

TOWNSHIP COMMITTEE WORKSHOP MEETING – NOVEMBER 8, 2012 – 6:00 P.M.

Mayor Bishop calls the workshop meeting to order at 6:00 p.m. and asks the Clerk to call the roll:

<u>ROLL CALL</u>	<u>PRESENT/ABSENT</u>
Dr. Michael Brantley	_____
Eric J. Houghtaling	_____
Mary Beth Jahn	_____
Kevin B. McMillan	_____
J. Randy Bishop	_____

Also present: Philip D. Huhn, Business Administrator; Michael J. Bascom, Chief Financial Officer; Gene Anthony, Township Attorney; and Richard J. Cuttrel, Municipal Clerk.

Mayor Bishop announces that the notice requirements of R.S. 10:4-18 have been satisfied by the publication of the required advertisement in The Coaster and the Asbury Park Press on January 5, 2012, posting the notice on the Board in the Municipal Complex, and filing a copy of said notice with the Municipal Clerk.

ITEMS FOR DISCUSSION IN OPEN SESSION

1. Discussion – Construction permit fees for storm related repairs/construction.

2. Review Committee calendars/follow-up on outstanding issues from previous meeting.

3. Outstanding parking lot items. (PW)

Res. # 12-398 – Authorize an Executive Session as authorized by the Open Public Meetings Act.

Offered by: _____ Seconded by: _____

Vote: Brantley, _____; Houghtaling, _____; Jahn, _____; McMillan, _____; Bishop, _____.

TOWNSHIP COMMITTEE MEETING – NOVEMBER 8, 2012 – 7:00 P.M.

Mayor Bishop calls the meeting to order and asks the Clerk to call the roll:

<u>ROLL CALL</u>	<u>PRESENT/ABSENT</u>	<u>PRESS REPRESENTATIVES</u>
Dr. Michael Brantley	_____	Don Stine The Coaster
Eric J. Houghtaling	_____	Charles Layton Blogfinger
Mary Beth Jahn	_____	Kevin Penton Asbury Park Press
Kevin B. McMillan	_____	
J. Randy Bishop	_____	

Also present at the dais: Gene Anthony, Township Attorney; Philip D. Huhn, Business Administrator; Michael J. Bascom, Chief Financial Officer; and Richard J. Cuttrel, Municipal Clerk

Silent Prayer and Flag Salute

The Clerk states, "Fire exits are located in the rear of the room and to my right. In the event of a fire, you will be notified by fire alarm and/or public address system, then proceed to the nearest smoke-free exit."

Mayor Bishop announces that the notice requirements of R.S. 10:4-18 have been satisfied by the publication of the required advertisement in The Coaster and the Asbury Park Press on January 5, 2012, posting the notice on the Board in the Municipal Complex, and filing a copy of said notice with the Municipal Clerk. In addition, the meeting agenda, resolutions and ordinances are posted online at www.neptunetownship.org.

REPORT OF THE CLERK

The Clerk states that the following reports and communications are on file in the Clerk's office:

Monmouth County Board of Health October 16th agenda.

Tax Collector's monthly statement for October.

Senior Beacon for November.

Thank you note from Marge Morrissey from the Midtown Community Elementary School for being a presenter at the annual First Day Celebration.

COMMENTS FROM THE DAIS

The Mayor will now request comments from the Dais regarding business on this agenda or any reports on recent events in their respective departments.

PUBLIC COMMENTS ON RESOLUTIONS

Public comments regarding resolutions presented on this agenda only. The public will be permitted one visit to the microphone with a limit of five minutes.

ORDINANCES

ORDINANCE NO. 12-30 - An ordinance to amend Ordinance No. 11-48 entitled "An ordinance creating and setting the salary range for new job titles and amending the salary ranges for all other existing job titles of the Township of Neptune." by eliminating the position of Assistant Business Administrator. – First Reading

Explanatory Statement: This ordinance eliminates the position of Assistant Business Administrator.

Offered by: _____ Seconded by: _____
Vote: Brantley, _____; Houghtaling, _____; Jahn, _____; McMillan, _____; Bishop, _____.

The Public Hearing on Ordinance 12-30 will be held on Monday, November 26, 2012.

CONSENT AGENDA

Res. # 12-399 – Authorize the refund of sewer rent (1501 Monroe Avenue).

Res. # 12-400 – Request the Division of Local Government Services to grant approval of a Dedication by Rider of revenues received as donations for the Veterans Memorial Park.

