineering Associates, Millis J. Looney

BE IT FURTHER RESOLVED that the Borough Clerk is hereby authorized to advertise this award of contract according to law in the local newspaper and is further authorized to forward a certified copy of this resolution to the following:

1. All Engineers
2. Finance Manager

Roll Call: Bieber, Catalano, Gorman, Keeler, Lamia, Leckstein

January 6, 2024

CERTIFICATION

I, Christine Pfeiffer, do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 6, 2024.

Christine Pfeiffer, Borough Clerk

RESOLUTION NO. 11-2024
AWARD OF A FAIR AND OPEN PROFESSIONAL SERVICE CONTRACT
BOROUGH PROSECUTOR
HOAGLAND, LONGO, MORAN, DUNST & DOUKAS, LLP
WILLIAM G. MCGUINN, ESQ.

Councilmember introduced and offered the following Resolution for its adoption; seconded by
Councilmember :

WHEREAS, pursuant to N.J.S.A. 2B:25-4, there exists a need to appoint a qualified individual to serve as Borough Prosecutor in the Borough of Sea Bright; and

WHEREAS, a request for proposals for Borough Prosecutor was posted and advertised in the Asbury Park Press to be received on December 8, 2023; and

WHEREAS, while the Local Public Contracts Law N.J.S.A. 40A:11-5 (1)(a) does not require competitive bidding for such professional services, the Borough nevertheless advertised pursuant to the fair and open process (N.J.S.A. 19:44A-20.5); and

WHEREAS, two (2) proposals for Borough Prosecutor were received and evaluated by the Governing Body with due consideration as to qualifications, experience, compensation and other factors and criteria; and

WHEREAS, the proposal received from William G. McGuinn, Esq., Hoagland, Longo, Moran, Dunst & Doukas, LLP of Red Bank, New Jersey is being considered for the term of one year (January 1, 2024 - December 31, 2024) at the rate of \$500.00 per session; and

CERTIFICATION OF FUNDS:

I, Michael J. Bascom, Chief Financial Officer, hereby certify that based on the amount of funds expended in the prior year for these services, it is estimated that the total 2024 appropriation for this contract will be \$10,000.00, subject to unforeseen decreases or increases in litigation. Funds will be provided for 2024 Temporary Budget and in the Budget for the year 2024, when finally adopted, in the appropriation entitled Court #4-01-43-490-228.

MICHAEL J. BASCOM, CFO

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, does hereby authorize the Mayor and Borough Clerk to execute a professional service contract with **William G. McGuinn, Esq. of the Law Firm of Longo, Moran, Dunst & Doukas, LLP** to serve as Borough Prosecutor for one year commencing January 1, 2024 through December 31, 2024 pursuant to the rates and term set forth in the submitted proposal, a copy of which is maintained in the Borough Clerk's office; and

BE IT FURTHER RESOLVED that the Borough Clerk is hereby authorized to advertise this award of contract according to law in the local newspaper and is further authorized to forward a certified copy of this resolution to the following:

1. William G. McGuinn, Esq.
2. Finance Manager
3. Court Administrator

Roll Call: Bieber, Catalano, Gorman, Keeler, Lamia, Leckstein

January 6, 2024

CERTIFICATION

I, Christine Pfeiffer, do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 6, 2024.

Christine Pfeiffer, Borough Clerk

RESOLUTION NO. 12-2024
AWARD OF A FAIR AND OPEN PROFESSIONAL SERVICE CONTRACT
ALTERNATE BOROUGH PROSECUTOR
SUSAN L. SOLDA DE SIMONE, ESQ.

Councilmember introduced and offered the following Resolution for its adoption; seconded
by Councilmember :

WHEREAS, pursuant to N.J.S.A. 2B:25-4, there exists a need to appoint a qualified individual to serve as Alternate Borough Prosecutor in the Borough of Sea Bright to provide services that cannot be addressed by the Borough Prosecutor; and

WHEREAS, a request for proposals for Alternate Borough Prosecutor was posted and advertised in the Asbury Park Press to be received on December 8, 2023; and

WHEREAS, while the Local Public Contracts Law N.J.S.A. 40A:11-5 (1)(a) does not require competitive bidding for such professional services, the Borough nevertheless advertised pursuant to the fair and open process (N.J.S.A. 19:44A-20.5); and

WHEREAS, proposals were received and evaluated by the Governing Body with due consideration as to qualifications, experience, compensation and other factors and criteria; and

WHEREAS, the proposal received from Susan L. Solda De Simone, Esq. is being considered for the term of one year (January 1, 2024 - December 31, 2024) at the rate of \$500.00 per session; and

CERTIFICATION OF FUNDS

I, Michael J. Bascom, Chief Financial Officer, hereby certify that based on the amount of funds expended in the prior year for these services, it is estimated that the total 2024 appropriation for this contract will not exceed \$10,000.00, subject to unforeseen decreases or increases in litigation and other legal matters. Funds will be provided for in the 2024 Temporary Budget and in the Budget for the year 2024, when finally adopted, in the appropriation entitled Court #4-01-43-490-228.

MICHAEL J. BASCOM, CFO

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, does hereby authorize the Mayor and Borough Clerk to execute a professional service contract with **Susan L. Solda De Simone, Esq.** to serve as the Alternate Borough Prosecutor for one year commencing January 1, 2024 through December 31, 2024 pursuant to the rates and term set forth in the submitted proposal, a copy of which is maintained in the Borough Clerk's office; and

BE IT FURTHER RESOLVED that the Borough Clerk is hereby authorized to advertise this award of contract according to law in the local newspaper and is further authorized to forward a certified copy of this resolution to the following:

1. Susan L. De Simone, Esq.
2. Finance Manager
3. Court Administrator

Roll Call: Bieber, Catalano, Gorman, Keeler, Lamia, Leckstein

January 6, 2024

CERTIFICATION

I, Christine Pfeiffer, do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 6, 2024.

Christine Pfeiffer, Borough Clerk

RESOLUTION NO. 13-2024
AWARD OF A FAIR AND OPEN PROFESSIONAL SERVICE CONTRACT
BOROUGH PUBLIC DEFENDER
RUDNICK, ADDONIZIO, PAPPA & CASAZZA
MICHAEL J. PAPPA, ESQ.

Councilmember introduced and offered the following Resolution for its adoption; seconded by
Councilmember :

WHEREAS, pursuant to N.J.S.A. 2B:24-3 there exists a need to appoint a qualified individual to serve as Public Defender in the Borough of Sea Bright; and

WHEREAS, a request for proposals for Borough Public Defender was posted and advertised in the Asbury Park Press to be received on December 8, 2023; and

WHEREAS, while the Local Public Contracts Law N.J.S.A. 40A:11-5 (1)(a) does not require competitive bidding for such professional services, the Borough nevertheless advertised pursuant to the fair and open process (N.J.S.A. 19:44A-20.5); and

WHEREAS, one (1) proposal for Public Defender was received and evaluated by the Governing Body with due consideration as to qualifications, experience, compensation and other factors and criteria; and

WHEREAS, the proposal submitted by Michael J. Pappa, Esq. of Rudnick, Addonizio, Pappa, & Casazza of Hazlet, New Jersey is being considered for the term of one year (January 1, 2024 - December 31, 2024) at the rate of \$300.00 per assignment; and

CERTIFICATION OF FUNDS

I, Michael J. Bascom, Chief Financial Officer, hereby certify that based on the amount of funds expended in the prior year for these services, it is estimated that the total 2024 appropriation for this contract will be \$3,000.00, said amount subject to unforeseen decreases or increases in litigation. Funds will be provided for in the 2024 Temporary Budget and in the Budget for the year 2024, when finally adopted, in the appropriation entitled Public Defender #4-01-43-495-111.

MICHAEL J. BASCOM, CFO

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, does hereby authorize the Mayor and Borough Clerk to execute a professional service contract with **Michael J. Pappa, Esq. of Rudnick, Addonizio, Pappa, & Casazza** to serve as Borough Public Defender for one year commencing January 1, 2024 through December 31, 2024 pursuant to the rates and term set forth in the submitted proposal, a copy of which is maintained in the Borough Clerk's office; and

BE IT FURTHER RESOLVED that the Borough Clerk is hereby authorized to advertise this award of contract according to law in the local newspaper and is further authorized to forward a certified copy of this resolution to the following:

1. Michael J. Pappa, Esq., Rudnick, Addonizio, Pappa & Casazza
2. Finance Manager
3. Court Administrator

Roll Call: Bieber, Catalano, Gorman, Keeler, Lamia, Leckstein

January 6, 2024

CERTIFICATION

I, Christine Pfeiffer, do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 6, 2024.

Christine Pfeiffer, Borough Clerk

RESOLUTION NO. 14-2024
AWARD OF A FAIR AND OPEN PROFESSIONAL SERVICE CONTRACT
BOND COUNSEL
GIBBONS, P.C.
JOHN DRAIKIWICZ, ESQ.

Councilmember introduced and offered the following Resolution for its adoption; seconded by
Councilmember :

WHEREAS, there exists a need to appoint a qualified individual or firm to serve as Bond Counsel in the Borough of Sea Bright; and

WHEREAS, a request for proposals for Borough Bond Counsel was posted and advertised in the Asbury Park Press to be received on December 8, 2023; and

WHEREAS, while the Local Public Contracts Law N.J.S.A. 40A:1-5 (1)(a) does not require competitive bidding for such professional services, the Borough nevertheless advertised pursuant to the fair and open process (N.J.S.A. 19:44A-20.5); and

WHEREAS, three (3) proposals for Bond Counsel were received and evaluated by the Governing Body with due consideration as to qualifications, experience, compensation and other factors and criteria; and

WHEREAS, the qualifying proposal submitted by Gibbons, P.C. of Newark, New Jersey is being considered for the term of one year (January 1, 2024 - December 31, 2024) at a rate not to exceed \$195 per hour; and

CERTIFICATION OF FUNDS:

I, Michael J. Bascom, Chief Financial Officer, hereby certify that based on the amount of funds expended in the prior year for these services, it is estimated that the total 2024 appropriation for this contract will be \$20,000.00, said amount subject to unforeseen decreases or increases in bond issues. Funds will be provided for in the 2024 Temporary Budget and in the Budget for the year 2024, when finally adopted, in the appropriation entitled Legal #4-01-20-155-227.

MICHAEL J. BASCOM, CFO

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, do hereby authorize the Mayor and Borough Clerk to execute a professional service contract with **JOHN DRAIKIWICZ, Esq. of the Law Firm of GIBBONS, P.C.** to serve as Bond Counsel for one year commencing January 1, 2024 through December 31, 2024 pursuant to the rates and terms set forth in the submitted proposal, a copy of which is maintained in the Borough Clerk's office; and

BE IT FURTHER RESOLVED that the Borough Clerk is hereby authorized to advertise this award of contract according to law in the local newspaper and is further authorized to forward a certified copy of this resolution to the following:

1. John Draikiwicz, Gibbons, P.C.
2. Finance Manager

Roll Call: Bieber, Catalano, Gorman, Keeler, Lamia, Leckstein

January 6, 2024

CERTIFICATION

I, Christine Pfeiffer, do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 6, 2024.

Christine Pfeiffer, Borough Clerk

RESOLUTION NO. 15-2024
AWARD OF A FAIR AND OPEN PROFESSIONAL SERVICE CONTRACT
BOROUGH LABOR ATTORNEY
CLEARY, GIACOBBE, ALFIERI, JACOBS, LLC
BRUCE PADULA, ESQ.

Councilmember introduced and offered the following Resolution for its adoption; seconded by
Councilmember :

WHEREAS, there exists a need to appoint a qualified individual/firm as Borough Labor Attorney in the Borough of Sea Bright; and

WHEREAS, a request for proposals for Borough Labor Attorney was posted and advertised in the Asbury Park Press to be received on December 8, 2023; and

WHEREAS, while the Local Public Contracts Law N.J.S.A. 40A:11-5 (1)(a) does not require competitive bidding for such professional services, the Borough nevertheless advertised pursuant to the fair and open process (N.J.S.A. 19:44A-20.5); and

WHEREAS, five (5) proposals for Borough Labor Attorney were received and evaluated by the Governing Body with due consideration as to qualifications, experience, compensation and other factors and criteria; and

WHEREAS, the proposal received from Cleary, Giacobbe, Alfieri, Jacobs, LLC of Matawan, New Jersey is being considered for the term of one year (January 1, 2024 - December 31, 2024) at a rate not to exceed \$175.00 per hour; and

CERTIFICATION OF FUNDS:

I, Michael J. Bascom, Chief Financial Officer, hereby certify that based on the amount of funds expended in the prior year for these services, it is estimated that the total 2024 appropriation for this contract will be \$10,000.00, said amount subject to unforeseen decreases or increases in litigation and other labor matters. Funds will be provided for in the 2024 Temporary Budget and in the Budget for the year 2024, when finally adopted, in the appropriation entitled Legal #4-01-20-155-000.

MICHAEL J. BASCOM, CFO

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, do hereby authorize the Mayor and Borough Clerk to execute a professional service contract with **BRUCE W. PADULA of the Law Firm of CLEARY, GIACOBBE, ALFIERI, JACOBS, LLC** to serve as Labor Attorney for one year commencing January 1, 2024 through December 31, 2024 pursuant to the rates and terms set forth in the submitted proposal, a copy of which is maintained in the Borough Clerk's office; and

BE IT FURTHER RESOLVED that the Borough Clerk is hereby authorized to advertise this award of contract according to law in the local newspaper and is further authorized to forward a certified copy of this resolution to the following:

1. Bruce W. Padula, Cleary, Giacobbe, Alfieri, Jacobs, LLC
2. Finance Manager

Roll Call: Bieber, Catalano, Gorman, Keeler, Lamia, Leckstein

January 6, 2024

CERTIFICATION

I, Christine Pfeiffer, do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 6, 2024.

Christine Pfeiffer, Borough Clerk

RESOLUTION NO. 16-2024
AWARD OF A FAIR AND OPEN PROFESSIONAL SERVICE CONTRACT
TAX APPEAL ATTORNEY
CLEARY, GIACOBBE, ALFIERI, JACOBS, LLC
SALVATORE ALFIERI, ESQ.

Councilmember introduced and offered the following Resolution for its adoption; seconded by
Councilmember :

WHEREAS, there exists a need to appoint a qualified individual as Borough Tax Appeal Attorney in the Borough of Sea Bright; and

WHEREAS, a request for proposals for Tax Appeal Attorney was posted and advertised in the Asbury Park Press to be received on December 8, 2023; and

WHEREAS, while the Local Public Contracts Law N.J.S.A. 40A:11-5 (1)(a) does not require competitive bidding for this position, the Borough nevertheless advertised pursuant to the fair and open process (N.J.S.A. 19:44A-20.5); and

WHEREAS, three (3) proposals for Borough Tax Appeal Attorney were received and evaluated by the Governing Body with due consideration as to qualifications, experience, compensation and other factors and criteria; and

WHEREAS, the proposal received from Cleary, Giacobbe, Alfieri, Jacobs, LLC of Matawan, New Jersey is being considered for the term of one year (January 1, 2024 - December 31, 2024) at a rate not to exceed \$175.00 per hour; and

CERTIFICATION OF FUNDS

I, Michael J. Bascom, Chief Financial Officer, hereby certify that based on the amount of funds expended in the prior year for these services, it is estimated that the total 2024 appropriation for this contract will be \$10,000.00, said amount subject to unforeseen decreases or increases in litigation and other tax appeal matters. Funds will be provided for in the 2024 Temporary Budget and the Budget for the year 2024, when finally adopted, in the appropriation entitled Legal #4-01-20-155-000.

MICHAEL J. BASCOM, CFO

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, do hereby authorize the Mayor and Borough Clerk to execute a professional service contract with **SALVATORE ALFIERI, ESQ. of the Law Firm of CLEARY, GIACOBBE, ALFIERI, JACOBS, LLC** to serve as Borough Tax Appeal Attorney for one year commencing January 1, 2024 through December 31, 2024 pursuant to the rate provided in the proposal, a copy of which is maintained in the Borough Clerk's office; and

BE IT FURTHER RESOLVED that the Borough Clerk is hereby authorized to advertise this award of contract according to law in the local newspaper and is further authorized to forward a certified copy of this resolution to the following:

1. Salvatore Alfieri, Esq. Cleary, Giacobbe, Alfieri, Jacobs, LLC
2. Finance Manager

Roll Call: Bieber, Catalano, Gorman, Keeler, Lamia, Leckstein

January 6, 2024

CERTIFICATION

I, Christine Pfeiffer, do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 6, 2024.

Christine Pfeiffer, Borough Clerk

RESOLUTION NO. 17-2024
**AWARD OF A FAIR AND OPEN PROFESSIONAL SERVICE CONTRACT
FOR RISK MANAGEMENT CONSULTANT
BROWN AND BROWN METRO, LLC**

Councilmember offered the following resolution and moved its adoption; seconded by
Councilmember :

WHEREAS, the Borough of Sea Bright is a member of the Monmouth County Joint Insurance Fund, a self-insurance pooling fund for municipalities that enables them to pool their resources to insure for property, liability, and workers compensation coverage); and

WHEREAS, the Bylaws of said Fund require that each Municipality appoint a Risk Manager Consultant to provide professional risk management consulting services; and

WHEREAS, while the Local Public Contracts Law N.J.S.A. 40A:11-5(m) does not require competitive bidding for such professional services, the Borough nevertheless advertised pursuant to the fair and open process (N.J.S.A. 19:44A-20.5); and

WHEREAS, a request for proposals for Risk Management Consultant was posted and advertised in the Asbury Park Press to be received on December 8, 2023; and

WHEREAS, four (4) proposals were received and evaluated by the Governing Body with due consideration as to qualifications, experience and other factors and criteria; and

WHEREAS, the proposal received from Brown & Brown Metro, LLC, Roseland, New Jersey is being considered for the term of one year (January 1, 2024 - December 31, 2024) to provide risk management insurance related services; and

WHEREAS, the Monmouth County Joint Insurance Fund will compensate the Risk Manager directly in an amount equal to six (6%) percent of the Borough's annual assessment as promulgated by the Fund. For any insurance coverages authorized by the governing body to be placed outside the Fund, the Consultant shall receive as compensation the normal brokerage commissions paid by the insurance company.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey does hereby authorize the Mayor and Borough Clerk to execute a one year contract (January 1, 2024 through January 1, 2025) with **Brown & Brown Metro, LLC** to serve as the Borough's Risk Management Consultant; and

BE IT FURTHER RESOLVED, that the Borough Clerk is hereby authorized to advertise this award of contract according to law in the local newspaper and is further authorized to forward a copy of this resolution to the following:

1. Brown & Brown Metro, LLC
2. Monmouth County Joint Insurance Fund
3. Finance Manager

Roll Call: Bieber, Catalano, Gorman, Keeler, Lamia, Leckstein

January 6, 2024

CERTIFICATION

I, Christine Pfeiffer, do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 6, 2024.

Christine Pfeiffer, Borough Clerk

RESOLUTION NO. 18-2024
AWARD OF A FAIR AND OPEN PROFESSIONAL SERVICE CONTRACT
INSURANCE BROKER FOR FLOOD INSURANCE
E.F. MASON AGENCY

Councilmember offered the following resolution and moved its adoption; seconded by
Councilmember :

WHEREAS, there exists a need in the Borough of Sea Bright to obtain a qualified individual/agency to broker flood insurance for all property owned by the Borough of Sea Bright; and

WHEREAS, a request for proposals for an insurance broker for flood insurance was posted and advertised in the Asbury Park Press to be received on December 8, 2023; and

WHEREAS, while the Local Public Contracts Law N.J.S.A. 40A:11-5 (1)(a) does not require competitive bidding for such professional services, the Borough nevertheless advertised pursuant to the fair and open process (N.J.S.A. 19:44A-20.5); and

WHEREAS, three (3) proposals were received and evaluated by the Governing Body with due consideration as to qualifications, experience and other factors and criteria; and

WHEREAS, the proposal received from E.F. Mason Agency, Sea Bright, New Jersey is being considered for the term of one year (January 1, 2024 - December 31, 2024); and

WHEREAS, for any insurance coverages authorized by the governing body to be placed for flood insurance, the Broker shall receive as compensation the normal brokerage commissions paid by the insurance company.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey does hereby authorize the Mayor and Borough Clerk to execute a professional service contract with **E.F. Mason Agency** to serve as the Insurance Broker for Flood Insurance for one year commencing January 1, 2024 through December 31, 2024 pursuant to the terms set forth in the submitted proposal, a copy of which is maintained in the Borough Clerk's office; and

BE IT FURTHER RESOLVED, that the Borough Clerk is hereby authorized to advertise this award of contract according to law in the local newspaper and is further authorized to forward a copy of this resolution to the following:

1. E.F. Mason Agency
2. Finance Manager

Roll Call: Bieber, Catalano, Gorman, Keeler, Lamia, Leckstein

January 6, 2024

CERTIFICATION

I, Christine Pfeiffer, do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 6, 2024.