Res. # 12-401 – Approve the transfer of Taxi Medallion License No. 039.

Res. # 12-402 – Place lien on various properties.

Res. # 12-403 – Request the Division of Local Government Services to grant approval of a Dedication by Rider of revenues received as donations for storm relief.

CONSENT AGENDA Offered by: _____ Seconded by: _____
Vote: Brantley, _____; Houghtaling, _____; Jahn, _____; McMillan, _____; Bishop, _____.

Res. # 12-404 – Establish a grace period for 4th quarter property tax payments.

Offered by: _____ Seconded by: _____
Vote: Brantley, _____; Houghtaling, _____; Jahn, _____; McMillan, _____; Bishop, _____.

Res. # 12-405 – Waive construction permit fees for construction work made necessary by hurricane damage.

Offered by: _____ Seconded by: _____
Vote: Brantley, _____; Houghtaling, _____; Jahn, _____; McMillan, _____; Bishop, _____.

Res. # 12-406 – Appoint Business Administrator.

Offered by: _____ Seconded by: _____
Vote: Brantley, _____; Houghtaling, _____; Jahn, _____; McMillan, _____; Bishop, _____.

Res. # 12-407 – Authorize the payment of bills.

Offered by: _____ Seconded by: _____
Vote: Brantley, _____; Houghtaling, _____; Jahn, _____; McMillan, _____; Bishop, _____.

Res. # 12-408 – Authorize Special Emergency Appropriation as a result of Hurricane Sandy.

Offered by: _____ Seconded by: _____
Vote: Brantley, _____; Houghtaling, _____; Jahn, _____; McMillan, _____; Bishop, _____.

PRIVILEGE OF THE FLOOR/PUBLIC COMMENTS

Members of the public may address any concern relating to the Township. The public will be permitted one visit to the microphone with a limit of five minutes.

ADJOURNMENT

ORDINANCE NO. 12-30

AN ORDINANCE TO AMEND ORDINANCE NO. 11-48 ENTITLED "AN ORDINANCE CREATING AND SETTING THE SALARY RANGE FOR NEW JOB TITLES AND AMENDING THE SALARY RANGES FOR ALL OTHER EXISTING JOB TITLES OF THE TOWNSHIP OF NEPTUNE." BY ELIMINATING THE POSITION OF ASSISTANT BUSINESS ADMINISTRATOR

BE IT ORDAINED, BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE, IN THE COUNTY OF MONMOUTH, as follows:

SECTION 1. Ordinance No. 11-48 be and is hereby amended to *delete* the position of Assistant Business Administrator as follows:

<u>TITLE</u>	<u>MINIMUM SALARY</u>	<u>MAXIMUM SALARY</u>
Assistant Business Administrator	\$ 10,000.00	\$ 85,000.00

SECTION 2. The above ordinance shall be effective on December 1, 2012.

APPROVED ON FIRST READING:

APPROVED, PASSED AND ADOPTED:

ATTEST:

Richard J. Cuttrell,
Municipal Clerk

J. Randy Bishop,
Mayor

RESOLUTION #12-398 – 11/8/12

AUTHORIZE AN EXECUTIVE SESSION AS AUTHORIZED BY
THE OPEN PUBLIC MEETINGS ACT

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances; and,

WHEREAS, this public body is of the opinion that such circumstances presently exist,

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Neptune, County of Monmouth, as follows:

1. The Public shall be excluded from discussion of and action upon the hereinafter specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:

No items as of November 7th
3. It is anticipated at this time that the above stated subject matters will be made public when matters are resolved.
4. This Resolution shall take effect immediately.

RESOLUTION #12-399 – 11/8/12

AUTHORIZE THE REFUND OF SEWER RENT (1501 MONROE AVENUE)

WHEREAS, the properties listed below reflect overpayments; and,

WHEREAS, they have furnished the necessary documentation and have requested a refund,

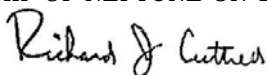
THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Neptune, County of Monmouth, that the Tax Collector be and hereby is authorized to refund the Sewer Rent as stated herein:

BLOCK/LOT	ASSESSED TO	ADDRESS	YEAR	AMOUNT
189/10.01	BARNETT	1510 MONROE AVE	2012	220.00

BE IT FURTHER RESOLVED, That a copy of this resolution be forwarded to the Tax Collector, Assistant C.F.O. and Auditor.