Christine Pfeiffer, Borough Clerk

RESOLUTION NO. 19-2024
AWARD OF A FAIR AND OPEN PROFESSIONAL SERVICE CONTRACT
WIRELESS TELECOMMUNICATIONS CONSULTING SERVICES
FSD ENTERPRISES, LLC

Councilmember introduced and offered the following Resolution for its adoption;
seconded by Councilmember :

WHEREAS, there exists a need to appoint a qualified individual or firm to serve as the Borough's Wireless Telecommunications Consultant; and

WHEREAS, a request for proposals for Wireless Telecommunications Consultant was posted and advertised in the Asbury Park Press to be received on December 8, 2023; and

WHEREAS, while the Local Public Contracts Law N.J.S.A. 40A:11-5 (1)(a) does not require competitive bidding for such professional services, the Borough nevertheless advertised pursuant to the fair and open process (N.J.S.A. 19:44A-20.5); and

WHEREAS, one (1) proposal for Wireless Telecommunication Consultant was received and evaluated by the Governing Body with due consideration as to qualifications, experience, compensation and other factors and criteria; and

WHEREAS, the qualifying proposal submitted by FSD Enterprises, LLC, Red Bank, New Jersey is being considered for the term of one year (January 1, 2024 - December 31, 2024); and

CERTIFICATION OF FUNDS

I, Michael J. Bascom, Chief Financial Officer, hereby certify that based on the amount of funds expended in the prior year for these services, it is estimated that the total 2024 appropriation for this contract will not exceed \$1,500.00. Funds will be provided for in the 2024 Temporary Budget and in the Budget for the year 2024, when finally adopted, under the budget line-item No. 4-01-20-100-220.

MICHAEL J. BASCOM, CFO

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, does hereby authorize the Mayor and Borough Clerk to execute an agreement with FSD Enterprises, LLC, Red Bank, New Jersey, for one year commencing January 1, 2024 through December 31, 2024 to provide professional wireless telecommunications consulting services as described herein; and

BE IT FURTHER RESOLVED that the Borough Clerk is hereby authorized to advertise this award of contract according to law in the local newspaper and is further authorized to forward a certified copy of this resolution to the following:

1. FSD Enterprises, LLC
2. Finance Manager

Roll Call: Bieber, Catalano, Gorman, Keeler, Lamia, Leckstein

January 6, 2024

CERTIFICATION

I, Christine Pfeiffer, Borough Clerk do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 6, 2024.

Christine Pfeiffer, Borough Clerk

RESOLUTION NO. 20-2024
AWARD OF A FAIR AND OPEN PROFESSIONAL SERVICE CONTRACT
MUNICIPAL FINANCIAL ADVISOR
NW FINANCIAL GROUP, LLC

Councilmember introduced and offered for adoption the following Resolution; seconded by
Councilmember :

WHEREAS, there exists a need to appoint a qualified individual or firm to serve as Municipal Financial Advisor to provide professional financial advisory services related to the Borough's financial operations; and

WHEREAS, a request for proposals for Municipal Financial Advisor was posted and advertised in the Asbury Park Press to be received on December 8, 2023; and

WHEREAS, while the Local Public Contracts Law N.J.S.A. 40A:11-5 (1)(a) does not require competitive bidding for such professional services, the Borough nevertheless advertised pursuant to the fair and open process (N.J.S.A. 19:44A-20.5); and

WHEREAS, three (3) proposals for Municipal Financial Advisor were received and evaluated by the Governing Body with due consideration as to qualifications, experience, compensation and other factors and criteria; and

WHEREAS, the qualifying proposal submitted by NW Financial Group, LLC, Hoboken, New Jersey is being considered for the term of one year (January 1, 2024 - December 31, 2024); and

CERTIFICATION OF FUNDS:

I, Michael J. Bascom, Chief Financial Officer, hereby certify that based on the amount of funds expended in the prior year for these services, it is estimated that the total 2024 appropriation for this contract will not exceed \$1,500.00. Funds will be provided for in the 2024 Temporary Budget and in the Budget for the year 2024, when finally adopted, under the budget line-item No. 4-01-20-100-228.

MICHAEL J. BASCOM, CFO

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, do hereby authorize the Mayor and Borough Clerk to execute a professional service contract with **NW Financial Group, LLC** to serve as Municipal Financial Advisor for one year commencing January 1, 2024 through December 31, 2024 pursuant to the rates and terms set forth in the submitted proposal, a copy of which is maintained in the Borough Clerk's office; and

BE IT FURTHER RESOLVED that the Borough Clerk is hereby authorized to advertise this award of contract according to law in the local newspaper and is further authorized to forward a certified copy of this resolution to the following:

1. Chief Financial Officer
2. Finance Manager
3. NW Financial Group, LLC

Roll Call: Bieber, Catalano, Gorman, Keeler, Lamia, Leckstein

January 6, 2024

CERTIFICATION

I, Christine Pfeiffer, do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 6, 2024.

Christine Pfeiffer, Borough Clerk

RESOLUTION NO. 21-2024
AWARD OF A FAIR AND OPEN PROFESSIONAL SERVICE CONTRACT
INFORMATION TECHNOLOGY CONSULTANT
INTRON TECHNOLOGY

Councilmember introduced and offered the following Resolution for its adoption;
seconded by Councilmember :

WHEREAS, there exists a need to appoint a qualified individual or firm to serve as the Borough's Information Technology Consultant; and

WHEREAS, a request for proposals for Information Technology Consultant was posted and advertised in the Asbury Park Press to be received on December 8, 2023; and

WHEREAS, while the Local Public Contracts Law N.J.S.A. 40A:11-5 (1)(a) does not require competitive bidding for such professional services, the Borough nevertheless advertised pursuant to the fair and open process (N.J.S.A. 19:44A-20.5); and

WHEREAS, one (1) proposal for Information Technology Consultant was received and evaluated by the Governing Body with due consideration as to qualifications, experience, compensation and other factors and criteria; and

WHEREAS, the qualifying proposal submitted by Intron Technology, Little Silver, New Jersey is being considered for a one-year term (January 1, 2024 - December 31, 2024) with the option to renew for additional one-year extensions not to exceed a total term of seven years, as permissible for data-related services pursuant to N.J.S.A. 40A:11-15(5),; and

CERTIFICATION OF FUNDS

I, Michael J. Bascom, Chief Financial Officer, hereby certify that based on the amount of funds expended in the prior year for these services, it is estimated that the total 2024 appropriation for this contract will not exceed \$100,00.00. Funds will be provided for in the 2024 Temporary Budget and in the Budget for the year 2024, when finally adopted, under budget line-item No. 4-01-20-140-220.

MICHAEL J. BASCOM, CFO

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, does hereby authorize the Mayor and Borough Clerk to execute an agreement with Intron Technology, Little Silver, New Jersey, for one year commencing January 1, 2024 through December 31, 2024 to provide professional information technology consulting services as described herein; and

BE IT FURTHER RESOLVED that the Borough Clerk is hereby authorized to advertise this award of contract according to law in the local newspaper and is further authorized to forward a certified copy of this resolution to the following:

1. Intron Technology
2. Finance Manager

Roll Call: Bieber, Catalano, Gorman, Keeler, Lamia, Leckstein

January 6, 2024

CERTIFICATION

I, Christine Pfeiffer, Borough Clerk do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 6, 2024.

Christine Pfeiffer, Borough Clerk

RESOLUTION NO. 22-2024
APPOINTMENT OF BOROUGH COURT JUDGE
NICOLE SONNENBLICK, JMC

Councilmember introduced and offered the following Resolution for adoption; seconded by
Councilmember :

WHEREAS, Nicole Sonnenblick, JMC has served as the Borough of Sea Bright's Municipal Court Judge for three consecutive terms beginning January 1, 2015 through December 31, 2023; and

WHEREAS, the Mayor, with the advice and consent of the Borough Council is desirous of re-appointing Nicole Sonnenblick, JMC to serve as Municipal Court Judge for the three-year term, commencing January 1, 2024 through December 31, 2026, in accordance with the provisions of N.J.S.A. 2B:12-4; and

WHEREAS, Nicole Sonnenblick, JMC shall be compensated in accordance with Ordinance No. 04-2021.

CERTIFICATION OF FUNDS:

I, Michael J. Bascom, CFO, do hereby certify that funds will be provided for the first three months of 2024 in the 2024 Temporary Budget and funds for the balance of 2024, 2025 and 2026 will be provided in the Budget for those years, when finally adopted, in the amount of \$27,000.00 in the appropriation entitled Court #4-01-43-490-000.

Michael J. Bascom, CFO

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, does hereby appoint **NICOLE SONNENBLICK, JMC** to serve as the Borough's Municipal Court Judge for a three-year term commencing January 1, 2024 through December 31, 2026, in accordance with the provisions of N.J.S.A. 2B:12-4, and be compensated in accordance with Ordinance No. 04-2021; and

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to the following:

1. Nicole Sonnenblick, JMC
2. Finance Manager
3. Certified Court Administrator

Roll Call: Bieber, Catalano, Gorman, Keeler, Lamia, Leckstein

January 6, 2024

CERTIFICATION

I, Christine Pfeiffer, Borough Clerk do hereby certify that The foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 6, 2024.

Christine Pfeiffer, Borough Clerk

RESOLUTION NO. 23-2024
BOROUGH OF SEA BRIGHT
2024 BOROUGH COUNCIL MEETING SCHEDULE

Councilmember _____ introduced and offered for adoption the following Resolution;
seconded by Councilmember _____ :

WHEREAS, in accordance with the Open Public Meetings Act, Chapter 231, P.L. 1975, it is necessary for the Borough Council of the Borough of Sea Bright to post and maintain a schedule of meetings of the Borough Council that will be held during the year 2024; and

WHEREAS, the following meetings will be held by the Borough Council of the Borough of Sea Bright for the year 2024:

1. Workshop Meetings - begin at 8:30 a.m. or as otherwise noticed
2. Regular Meetings - begin at 7:00 p.m. or as otherwise noticed
3. Special Meetings - as needed and noticed according to the requirements of the Open Public Meetings Act.

WHEREAS, it is the desire of the Governing Body to adjourn their Regular Meetings, both Public and Executive Sessions, no later than 9:30 p.m., and

WHEREAS, it is also established that the deadline for all agenda items for Regular Meetings shall be the Friday prior to the meeting date no later than 12:00 p.m.

NOW THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Sea Bright that the 2024 Meeting Schedule, as noted below, for the Borough Council is hereby approved and the Borough Clerk is hereby authorized to:

1. Post the Schedule of Meetings, as required by law
2. Post the schedule of Meetings on the Borough's Website
3. Notify the Asbury Park Press, Two River Times, The Link and The Hub of the schedule of meetings, as approved

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to the following:

1. Governing Body
2. All Borough Employees

Roll Call: Bieber, Catalano, Gorman, Keeler, Lamia, Leckstein

January 6, 2024

Certification

I, Christine Pfeiffer, do hereby certify that this is a true copy of a Resolution approved by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council Meeting held on January 6, 2024.

Christine Pfeiffer, Borough Clerk

**BOROUGH OF SEA BRIGHT
2024 MEETING SCHEDULE**

WORKSHOP/CLOSED SESSION MEETINGS **8:30 A.M.**

All Workshop/Closed Session Meetings are held in the Mayor Dina Long Community Room, 1097 Ocean Avenue, 3rd Floor, Sea Bright, NJ on the dates listed below. Official action **MAY BE TAKEN** at these meetings. (Meetings will be held on Wednesdays unless otherwise noted.)

REGULAR/CLOSED SESSION MEETINGS **7:00 P.M.**

All Regular/Closed Session Meetings are held in the Mayor Dina Long Community Room, 1097 Ocean Avenue, 3rd Floor, Sea Bright, NJ on the dates listed below. Official action **SHALL BE TAKEN** at these meetings. (Meetings will be held on Tuesdays unless otherwise noted.)

2024 MEETING SCHEDULE

REGULAR/CLOSED SESSION – 7:00pm	WORKSHOP/CLOSED SESSION – 8:30am
January 6, 2024 (Re-Org: Saturday @ 10:30 am)	January 10, 2024
January 16, 2024	
February 20, 2024	February 14, 2024
March 19, 2024	March 13, 2024
April 16, 2024	April 10, 2024
May 21, 2024	May 15, 2024
June 18, 2024	June 12, 2024
July 16, 2024	July 10, 2024
August 20, 2024	August 14, 2024
September 17, 2024	September 11, 2024
October 15, 2024	October 9, 2024
November 18, 2024 (Monday)	November 13, 2024
December 17, 2024	December 11, 2024
January 4, 2025 (Re-Org: Saturday @ 10:30 am)	

RESOLUTION NO. 24-2024
COMMUNITY DEVELOPMENT REPRESENTATIVE & ALTERNATE
Mayor Brian P. Kelly & William J. Keeler

Councilmember introduced and offered the following resolution for its adoption; seconded by Councilmember :

WHEREAS, there exists a need for the appointment of a 2024 **Community Development Block Grant Representative** for the Borough of Sea Bright, County of Monmouth, State of New Jersey; and,

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, that **Mayor Brian P. Kelly** is appointed **Community Development Block Grant Representative** and **William J. Keeler** is appointed **Alternate Representative** for the year 2024.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to the following:

1. Monmouth County Community Development

Roll Call: Bieber, Catalano, Gorman, Keeler, Lamia, Leckstein

January 6, 2024

CERTIFICATION

I, Christine Pfeiffer, Borough Clerk do hereby certify that The foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 6, 2024.

Christine Pfeiffer, Borough Clerk

RESOLUTION NO. 25-2024
APPOINTMENTS TO THE BOROUGH SPECIAL EVENTS COMMITTEE

Councilmember introduced and offered for adoption the following resolution; seconded by
Councilmember :

WHEREAS, § 179-3 of Chapter 179 of the Borough's General Code empowers the Mayor to appoint (1) an owner of a business located in the Borough of Sea Bright and (2) a resident of the Borough of Sea Bright, neither of whom may be an official of or in the full-time employ of the municipality, to the Borough's Special Events Committee; and

WHEREAS, the Mayor has chosen to appoint **MELISSA D'ANNA** as the aforesaid business representative and **SUSANA MARKSON** as the aforesaid residential representative on the Borough's Special Events Committee for 2024; and

WHEREAS, § 179-3-4 of Chapter 179 of the Borough's General Code empowers the Borough Council to choose from its membership a representative and an alternate representative to serve on the Borough's Special Events Committee; and

WHEREAS, the Borough Council wish to appoint **HEATHER GORMAN** as its regular representative and **JOHN M. LAMIA, JR.** as its alternate representative for 2024; and

WHEREAS, all of the above named individuals require the approval of the Borough Council in order to be made official;

NOW THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, that the above-named individuals be and are hereby appointed as members of the Borough's Special Events Committee in the capacities stated for a one year (January 1, 2024 – December 31, 2024) term; and

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to the following:

1. Melissa D'Anna
2. Susana Markson
3. Heather Gorman
4. John M. Lamia, Jr.
5. Candace Mitchell, Secretary of the Special Events Committee

Roll Call: Bieber, Catalano, Gorman, Keeler, Lamia, Leckstein

January 6, 2024

CERTIFICATION

I, Christine Pfeiffer, Borough Clerk do hereby certify that The foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 6, 2024.

Christine Pfeiffer, Borough Clerk

RESOLUTION NO. 26-2024
DESIGNATING PUBLIC AGENCY COMPLIANCE OFFICER
BOROUGH OF SEA BRIGHT
JOSEPH L. VERRUNI

Councilmember introduced and offered for adoption the following Resolution;
seconded by Councilmember :

WHEREAS, N.J.A.C. 17:27-3.5 requires that each public agency designate an individual to serve as its Public Agency Compliance Officer; and

WHEREAS, the Compliance Officer serves as the liaison between the New Jersey Division of Contract Compliance and Equal Employment Opportunity; and

WHEREAS, the Public Agency Compliance Officer is responsible for administering contracting procedures pertaining to equal employment opportunity and has the authority to recommend changes to effectively support the implementation of the statute and its regulations; and

WHEREAS, the Borough Council wishes to comply with the requirements of N.J.A.C. 17:27-3.5.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey that the Borough Administrator, Joseph L. Verruni is hereby designated as the Borough's Public Agency Compliance Officer for the calendar year 2024; and

BE IT FURTHER RESOLVED that a certified copy of this Resolution will be forwarded to the New Jersey Division of Contract Compliance and Equal Opportunity as required by Statute.

Roll Call: Bieber, Catalano, Gorman, Keeler, Lamia, Leckstein

January 6, 2024

CERTIFICATION

I, Christine Pfeiffer, Borough Clerk do hereby certify that The foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 6, 2024.

Christine Pfeiffer, Borough Clerk

RESOLUTION NO. 27-2024
APPOINT REPRESENTATIVES TO THE
JERSEY SHORE REGIONAL HEALTH COMMISSION

Councilmember introduced and offered the following resolution for approval; seconded
by Councilmember :

WHEREAS, in accordance with N.J.S.A. 26:3A2-1 et seq, the Borough of Sea Bright entered into a public health program agreement with the Jersey Shore Regional Health Commission (formerly known as the Monmouth County Regional Health Commission No. 1) effective September 1, 2011; and

WHEREAS, the Borough Council appointed Paul Roman to serve as the Borough's representative for a term expiring on December 31, 2023; and

WHEREAS, the Borough Council wishes to re-appoint Mr. Roman to continue serving as the Borough's representative for the 2024 calendar year; and

WHEREAS, Kevin Morey, Captain of the Sea Bright EMS Squad, has agreed to continue to serve as the Borough's alternate representative for the 2024 calendar year.

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council of the Borough Sea Bright, County of Monmouth, State of New Jersey does hereby re-appoint Paul Roman to serve as the Borough's Representative and Kevin Morey to serve as the Alternate Representative on the Jersey Shore Regional Health Commission for the 2024 calendar year; and

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the following:

1. Finance Manager
2. Jersey Shore Regional Health Commission
3. Paul Roman
4. Kevin Morey

Roll Call: Bieber, Catalano, Gorman, Keeler, Lamia, Leckstein

January 6, 2024

CERTIFICATION

I, Christine Pfeiffer, Borough Clerk do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 6, 2024.

Christine Pfeiffer, Borough Clerk

RESOLUTION NO. 28-2024
OFFICIAL NEWSPAPERS
January 1, 2024 through December 31, 2024

Councilmember introduced and offered the following Resolution for its adoption;
seconded by Councilmember :

WHEREAS, N.J.S.A. 10:4-18 authorizes a municipality to designate an official Newspaper for the Borough of Sea Bright; and

WHEREAS, "Official Newspaper" means paid, published and circulated in the Municipality - if there is no such newspaper, then at least one published in the County in which the municipality is located and said newspaper is circulated;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Sea Bright, in the County of Monmouth, State of New Jersey that the following newspapers be and are hereby designated as the "official newspapers" in the Borough of Sea Bright for the year 2024 in which any and all legal notices of the Borough are authorized to be published:

- **ASBURY PARK PRESS**
- **THE LINK**
- **TWO RIVER TIMES**
- **STAR LEDGER**

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to the following:

1. Asbury Park Press
2. The Link
3. Two River Times
4. Star Ledger

Roll Call: Bieber, Catalano, Gorman, Keeler, Lamia, Leckstein

January 6, 2024

CERTIFICATION

I, Christine Pfeiffer, Borough Clerk do hereby certify that The foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 6, 2024.

Christine Pfeiffer, Borough Clerk

RESOLUTION NO. 29-2024
OFFICIAL DEPOSITORIES

Councilmember introduced and offered the following Resolution for its adoption; seconded by
Councilmember :

WHEREAS, N.J.S.A. 40A:5-14 mandates that the governing body of a municipal corporation shall, by resolution passed by a majority vote of the full membership thereof, designate as a depository for its monies, a bank or trust company having its place of business in the State, and organized under the laws of the United States or this State:

WHEREAS, on the 6th day of January 2024, by the Mayor and Council of the Borough of Sea Bright, County of Monmouth, New Jersey, that:

1. Valley National Bank
2. New Jersey Cash Management Fund
3. TD Bank
4. Bank of New York
5. US Bank
6. JP Morgan Chase

be, and hereby are, designated as depositories for the Borough of Sea Bright for the year 2024. Prior to the deposit of any municipal funds in the above-mentioned depositories, the bank shall file with the Chief Financial Officer a statement indicating that the bank is covered under the Government Units Deposit Protection Act (R.S. 17:9-41).

NOW, THEREFORE, BE IT RESOLVED, that the aforesaid banks are hereby authorized and directed to honor checks drawn upon the Borough funds signed by the Chief Financial Officer, Mayor, Tax Collector, Finance Manager and Borough Clerk, with the exception of:

- **Municipal Court Account**
Court Administrator, Deputy Court Administrator, or Municipal Judge, as authorized signatories.
- **Bail Account**
Court Administrator, Deputy Court Administrator or Municipal Judge, as authorized signatories.
- **Law Enforcement MAC Account**
Chief Brett Friedman and Sergeant Charles Murphy, Jr. as authorized signatories.
- **Health Insurance Fund**
Designated Benemax signatories.
- **Redemption Account**
Tax Collector, Finance Manager, Clerk as authorized signatories.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to the Fiscal Officer, Police Chief and Court Clerk.