CERTIFICATION

I HEREBY CERTIFY THE ABOVE TO BE A TRUE
COPY OF A RESOLUTION ADOPTED BY
THE TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF NEPTUNE ON 11/08/12



Richard J. Cuttrel, R.M.C., Municipal Clerk

RESOLUTION #12-400 - 11/8/12

REQUEST THE DIVISION OF LOCAL GOVERNMENT SERVICES TO GRANT
APPROVAL OF A DEDICATION BY RIDER OF REVENUES RECEIVED AS
DONATIONS FOR THE VETERANS MEMORIAL PARK

WHEREAS, the Township is in the process of creating the Veterans Memorial Park on Old Corlies Avenue and receives donations from time to time in support of this effort; and,

WHEREAS, permission is required of the Director of the Division of Local Government Services for approval as a dedication by rider of revenues received by a municipality when the revenue is not subject to reasonably accurate estimates in advance: and,

WHEREAS, N.J.S.A. 40A:5-29 et seq. authorizes a municipality to accept donations and utilize same so long as the use is consistent with the laws of the State and of the United States; and,

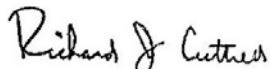
WHEREAS, N.J.S.A. 40A:4-39 provides that the Director of the Division of Local Government Services may approve expenditures of said monies by dedication by rider;

THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Neptune, County of Monmouth, as follows:

- 1) The Township Committee does hereby request permission of the Director of the Division of Local Government Services to utilize donated funds received for the Veteran's Memorial Park.
- 2) The Township Clerk is hereby directed to forward two certified copies of this resolution to the Director of the Division of Local Government Services.
- 3) The Township Clerk shall forward certified copies of this resolution to the Business Administrator, Chief Financial Officer and Assistant C.F.O.

CERTIFICATION

I HEREBY CERTIFY THE ABOVE TO BE A TRUE
COPY OF A RESOLUTION ADOPTED BY
THE TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF NEPTUNE ON 11/08/12



Richard J. Cuttrel, R.M.C., Municipal Clerk

RESOLUTION #12-401 - 11/8/12

APPROVE THE TRANSFER OF TAXI MEDALLION LICENSE NO. 039

WHEREAS, Muhammad Aslam is the owner of Neptune Township Taxi Medallion No. 039;
and,

WHEREAS, he has notified the Taxi License Coordinator of the intent to sell and transfer
ownership of said medallion to Arif Ali; and,

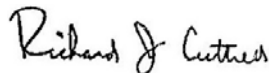
WHEREAS, the Taxi License Coordinator has certified that all requirements of transfer have
been satisfied,

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Neptune
that approval is hereby granted for the transfer of Taxi Medallion License No. 039 to Arif Ali; and,

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Taxi
License Coordinator and Municipal Clerk.

CERTIFICATION

I HEREBY CERTIFY THE ABOVE TO BE A TRUE
COPY OF A RESOLUTION ADOPTED BY
THE TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF NEPTUNE ON 11/08/12



Richard J. Cuttrel, R.M.C., Municipal Clerk

RESOLUTION #12-402 - 11/8/12

PLACE LIEN ON VARIOUS PROPERTIES

WHEREAS, Ordinance #843 of the Township of Neptune states that where a violation or condition exists on any property in the Township of Neptune that is of such a nature as to constitute an immediate threat to life, health, safety and the well being of residents in this township unless abated without delay, the Code Enforcement Supervisor may abate the violation or condition immediately or order the owner, operator or occupant to correct the violation or condition within a three-day period; and

WHEREAS, the Code Enforcement Supervisor determined that the condition of the properties listed below constituted such a threat; and,

WHEREAS, the Code Enforcement Supervisor has notified the Township Committee of the Township of Neptune that the owners of said property have failed to correct the condition/violation as ordered; and

WHEREAS, the Code Enforcement Supervisor has had the condition corrected in accordance with Article IV, Section 6.2 (a) of Ordinance #843 at a total cost as indicated below,

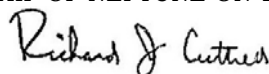
THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Neptune that the Tax Collector be and is hereby authorized to place the following costs as a lien against the following properties; and,

<u>BLOCK/LOT</u>	<u>ADDRESS</u>	<u>AMOUNT</u>
473/4	232 Valley Road	417.50

BE IT FURTHER RESOLVED, that a copy of this resolution along with the Code Enforcement Supervisor's report be forwarded to the Tax Collector.