Roll Call: Bieber, Catalano, Gorman, Keeler, Lamia, Leckstein

January 6, 2024

CERTIFICATION

I, Christine Pfeiffer, Borough Clerk do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 6, 2024.

Christine Pfeiffer, Borough Clerk

RESOLUTION NO. 30-2024
2024 INTEREST RATE ON DELINQUENT TAXES,
SEWER AND OTHER MUNICIPAL CHARGES

Councilmember introduced and offered the following resolution for its adoption;
seconded by Councilmember :

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

WHEREAS, the Borough Council finds it appropriate and necessary to establish interest rates for delinquent tax and assessment payments within the provisions of the aforesaid statute.

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

1. The Tax/Sewer Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500.00 of taxes, sewer and other municipal charges becoming delinquent after the due date and 18% per annum on any amount of taxes, sewer and other municipal charges in excess of \$1,500.00 becoming delinquent after the due date 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.
2. Effective January 1, 2024, there will be a ten (10) day grace period of quarterly tax/sewer payments made by cash, check or money order.
3. Any payments not made in accordance with paragraph two, shall be charged interest from the due date as set forth in paragraph one of this Resolution.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to the following:

1. Tax Collector
2. Borough Attorney
3. Borough Auditor

Roll Call: Bieber, Catalano, Gorman, Keeler, Lamia, Leckstein

January 6, 2024

CERTIFICATION

I, Christine Pfeiffer, Borough Clerk do hereby certify that The foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 6, 2024.

Christine Pfeiffer, Borough Clerk

RESOLUTION NO. 31-2024
2024 BOROUGH FEE SCHEDULE

Councilmember introduced and offered the following Resolution for adoption; seconded by Councilmember :

WHEREAS, the Borough Council had established the "Code of the Borough of Sea Bright, 1998" to annually renew all fee schedules by resolution as referenced in each Chapter; and

WHEREAS, the Borough Council wish to approve the following fee schedules for the year 2024 as referenced below:

SECTION I
CHAPTER 3 ADMINISTRATIVE CODE
Section 3-9 Fees for extraordinary requests

Fees:

- **Copies (OPRA)**

Letter size pages	\$ 0.05
Legal size pages	\$ 0.07
Ledger	\$ 0.10
Other materials (CD, DVD, etc)	\$ 3.00
- **Delivery:** Delivery / postage fees additional depending upon delivery type
- **Extras:** Special service charge may be applied for a administrative and postage fees, if applicable
- **Deposit:** If request exceeds \$5.00 to reproduce.

SECTION II
CHAPTER 170 – "Sewers"
ARTICLE II: Rates and Charges

Section 170-11B(5) There shall be an annual fee for the administration and enforcement of the sewer deduct program set by resolution by the Borough Council.

ANNUAL FEE: \$100.00

SECTION III
CHAPTER 172 – "Sidewalk Cafes and Restaurants"

Section 172-3. Licensing Fees: The annual fee for the operation of a sidewalk café shall be set by resolution by the Borough Council.

<u>Number of Seats</u>	<u>Fee</u>
1-8	\$100.00
9-16	\$200.00
17+	\$500.00

SECTION IV
CHAPTER 178 - "Solid Waste"

**ARTICLE II "Recycling", 178.6 Enumerations of Mandatory Recyclables,
Section H. "Appliance and White Goods Collection"**

Subsection (2)(b):

Prior to placing any appliance at the curbside offer collection, the owner, tenant or resident of the premises shall complete a form provided by the Recycling Coordinator and pay a permit fee in order to obtain a removal permit.

COLLECTION FEE: \$25.00

SECTION V
CHAPTER 179 - "Special Events"

Section 179-2D. There shall be a fee for the filing of any permit application, said fee to be set by the Borough Council on an annual basis.

Application Fee **\$25.00**

SECTION VI
CHAPTER 201 - "VEHICLES AND TRAFFIC"
ARTICLE I - Traffic and Parking
Section 201-8.B - Pay-to-park areas.

Parking of vehicles in municipally regulated pay-to-park areas shall be permitted at such rates for paid parking as set forth in rules and regulations adopted by resolution of the Mayor and Council.

- Pay to Park: May 15 – September 15 **\$ 2.00/per hour**
9 AM – 9 PM

SECTION VII
LIBRARY

	FEES
Annual Non-resident Member	\$ 35.00
Copies	\$ 0.10 per page
Fax	\$ 1.00 plus \$ 0.10 per page

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, that the above fees for the year 2024 are hereby approved effective immediately.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to the following:

1. Administrative Assistant
2. Public Works Department
3. Library

Roll Call: Bieber, Catalano, Gorman, Keeler, Lamia, Leckstein

January 6, 2024

CERTIFICATION

I, Christine Pfeiffer, Borough Clerk do hereby certify that The foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 6, 2024.

Christine Pfeiffer, Borough Clerk

RESOLUTION NO. 32-2024
Chapter 39 "Police Department"
Article III Special Duty Assignments
2024 Special Duty Assignments Rates for Police Officers

Councilmember introduced and offered the following Resolution for its adoption; seconded
by Councilmember :

WHEREAS, Chapter 39 of the General Code of the Borough of Sea Bright entitled Police Department, Article III, Special Duty Assignments that requires the charges for such service be set forth annually in a resolution adopted by the governing body, and

WHEREAS, various businesses working within the Borough of Sea Bright from time to time make requests for assistance from members of the municipal police department to perform special duty assignment services; and

WHEREAS, it is deemed to be in the interest of safety that personnel specially trained to undertake these activities be used in the performance of these duties; and

WHEREAS, work performed is to be considered a "special duty assignment from independent contractors" and as such is exempt from Fair Labor Standards Act; and

WHEREAS, the Chief of Police has recommended that the hourly rates (minimum of four (4) hours) as follows:

39-17. Payments for services.

<u>Assignment</u>	<u>Salary</u>	<u>Insurance/Admin</u>	<u>Total</u>
Construction Work	\$85.00	\$15.00	\$100.00
Security Work	\$85.00	\$15.00	\$100.00
Sporting Events	\$85.00	\$15.00	\$100.00
Enhanced Local Business Patrols	\$15.00	\$ 5.00	\$20.00

IN ADDITION to the hourly rates above to be charged, when the Chief of Police deems that it is in the best interest of police officers assigned to construction work, the interest of the Borough and the construction workers, that police officers assigned to special duty utilize a marked police car or police equipment, an additional charge to be paid for utilization of said police vehicle or equipment shall be at the rate of \$10.00 per hour (minimum of four (4) hours); and

WHEREAS, such assignments are to be approved through the Chief of Police.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, that the Chief of Police is hereby authorized to enter in to agreements providing for special duty assignments for which the municipality shall be compensated at the rates herein above mentioned; and

BE IT FURTHER RESOLVED, that the rate and authority given by virtue of this resolution may be amended or revoked at any time by the Governing Body.

BE IT FURTHER BE RESOLVED, that any and all municipal officials required to take any and all action as a result of the adoption of this resolution are hereby empowered to do so.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to the following:

1. Police Department
2. Finance Manager

Roll Call: Bieber, Catalano, Gorman, Keeler, Lamia, Leckstein

January 6, 2024

CERTIFICATION

I, Christine Pfeiffer, Borough Clerk do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 6, 2024.

Christine Pfeiffer, Borough Clerk

RESOLUTION NO. 33-2024
2024 PETTY CASH FUNDS AND CHANGE FUNDS
BOROUGH OF SEA BRIGHT

Councilmember introduced and offered the following Resolution for its adoption;
seconded by Councilmember :

WHEREAS, the New Jersey Division of Local Government Services pursuant to N.J.S.A. 40A:5-21 has established rules governing the issuance of **Petty Cash Funds**.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, that application be made to the Director, Division of Local Government Services, for approval to maintain the following **Petty Cash Funds** for the year 2024 for the following department in the following amount:

Finance Department:

Petty Cash	\$ 100.00
------------	-----------

BE IT FURTHER RESOLVED that the following **change funds** be maintained in the Borough of Sea Bright:

Police Department	\$ 25.00
Library	\$ 25.00
Office of the Municipal Clerk	\$ 100.00
Tax and Sewer Collector	\$ 250.00
Municipal Court Administrator	\$ 100.00
Recreation/Public Event Change Fund (seasonal)	\$ 2,000.00
Beach (May – September)	\$ 6,000.00

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to the following:

1. Finance Manager
2. Director, Local Government Services

Roll Call: Bieber, Catalano, Gorman, Keeler, Lamia, Leckstein

January 6, 2024

CERTIFICATION

I, Christine Pfeiffer, Borough Clerk do hereby certify that The foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 6, 2024.

Christine Pfeiffer, Borough Clerk

RESOLUTION NO. 34-2024
2024 CASH MANAGEMENT PLAN
BOROUGH OF SEA BRIGHT

Councilmember _____ introduced and offered the following Resolution for its adoption; seconded by Councilmember _____ :

WHEREAS, the Director of the Division of Local Government Services requires the annual adoption of a Cash Management Plan pursuant to guidelines in N.J.S.A. 40A:5-14; and

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, approve and adopt the 2024 Cash Management Plan; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the following:

1. Chief Financial Officer
2. Borough Auditor
3. Fiscal Officer

Roll Call: Bieber, Catalano, Gorman, Keeler, Lamia, Leckstein

January 6, 2024

CERTIFICATION

I, Christine Pfeiffer, Borough Clerk do hereby certify that
The foregoing is a Resolution adopted by the Borough
Council of the Borough of Sea Bright, County of
Monmouth, State of New Jersey, at a Council meeting
held on January 6, 2024.

Christine Pfeiffer, Borough Clerk

Borough of Sea Bright
2024 Cash Management Plan

Michael J. Bascom, CMFO, CTC
Chief Financial Officer

Wayne Sibilis – Fiscal Officer
Khristi Jacobs – Finance Manager
Patricia Spahr – Tax Collector

I. Objective

This Cash Management Plan (the "Plan") is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits ("Deposits") and investment ("Permitted Investments") of certain public funds of the Borough of Sea Bright ("Borough") pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decision made with regard to the Deposits and the Permitted Investments will be done to ensure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to ensure that any Deposit or Permitted Investment matures within the time period that approximated the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

The Cash Management Plan is intended to act as a summary of cash management activities to be undertaken by the various municipal departments, which handle cash in order to ensure maximum cash availability and maximum investment yield on idle Borough cash.

The Borough wishes to manage cash efficiently from the time revenue is earned until the time an expenditure payment clears the bank. The overriding goals of the cash management system are to maximize availability and maximize yield. The first goal is met by decreasing time lags from the earning of revenue until it is converted to cash and by timing expenditures to be made on their due dates, not before or after. The second goal is achieved by maximizing investment yield on cash between its collection and disbursement.

The administrative staff of the Borough exists to provide services to its citizens for which it must collect tax and fee revenue. Effective cash management will operate within the constraints of the purpose of government. Cash should not be maximized at the expense of paying vendors late or alienating taxpayers with intimidating collection procedures. Similarly, yield should not be maximized at the expense of other goals. Where conflicts exist between the two primary goals of the cash management policy, the Borough will put a higher priority on cash availability than yield as the cash management system shall ensure that cash is available to support municipal operations.

The Borough shall comply with all laws and regulations concerning municipal cash management. All municipal funds will be deposited in a manner by which they will be protected under Governmental Unit Deposit Protection Act (GUDPA) regulations. The Borough will comply with directives from the New Jersey Department of Community Affairs, Division of Local Government Services and the Local Finance Board concerning cash management.

The Borough will work to increase non-tax revenues by keeping idle funds in interest bearing accounts at all times. The Borough Finance Department will monitor and project cash flows and

schedule expenditure plans accordingly as well as maintaining familiarity with the short-term investment market.

II. Protection of Borough Assets

Cash management is a form of risk management in that any time the Borough earns revenue, makes an investment, or commits to an expenditure, it incurs a certain amount of risk. The Chief Financial Officer must recognize and minimize the Borough's exposure to five distinct types of risk;

Default risk - Default risk applies mainly to investments but could also apply to basic checking accounts. Default risk is the risk that some or all of the principal amount of an investment or account will not be available due to default by the issuer, securities dealer or broker, bank or other financial institution. Default risk is best avoided by carefully screening investment dealers and banks for potential default problems and by limiting investments to those instruments which are least likely to default. Should a default occur, the Borough will take all recourse actions available through deposit insurance, regulatory and legal systems. It should be noted that no municipality has ever lost funds as a result of a banking default when the funds were protected under GUDPA.

Market Risk - Market risk is the risk that, while the Borough holds an investment instrument, changes in the financial markets reduce the value of the investment. In extreme cases, the market value may fall below the principal amount invested by the Borough. If the Borough sells the investment before it matures, part of the principal will be lost. The Borough's only recourse would be to hold the security until either the market rebounds or it matures, repaying both the face value and the interest. The Borough can protect against market risk by avoiding instruments which are subject to rapid market swings and by investing with the intent to hold all instruments to maturity. The Borough will not invest in instruments that could result in a loss of principal value.

Reputational Risk - An offshoot of the other forms of risk, reputational risk is the risk that the Borough will lose stature by making a cash management mistake. Few events are more damaging to a government's prestige and potential than a well-publicized investment loss. While the most common cause is loss of principal due to default, the Borough's reputation may also be damaged by overzealous collection processes or by late payment of expenditures. Reputational risk may cause long-term harm to the government as citizens question the management capability of both elected officials and the professional staff. A poor reputation may also discourage vendors and potential new businesses and residents from working with or locating in the Borough.

Safekeeping Risk - The rise of electronic funds transfers and creative investment instruments has spawned a new process of investing in which the cash manager may never see the instrument in which they are investing. Many banks, brokers and dealers prefer to issue a safekeeping certificate or use another simple method to evidence receipt of the principal. The most common use of safekeeping certificates is in repurchase agreements, in which the Borough purchases

certain securities and the broker agrees to repurchase them with interest at a later date. The broker often issues a certificate that the securities are on hand and being held against the investment. The Borough may protect itself against the external safekeeping risk by demanding collateral securities be physically delivered to the Borough as a condition of making the investment. This practice may reduce yields but provides an important form of protection. The internal safekeeping risks of lost monies can be reduced by practicing sound internal controls.

Collection Risk - There can be a significant difference between revenue earned and revenue collected. Nonpayment of taxes, fees, and fines poses a risk that resources budgeted and treated in the accounting system as if they were received may never actually appear. There is also a strong “word of mouth” factor. If individuals seem to “get away” without paying large amounts in fines, fees or taxes, many others will try this technique. The Borough must protect itself against collection risk by utilizing aggressive collection procedures.

III. Liquidity

Idle cash is only idle and available to invest until it is needed to pay employees or invoices. An important objective of an effective cash management plan is to time investments so that they mature at the same time they are needed to meet these obligations. If they mature too early, the Borough will lose interest earnings, if they mature too late, the Borough risks a potential problem of liquidity. The Borough must strive to guarantee liquidity by carefully forecasting expenditures; determining if each upcoming expenditure obligation is “covered” by cash on hand, incoming revenue, or maturing investments; and timing investments to meet the next “uncovered” obligation. A margin for unexpected expenditures is allowable and expected.

IV. Financial Reports

The Finance Manager shall produce the following expenditure and financial condition reports, forward them monthly to the Chief Financial Officer, and make them available to the elected officials of the Borough;

- Monthly Budget Expenditure Reports (available in Finance Office)
- Monthly Budget Revenue Reports (as submitted by Tax Collector)
- Unaudited Financial Reports (annual)

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

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

The Finance Manager shall produce the following revenue and investment reports, forward them monthly to the Chief Financial Officer and make them available to the elected officials of the Borough;

- Investment Analysis (as prepared by the Fiscal Officer)
- Receipts and Expenditure Analysis (as prepared by Fiscal Officer)
- Monthly Cash Receipts Reports (as prepared by Tax Collector)

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

V. Debt Management

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

VI. Audit and Review

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

VII. Operational Cash Management Objectives

1. Increase non-tax revenue when it is not needed for current obligations
 - A. Where possible, schedule due dates for licenses during the first three months of the calendar year.
 - B. Schedule contractual payments to be made monthly

2. Keep idle funds working even at a lower interest rate when necessary

Invest all available monies in overnight investments such as the New Jersey State Cash Management Fund or an interest bearing investment account
3. Understand present cash flow

Cash flow projections shall be evaluated monthly and project the following 3 months
4. Estimate pattern of future cash flows
 - A. The Borough is aware that major cash flow periods occur within the General Account during the first ten days of each tax paying period. The Borough Sewer Operating Account is most active during the thirty-day collection periods established therefore. The Borough Beach Utility Account is most active during the summer months.
 - B. The Borough shall schedule payments and obligations in a manner as such as the majority of obligations that can be scheduled will be made payable after a period of increased collections as described above.
5. Identify and become familiar with the short-term money market.
The Borough will maintain analysis of available investment terms at the point that each investment decision is made. Where practical, the Borough shall invest in the product that is most beneficial to the Borough both by yield and availability. The Borough shall maintain a relationship with all of the brokers, dealers, bank officers and investment officials outlined in the cash management resolution adopted annually by the Borough Council.
6. Bidding specifications for banking relationships shall be adopted so as to compare banking practices when deemed necessary or appropriate.

The Chief Financial Officer shall maintain an analysis of banking proposals and information concerning the basis for which a banking relationship has been established.
7. The Borough of Sea Bright shall project a knowledgeable image to the banking firms with which it established relationships. A knowledgeable cash manager will gain the respect of banking officers who will work harder to offer conditions desirable to the Borough.

The Chief Financial Officer shall handle all relationships with bank officers, with the exception of day-to-day transfers and routine banking methods.

8. The Borough will not entertain political considerations in its cash management policies.

All banking relationships shall be established on the basis of what is best for the Borough's cash management position.

9. The Borough will select a lead bank with which it will deal with concerning day to day activity.

The lead bank will be determined based on its size and reputation, location convenience, ability to draw large payments and other considerations as detailed herein.

10. Profitability of bank accounts to be compared when selecting a bank.

The Borough shall consider the amount required for compensating balances or bank fees and the "float".

11. A Cash Management resolution shall be adopted annually by the Borough Council upon receipt of recommendations for the Chief Financial Officer.

A. The resolution shall list all Borough bank accounts, the reason for the account, the average balance of the account during the preceding twelve months, the source and nature of deposits and the source and nature of withdrawals.

B. The resolution shall provide a statement which eliminates the need for additional resolutions to provide the authority to invest funds. The resolution shall act as a guideline by which the Chief Financial Officer and Finance Department employees act, but shall not limit their ability to legally invest funds on behalf of the Borough.

12. Cash disbursements shall be scheduled to be released on a regular basis in order to provide for accurate investment policies.

A. It shall be the policy of the Borough of Sea Bright to authorize payment of bills at each regular Borough Council meeting. Checks authorized for release at said meetings will become available after 3:00 PM two days following said authorization. This policy will not limit the Borough Council from authorizing payments at any other Borough Council meeting, including workshop meetings properly advertised for such action nor limit the Chief Financial Officer's ability to issue a disbursement between meetings to be confirmed by the Borough Council at a later date. Examples of payments that are clearly authorized to occur prior to authorization on a meeting include (but are not limited to):

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

B. In order to comply with this policy, all department heads must ensure that completely executed vouchers with invoices are submitted to the Finance Department by 9:00 AM of the Wednesday preceding the meeting night on which they are intended to be paid. Department heads and the Finance Department should review all payments to ensure that they are paid within the terms set forth by the purchase order.

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

13. Cash flow shall be estimated for a twelve-month period, as detailed in the budget document, with more formal and accurate analyses provided for lesser periods as described herein.

A. Estimation of revenues shall include anticipated receipts from: Municipal Revenues, Federal Revenue, State Revenues, and Bond Issues.

B. Estimation of expenditures should include salaries and wages, payroll taxes, debt service, capital expenditures, employee benefit plans, and operating budgets.

14. Investments will be timed and calculated based on the projections and analyses detailed herein.

15. The Chief Financial Officer shall remain informed concerning the legal implications involved in the investment of municipal funds.

A. The Borough may invest in Repurchase Agreements that are fully collateralized, Certificates of Deposit, United States Treasury Bills, Saving Accounts and other tools which are properly protected by GUDPA and other state and federal regulations.

16. Internal controls shall be utilized to ensure maximum availability of funds.

- A. Tax bills and delinquent notices shall be mailed promptly.
 - B. The Borough will remain aggressive in its strategies to collect delinquent charges.
 - C. All funds collected before 2:30 PM will be posted and deposited the same day they are collected. Funds collected after 2:30 PM will be posted and deposited by 2:30 PM on the following business day.
 - D. The Tax Collector will provide the daily cash receipts report to the bank deposits before the deposit is sent to the bank.
 - E. A police officer shall be made available to transport all municipal funds to the proper depository.
17. Discretion of Chief Financial Officer will be permitted in allowing some variance in the policies outlined herein, when, said variances are caused by unforeseen circumstances, emergency situations and other situations where the CFO feels that conformance with the policy would be detrimental to the financial operation of the municipality.