CERTIFICATION

I HEREBY CERTIFY THE ABOVE TO BE A TRUE
COPY OF A RESOLUTION ADOPTED BY
THE TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF NEPTUNE ON 11/08/12



Richard J. Cuttrel, R.M.C., Municipal Clerk

RESOLUTION #12-403 - 11/8/12

REQUEST THE DIVISION OF LOCAL GOVERNMENT SERVICES TO GRANT
APPROVAL OF A DEDICATION BY RIDER OF REVENUES RECEIVED AS
DONATIONS FOR STORM RELIEF

WHEREAS, the Township desires to receive donations directly associated and specifically designated for storm relief as a result of Hurricane Sandy; and,

WHEREAS, permission is required of the Director of the Division of Local Government Services for approval as a dedication by rider of revenues received by a municipality when the revenue is not subject to reasonably accurate estimates in advance: and,

WHEREAS, N.J.S.A. 40A:5-29 et seq. authorizes a municipality to accept donations and utilize same so long as the use is consistent with the laws of the State and of the United States; and,

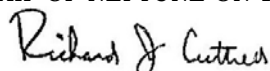
WHEREAS, N.J.S.A. 40A:4-39 provides that the Director of the Division of Local Government Services may approve expenditures of said monies by dedication by rider;

THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Neptune, County of Monmouth, as follows:

- 1) The Township Committee does hereby request permission of the Director of the Division of Local Government Services to utilize donated funds received for the Storm Relief Fund.
- 2) The Township Clerk is hereby directed to forward two certified copies of this resolution to the Director of the Division of Local Government Services.
- 3) The Township Clerk shall forward certified copies of this resolution to the Business Administrator, Chief Financial Officer and Assistant C.F.O.

CERTIFICATION

I HEREBY CERTIFY THE ABOVE TO BE A TRUE
COPY OF A RESOLUTION ADOPTED BY
THE TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF NEPTUNE ON 11/08/12



Richard J. Cuttrell, R.M.C., Municipal Clerk

RESOLUTION #12-404 – 11/8/12

ESTABLISH GRACE PERIOD FOR 4th QUARTER TAX PAYMENTS

WHEREAS, the Township Committee has adopted a ten (10) day grace period for all tax payments due during the 2012 calendar year; and,

WHEREAS, the 4th quarter tax payment for 2012 is due on November 1, 2012; and,

WHEREAS, due to the extraordinary conditions as a result of Hurricane Sandy which has made it difficult for property owners to make tax payments, the Committee desires to extend the zero percent interest grace period for the 4th quarter tax payments,

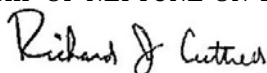
THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Neptune that a zero percent interest grace period is hereby established for receipt of 2012 4th quarter tax payments until November 21, 2012; and,

BE IT FURTHER RESOLVED, that 2012 4th quarter tax payments received after November 21, 2012 will be charged the applicable interest rate as of November 1, 2012; and,

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Tax Collector.

CERTIFICATION

I HEREBY CERTIFY THE ABOVE TO BE A TRUE
COPY OF A RESOLUTION ADOPTED BY
THE TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF NEPTUNE ON 11/08/12



Richard J. Cuttrel, R.M.C., Municipal Clerk

RESOLUTION #12-405 - 11/8/12

WAIVE CONSTRUCTION PERMIT FEES FOR CONSTRUCTION WORK
MADE NECESSARY BY HURRICANE DAMAGE

WHEREAS, the Township of Neptune, along with many other communities along the New Jersey coast, experienced a storm of unprecedented fury when Hurricane Sandy struck New Jersey on October 29, 2012; and,

WHEREAS, many property owners in the Township of Neptune suffered damage to their homes and businesses as a result of Hurricane Sandy; and,

WHEREAS, the Township Committee is cognizant and supportive of the will and desire of our residents and businesses to rebuild a stronger Neptune Township and is at the ready to assist in this process; and,

WHEREAS, the State of New Jersey has indicated that pursuant to N.J.A.C. 5:23-4.19(b)5 the State will waive the State permit surcharge fee for construction permits if the municipality waives the local fee; and,

WHEREAS, the Township Committee desires to waive the municipal fee for construction permits as a result of Hurricane Sandy,

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Neptune that municipal construction permit fees for construction work made necessary by Hurricane Sandy be and are hereby waived for construction permit applications received by the Neptune Township Construction Department on or before December 13, 2012; and,

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Business Administrator, Assistant Business Administrator, Chief Financial Officer, and Construction Official.

RESOLUTION #12-406 - 11/8/12

APPOINT BUSINESS ADMINISTRATOR

WHEREAS, Philip Huhn, Business Administrator, is retiring effective November 30, 2012; and,

WHEREAS, the Township Committee desires to reclassify Vito Gadaleta, Assistant Business Administrator to the position of Business Administrator,

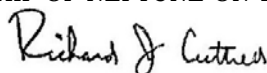
WHEREAS, funds for this purpose are available in the 2012 municipal budget in the appropriation entitled Administration S&W, known as Account No. _____ and the Chief Financial Officer has so certified in writing,

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Neptune that Vito Gadaleta be and is hereby appointed to the position of Business Administrator effective December 1, 2012 and the Mayor and Clerk be and are hereby authorized to execute an Employment Agreement setting forth the terms and conditions of said employment, a copy of which is available in the Office of the Municipal Clerk; and,

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Business Administrator, Assistant Business Administrator, Chief Financial Officer, Assistant C.F.O. and Mandy To.

CERTIFICATION

I HEREBY CERTIFY THE ABOVE TO BE A TRUE
COPY OF A RESOLUTION ADOPTED BY
THE TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF NEPTUNE ON 11/08/12



Richard J. Cuttrel, R.M.C., Municipal Clerk

RESOLUTION #12-407 – 11/8/12

AUTHORIZE THE PAYMENT OF BILLS

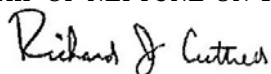
BE IT RESOLVED, by the Township Committee of the Township of Neptune that the following bills be paid if properly certified:

CURRENT FUND	298,501.73
FEDERAL & STATE GRANT FUND	7,673.03
TRUST OTHER	53,547.27
GENERAL CAPITAL FUND	96,327.83
SEWER OPERATING FUND	3,888.84
SEWER CAPITAL FUND	35,150.00
MARINA OPERATING FUND	74.90
MARINA CAPITAL FUND	2,400.00
DOG TRUST	129.60
LIBRARY TRUST	1,698.26
BILL LIST TOTAL	\$499,391.46

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Assistant C.F.O.

CERTIFICATION

I HEREBY CERTIFY THE ABOVE TO BE A TRUE
COPY OF A RESOLUTION ADOPTED BY
THE TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF NEPTUNE ON 11/08/12



Richard J. Cuttrel, R.M.C., Municipal Clerk

RESOLUTION #12-408 - 11/8/12

AUTHORIZE SPECIAL EMERGENCY APPROPRIATION
AS A RESULT OF HURRICANE SANDY

WHEREAS, it has been found necessary to make an Emergency Appropriation to meet certain extraordinary expenses incurred, or to be incurred, by the Township of Neptune for costs related to emergency response and funding long term recovery relating to Hurricane Sandy; and,

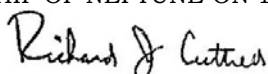
WHEREAS, NJS 40A:4-54 provides that it shall be lawful to make such appropriation, which appropriation and/or the "special emergency notes" issued to finance the same shall be provided for in succeeding annual budgets by the inclusion of an appropriation of at least one-fifth of the amount authorized pursuant to this act,

NOW, THEREFORE, BE IT RESOLVED, (by not less than two-thirds of all governing body members affirmatively concurring) by the Township Committee of the Township of Neptune that in accordance with the provisions of NJS 40A:4-54 as follows:

1. An emergency appropriation is hereby made for Hurricane Sandy expenses in the total amount of \$1,400,000.00
2. That the emergency appropriation shall be provided for in the budgets of the next succeeding years by the inclusion of not less than \$280,000.00 (must be at least one-fifth of the total amount)
3. That an "emergency note", not in excess of the amount authorized pursuant to law, be provided.
4. That such note shall be executed by Michael J. Bascom, Chief Financial Officer, and Mayor J. Randy Bishop.
5. That said note shall be dated _____, may be renewed from time to time provided that such note and any renewals shall mature and be paid in the amount of not less than one-fifth of the total amount appropriated by this resolution in each year after the after the authorization.
6. That the statement required by the Local Finance Board has been filed with the Clerk and a copy will be transmitted to the Director of the Division of Local Government Services.
7. That two (2) certified copies of this resolution will be filed with the Director of the Division of Local Government Services; however, no approval is required from the Division.

CERTIFICATION

I HEREBY CERTIFY THE ABOVE TO BE A TRUE
COPY OF A RESOLUTION ADOPTED BY
THE TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF NEPTUNE ON 11/08/12



Richard J. Cuttrel, R.M.C., Municipal Clerk