VII. INTERNAL CONTROLS / CASH

- 1. Internal controls shall be utilized to ensure maximum availability and safekeeping of funds.
 - A. Tax bills and delinquent notices shall be mailed promptly.
 - B. The Borough will remain aggressive in its strategies to collect delinquent charges.
 - C. All funds collected shall be deposited with the bank within forty-eight (48) hours of receipt by the Borough.
 - D. A police officer shall be made available to transport all municipal funds to the proper depository.
 - E. Access control to areas of the municipal complex where cash receipts are taken, payroll records are stored, computer servers or key equipment is maintained, personnel information is maintained, and/or where it is deemed appropriate to secure records or information systems, shall have access limited to the staff assigned to said areas. Access may also be granted to the Borough Administrator, Chief Financial Officer, Municipal Clerk, and as determined appropriate by the Department Head responsible for said area. Building Maintenance employees shall have access to these areas for the

purpose of cleaning once all records and cash have been secured at the end of each work day.

- F. All funds, including change funds, petty cash funds, daily receipts, and any other funds maintained by a department must be maintained in a locked container, proofed daily, and securely stowed at all times.
- G. Each department head must regularly review their office procedures to ensure that adequate internal controls are in place. The purpose of these policies is to ensure compliance with general law, operate using best practices, and ensure the safekeeping of taxpayer funds. This includes, but is not limited to; compliance with the Local Budget Law, the Local Fiscal Affairs Law, State and Federal Grant requirements and the Local Public Contracts Law. Legal compliance can only be maintained with the diligent application of these financial controls.
- H. All payment accounts are to be protected utilizing the Positive Pay System. The Finance Manager must review items for payment in the Positive Pay System for all bank accounts every banking business day between 8:30am – 11:30am, with the exception of accounts that are authorized by electronic submission of the bill list to the paying bank(s).

2. Cash receipt controls.

- A. Every department receiving cash receipts must maintain a cash book or cash log. At a minimum, the cash book must contain the following information (this may be maintained on a computer system that tracks changes):
 - (i) Date of receipt.
 - (ii) Amount of receipt.
 - (iii) Name of payee.
 - (iv) Purpose for payment.
 - (v) Other pertinent information.
- A. The person making payment must be given a receipt by the department.
- B. Cash verification. Each department head or supervisor must ensure the safety of cash deposits. The Borough of Sea Bright has a "banking" type arrangement in the Tax Collector's Office which assists each department in making fast deposits. Each Borough office that collects cash must ensure that it is deposited in a timely manner with the Tax Collector so as to assure that the Borough may deposit same with the bank within 48 hours (per N.J.S.A. 40A:5) after

receipt. The department head must examine the receipt book at least monthly to ensure its veracity.

- C. Purchasing. Every department must follow the Borough of Sea Bright Purchasing Guidelines / Manual. Please ensure that original invoices, receipts, and all necessary descriptions and certifications are attached to each purchase order and voucher. This is an essential control and if not followed will result in nonpayment by the Finance Department. Also, please ensure that the requisition system resulting in a purchase order is followed.
- D. Budget controls. Department heads may not exceed their budget allocation for salaries and wages and other expenses (operating expenses). No emergencies are allowed in operating budgets (reference N.J.S.A. 40A:4). If an officer or employee of the Borough over-expends a budget (S&W or OE), state law is broken and the official is subject to possible prosecution. Do not spend money you do not have without permission from the Administrator and the Chief Financial Officer. Each department head must review his or her budget monthly and if there are any questions, contact the Finance Department.
- E. Equipment. All equipment of values must be listed in the Borough Fixed Assets Inventory maintained by the Finance Department. The Finance Department is to be notified of all reassignments of assets, the sale of assets, and the acquisition of assets if acquired outside of our purchase process. Department Heads should regularly assist the Finance Department in verifying their section of the Fixed Assets Inventory.
- F. Employee information. An accurate log of sick, vacation, holiday time, etc. must be maintained for each employee. The Borough utilizes a computerized system for time management. All Department Heads must assure that all employees are recording their time in this system.
- G. Overtime approval. The approval of overtime must be made directly by the department head. If a supervisor is making the day-to-day decision of overtime approval, there must be adequate justification of the expense. Please remember that overtime is subject to the aforementioned budget controls.
- H. Payroll.

- (i) Every payroll change must be accompanied by a personnel action form. This form must be signed by the department head, and Borough Administrator. The finance department will verify all payroll information. In no case will an employee be compensated greater than allowed by law. These internal controls are designed to protect the Borough of Sea Bright from fraud, misappropriation of assets, etc. Also, statutory compliance is maintained by continually reviewing these controls.
 - (ii) All payroll submission must be made in the format provided by the Finance Department and in accordance with the calendar distributed by the Finance Department.
- I. Wire and ACH Payments. Wire and ACH payments must be initiated by one authorized person and approved by another (Chief Financial Officer, Finance Manager, Fiscal Officer, Tax Collector). Any wire over \$1 million needs to be initiated by 1 authorized employee and approved by 2 authorized employees. The employees authorized are in the finance department, and have been assigned a token authentication through the bank. In addition, an employee that does not have a role in initiating nor approving wire nor ACH payments will be provided with documentation regarding every wire payment and will reconcile the wire documentation with the actual wire and ACH payment activity on the bank account reports.
 - (i) Free form wire transfers and ACH payments must be blocked in the banking system. Only wire transfers where an approved wire or ACH template or conducted through the secure transfer portal as authorized are allowed.
 - (ii) A detailed description of all wire transfers and ACH payments must be filed with the Chief Financial Officer and the Clerk and be made available for audit.
 - (iii) The Finance Department shall verbally confirm, within 24 hours, with receiving vendor/entity that the funds were credited to their account. Said confirmation shall be recorded to include the name of the official providing the confirmation, along with the date, time and amount.

- (iv) Wire payments and transfers shall be utilized for payments to other governmental entities, for transfer amongst Borough accounts (including investments and cash management funds), for debt service payments, and in emergent situations as authorized by the Chief Financial Officer.
- (v) No wire transfer nor ACH payment shall exceed a total of \$5,000,000.00.
- (vi) On-line banking alerts shall be received from Borough Financial institutions for all wires & ACHs changes to a template. A wire/ACH is not released until the recipient of the alert notification approves it.
- (vii) Authorized users are required to set up the restrictions on the banking institution's on-line system to prohibit international wire transfers.
- (viii) The financial institution and the Chief Financial Officer are to be notified immediately if suspicious activity is detected.

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

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

Bank Accounts

Valley National Bank

Checking Accts.

Current
 Payroll
 Beach Capital Fund
 Beach Utility Checking
 Affordable Housing
 Animal
 General Capital Fund
 Health Insurance Fund
 Law Enforcement (Mac)
 Law Enforcement Trust
 NJ Unemployment
 Parking
 Petty Cash

Sewer Capital Fund
Sewer Utility
Trust Other
Redemption
Municipal Court
Municipal Court Bail Fund

Escrow Accounts:
Developer's Escrow

Investment Accounts:
N J Cash Management
N J Cash Mgt–Beach
N J Cash Mgt–Sewer

X. DESIGNATION OF OFFICIALS OF THE BOROUGH OF SEA BRIGHT
AUTHORIZED TO MAKE DEPOSITS AND INVESTMENT UNDER THE PLAN.

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

XI. DESIGNATION OF DEPOSITORIES.

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

Valley National Bank
JP Morgan Chase
TD Bank
New Jersey Cash Management Fund

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

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

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

MBIA, TD Bank, US Bank

XIII. AUTHORIZED INVESTMENTS.

A. Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

- (1.) Bonds or other obligations of the United States of America or Obligations guaranteed by the United States of America;
- (2.) Government money market mutual funds;
- (3.) Any obligation that a federal agency or a federal instrumentality has issued in accordance with any act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
- (4.) Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located;
- (5.) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;
- (6.) Local government investment pools;
- (7.) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c. 281 (C. 52:18 A-90.4): or
- (8.) Agreements for the repurchase of fully collateralized securities if:
 - (a.) the underlying securities are permitted investments pursuant to Paragraph to (1) and (3) of this subsection a;
 - (b.) the custody of collateral is transferred to a third party;

- (c.) the maturity of the agreement is not more than 30 days;
- (d.) The underlying securities are purchased through a public depository As defined in section 1 of P.L. 1970, c. 236 (C.17:9-41); and
- (e.) a master repurchase agreement providing for the custody and security of collateral is executed.

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

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

- (a.) which is registered with the Securities and Exchange Commission under The “Investment Company Act of 1940,” 15 U.S.C. sec. 80a-1 et seq., and operated in accordance with 17 C.F.R. sec. 270.2a-7.
- (b.) the portfolio of which is limited to U.S. Government securities that meet The definition of any eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; and
- (c.) which has:
 - (i) attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
 - (ii) retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission Pursuant to the “Investment Advisors Act of 1940,” 15 U.S.C. sec. 80b-1 et seq., with experience investing in U.S. Government securities for at least the most recent past 60 months and with assets under management in excess of \$500 million.

Local government investment Pool. An investment pool:

- (a.) which is managed in accordance with 17 C.F.R. sec. 270,2a-7;
- (b.) which is rated in the highest category by a nationally recognized statistical rating organization;
- (c.) which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec 270,2a-7 and repurchase agreements that are collateralized by such U.S. Government securities;

- (d.) which is in compliance with rules adopted pursuant to the “Administrative” Procedure Act, P.L. 1968,c .410 (c.52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and Yield of the investments;
- (e.) which does not permit investment in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and
- (f.) which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

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

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

To assure that all parties with whom the Borough deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall

acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official(s). Within the acknowledgement, it should be noted that all financial institutions holding Borough funds recognize that the presumptive liability is placed with the financial institution.

XV. AUTHORIZED SIGNATURES

The following persons are authorized, and their signature is required, to withdraw funds from the below listed, existing bank accounts. Facsimile signatures of the Mayor and Borough Clerk may be applied by the Finance Office upon checks of the Borough for the disbursement of funds as authorized by resolution or for payroll.

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

Valley National Bank

<u>Account Name</u>	<u>Required Signatures</u>
Current Payroll Beach Capital Fund Beach Utility Checking Affordable Housing Animal General Capital Fund Law Enforcement Trust NJ Unemployment Petty Cash Sewer Capital Fund Sewer Utility Trust Other	Clerk, Mayor, CFO, Tax Collector, Finance Manager (Any 2)
Redemption Account	Tax Collector, Finance Manager, Clerk
Health Insurance Fund	Clerk, Mayor, CFO, Tax Collector Finance Manager (Any 2), and (Designated Benemax Representatives)
Law Enforcement (Mac)	Chief of Police or Lieutenant, Sergeant of Police
Municipal Court Municipal Court Bail Fund	Court Administrator or Judge

NJ CASH MANAGEMENT:

NJ Cash Management
NJ Cash Mgt-Beach
NJ Cash Mgt-Sewer

Clerk, Mayor, CFO, Tax Collector,
Finance Manager (Any 2)

XVI. TERM OF PLAN.

This Plan shall be in effect from January 1, 2024 to December 31, 2024. Attached to this Plan is a resolution of the governing body of the Borough of Sea Bright, approving this plan for such period of time. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Council, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received that copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

RESOLUTION NO. 35-2024
RESOLUTION TO ADOPT THE REGULATIONS OF PL 2016,
CH 29 – ELECTRONIC FUNDS TRANSFER AND VENDOR CERTIFICATIONS
(N.J.A.C 5:30-PA.6)

Councilmember introduced and offered the following resolution for its adoption; seconded by Councilmember :

WHEREAS, on August 18, 2016, the State of New Jersey legislature adopted PL 2016, Ch. 29 which would allow local units to 1) utilize standard electronic funds transfer technologies and 2) greater flexibility on when to require a vendor certification prior to paying claims; and

WHEREAS, the Local Finance Board adopted the rules and regulations that the local units must adhere to in order to enact the provisions of the law; and

WHEREAS, N.J.A.C. 5:30-9A.6 and 5:31-4.1 allows for greater flexibility for local units when implementing the claimant certification requirement set forth in N.J.S.A. 40A:5-16(a); and

WHEREAS, the Chief Financial Officer has determined that the following circumstances be applied with respect to this act:

Vendor Signature Required (stamp, fax electronic or wet is acceptable)	Vendor Signature not Required (rule language)
Employee Reimbursements	Vendors who are paid through EFT technologies
Transactions above the dollar amount of \$1,000	Vendors who do not provide certifications as part of the normal course of business
Any situation deemed necessary by the CFO or his designee	Debt Service
	Non-Municipal Taxes
	Utilities regulated by tariff

NOW, THEREFORE BE IT RESOLVED by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey that the above vendor claimant circumstances recommended by the Chief Financial Officer be enacted effective January 1, 2024; and

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to the following:

1. Fiscal Officer
2. Finance Manager

Roll Call: Bieber, Catalano, Gorman, Keeler, Lamia, Leckstein

January 6, 2024

CERTIFICATION

I, Christine Pfeiffer, Borough Clerk do hereby certify that The foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 6, 2024.

Christine Pfeiffer, Borough Clerk

RESOLUTION NO. 36-2024
2024 Temporary Budget
BOROUGH OF SEA BRIGHT

Councilmember introduced and offered for adoption the following resolution;
seconded by Councilmember :

WHEREAS, in the normal operation of the Borough of Sea Bright it is necessary for the making of contracts, commitments and payments prior to the adoption of the regular budget; and

WHEREAS, N.J.S. 40A:4-19 of the State of New Jersey provides the Governing Body of any municipality may make temporary appropriations to provide for any contracts, commitments or payments to be made between the beginning of the budget year and adoption of the final budget; and

WHEREAS, the total amount of the appropriations attached hereto and made a part thereof in the amount of **\$1,475,935 (Current Fund), \$207,325 (Sewer Utility) and \$154,550 (Beach Utility)** do not exceed twenty-six and one-quarter (26.25) percent of the Local Budget Appropriations of the Borough of Sea Bright for the year 2023 exclusive of any appropriations made for Debt Service, Capital Improvement Fund, and Public Assistance; and

Attached hereto: 2024 Temporary Budget Annexed Schedules

NOW, THEREFORE IT RESOLVED by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey that the attached Temporary Budget for the year 2024 be adopted; and

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to the following:

1. Director of Finance
2. Borough Auditor

Roll Call: Bieber, Catalano, Gorman, Keeler, Lamia, Leckstein

January 6, 2024

CERTIFICATION

I, Christine Pfeiffer, Borough Clerk do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 6, 2024.

Christine Pfeiffer, Borough Clerk

**BOROUGH OF SEA BRIGHT
CURRENT FUND - TEMPORARY BUDGET
JANUARY 6, 2024**

			TEMPORARY BUDGET
ADMIN	S&W	\$	34,125.00
ADMIN	O/E		15,750.00
CLERK	S&W		36,600.00
CLERK	O/E		1,800.00
FINANCE	S&W		15,225.00
FINANCE	O/E		3,150.00
AUDIT SERVICE	O/E		8,400.00
COMPUTERIZED INFORMATION SYSTEMS	O/E		11,800.00
TAX COLLECTOR	S&W		17,850.00
TAX COLLECTOR	O/E		3,400.00
TAX ASSESSOR	S&W		8,300.00
TAX ASSESSOR	O/E		2,100.00
LEGAL	O/E		39,375.00
ENGINEERING	O/E		10,500.00
PLANNING BOARD	S&W		17,000.00
PLANNING BOARD	O/E		11,800.00
CODE ENFORCEMENT	S&W		44,100.00
CODE ENFORCEMENT	O/E		3,900.00
FIRE MARSHALL	S&W		3,400.00
FIRE MARSHALL	O/E		260.00
LIABILITY INSURANCE	O/E		34,300.00
WORKMAN'S COMPENSATION INSURANCE	O/E		43,100.00
EMPLOYEE HEALTH INSURANCE	O/E		158,000.00
HEALTH INSURANCE WAIVER	S&W		625.00
UNEMPLOYMENT INSURANCE	O/E		1,300.00
POLICE	S&W		357,000.00
POLICE	O/E		52,500.00
PARKING	O/E		43,200.00
EMERGENCY MANAGEMENT	S&W		1,365.00
EMERGENCY MANAGEMENT	O/E		2,625.00
VOLUNTEER FIRE	O/E		22,300.00
FIRE HYDRANT RENTAL	O/E		9,800.00
STREETS AND ROADS	S&W		69,500.00
STREETS AND ROADS	O/E		24,900.00
SOLID WASTE	O/E		73,500.00
BUILDINGS AND GROUNDS	S&W		1,850.00
BUILDINGS AND GROUNDS	O/E		41,475.00
HEALTH DEPARTMENT	O/E		17,500.00
PARKS & RECREATION	S&W		2,100.00
PARKS & RECREATION	O/E		4,400.00
CELEBRATION OF PUBLIC EVENTS	O/E		650.00
LIBRARY	S&W		10,500.00
LIBRARY	O/E		2,100.00

ELECTRIC	O/E	15,750.00
STREET LIGHTING	O/E	15,750.00
TELEPHONE	O/E	6,825.00
WATER	O/E	3,400.00
NATURAL GAS	O/E	9,200.00
GASOLINE	O/E	30,100.00
LANDFILL	O/E	28,875.00
RECYCLING TAX	O/E	1,300.00
FICA	O/E	36,750.00
DCRP	O/E	260.00
INTERLOCAL - C/O FIRE MARSHALL VEH.	O/E	350.00
INTERLOCAL - 911	O/E	23,150.00
INTERLOCAL - MUNICIPAL COURT	O/E	20,475.00
INTERLOCAL - HOLMDEL TOWNSHIP	O/E	11,200.00
MUNICIPAL COURT	S&W	6,825.00
MUNICIPAL COURT	O/E	1,500.00
PUBLIC DEFENDER	O/E	800.00
TOTAL CURRENT FUND		\$ <u>1,475,935.00</u>

**BOROUGH OF SEA BRIGHT
SEWER OPERATING FUND - TEMPORARY BUDGET
JANUARY 6, 2024**

		TEMPORARY BUDGET
SEWER	S&W	\$ 44,600.00
SEWER	O/E	55,100.00
TWO RIVER WATER RECLAMATION	O/E	105,000.00
FICA	O/E	<u>2,625.00</u>
TOTAL SEWER OPERATING		\$ <u>207,325.00</u>

**BOROUGH OF SEA BRIGHT
BEACH OPERATING FUND - TEMPORARY BUDGET
JANUARY 6, 2024**

		TEMPORARY BUDGET
BEACH	S&W	\$ 62,000.00
BEACH	O/E	80,000.00
DUNE MAINTENANCE	O/E	1,575.00
JUNIOR LIFEGUARD	O/E	3,100.00
FICA	O/E	<u>7,875.00</u>
TOTAL BEACH OPERATING		\$ <u>154,550.00</u>

RESOLUTION NO. 37-2024
2024-2025 SHARED SERVICE AGREEMENT
FIRE OFFICIAL/CODE ENFORCEMENT VEHICLE

Councilmember introduced and offered the following resolution for its adoption; seconded by
Councilmember :

WHEREAS, the Township of Ocean Fire District No. 2 employs a Fire Official who utilizes a vehicle provided by the Fire District in the performance of services; and

WHEREAS, this individual is also employed by the Borough of Sea Bright and wishes to use said vehicle to provide services for the Borough in the capacity of Fire Official and Housing Inspector; and

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq. (the "Act"), authorizes local units in the State of New Jersey to enter into agreements with any other local unit to provide or receive any service that each local unit participating in the agreement is empowered to provide or receive in its own jurisdiction.

WHEREAS, the entities have an agreement whereby, the Borough of Sea Bright will pay to the Township of Ocean Fire District No. 2, an annual rental fee for the use of the fire vehicle which expires December 31, 2023; and

WHEREAS, the Borough of Sea Bright and Township of Ocean Fire District No. 2 wish to enter into a two-year shared-service agreement (January 1, 2024 through December 31, 2025); and

WHEREAS, under the terms of the Agreement, the Borough of Sea Bright will pay to the Township of Ocean Fire District No. 2, \$1,600.00 annually; and

WHEREAS, it has been determined by the Borough of Sea Bright and the Township of Ocean Fire District No. 2 that it is in the best interest of both entities to share the expenses for a fire official vehicle.

CERTIFICATION OF FUNDS:

I, Michael J. Bascom, CFO, hereby certify that funds will be provided for the first three months of 2024 in the 2024 Temporary Budget and funds for the balance of 2024 and 2025 will be provided in the Budgets for those years, when finally adopted, in an amount of \$1,600 per year in the appropriation entitled Inter-local Municipal Services Agreement #4-01-42-200-235.

Michael J. Bascom, CFO

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, that the Mayor and Borough Clerk are hereby authorized to execute a two-year shared services agreement with the Township of Ocean Fire District No. 2, as outlined above for the years 2024 and 2025; and

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to the following:

1. Township of Ocean Fire Department District No. 2
2. Finance Manager

Roll Call: Bieber, Catalano, Gorman, Keeler, Lamia, Leckstein

January 6, 2024

CERTIFICATION

I, Christine Pfeiffer, Borough Clerk, do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council Meeting held on January 6, 2024.

Christine Pfeiffer, Borough Clerk