

TOWNSHIP COMMITTEE SINE-DIE MEETING
JANUARY 1, 2025 - 11:55 A.M.

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

Township Committee	Present/ Absent	Professionals	Present/ Absent
Jason A. Jones	_____	Gina LaPlaca, Business Administrator	_____
Robert Lane, Jr.	_____	Dainene Roberts, Deputy Clerk	_____
Kevin McMillan	_____	Michael Celli, Assistant Township Attorney	_____
Derel Stroud	_____		
Tassie D. York	_____		

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 York 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, 2024, 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, ordinances, and resolutions are posted on the Township web site (www.neptunetownship.org) and the meeting is being streamed live via townhallstreams.com.

REMAINING BUSINESS FOR 2024

Mayor York calls for the transaction of any remaining business for the year of 2024.

The Clerk replies that, "there is no further business to be transacted".

ADJOURNMENT

Offered by: _____

Seconded by: _____

Time adjourned for Sine Die: _____

2025 REORGANIZATION MEETING- JANUARY 1, 2025
TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE

CALL TO ORDER

The Deputy Clerk calls the 2025 Township Committee Reorganization Meeting to order at 12:00PM

NOTICE REQUIREMENTS

The Clerk 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, 2024, 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, ordinances, and resolutions are posted on the Township web site (www.neptunetownship.org) and the meeting is being streamed live via townhallstreams.com.

INVOCATION

Invocation by Pastor Brian Fisher

FLAG SALUTE

OATH OF OFFICE- ELECTED TOWNSHIP COMMITTEE MEMBERS

Township Committeemen Reelect Kevin McMillan will be sworn into office.

Oath of Office administered by Steven Fulop, the honorable Mayor of Jersey City

Township Committeeman Reelect Derel Stroud will be sworn into office.

Oath of Office administered by Assemblywoman Tennille McCoy

MEMBERS QUALIFIED TO SERVE

The Township Clerk certifies that the following individuals are duly qualified by law to serve as members of the Township Committee of the Township of Neptune for the Year 2025:

Jason A. Jones
Derel Stroud

Robert Lane Jr.

Kevin McMillan
Tassie D. York

ELECTION OF MAYOR

Res#25- 001 Elect Chairperson and Mayor of the Township Committee of the Township of Neptune for the Year 2025.

Offered by: _____ Seconced by: _____
Vote: Jones _____ Lane _____ McMillan _____ Stroud _____ York _____

Oath of Office administered by Michael Celli, Esq.

ELECTION OF DEPUTY MAYOR

Res#25- 002 Elect Vice-Chairperson and Deputy Mayor of the Township Committee of the Township of Neptune for the Year 2025.

Offered by: _____ Seconced by: _____
Vote: Jones _____ Lane _____ McMillan _____ Stroud _____ York _____

Oath of Office administered by Steven Fulop, the honorable Mayor of Jersey City

APPOINTMENT OF DEPARTMENTAL CHAIRPERSONS

Res#25- 003 A Resolution of The Township Committee of The Township of Neptune Assigning Departmental Chairpersons for The Year 2025

Offered by: _____ Seconded by: _____
Vote: Jones _____ Lane _____ McMillan _____ Stroud _____ York _____

PRESENTATION

The Mayor will make a presentation to Rev. Tassie D. York, in recognition of her service as Mayor in 2024.

CONSENT AGENDA- PROFESSIONAL APPOINTMENTS

- Res #25- 004** Appoint Township Attorney
- Res #25- 005** Appoint Assistant Township and Special Counsel
- Res #25- 006** Appoint Labor Attorney
- Res #25- 007** Appoint Redevelopment Attorney
- Res #25- 008** Appoint Prosecutor
- Res #24- 009** Appoint Public Defender
- Res #25- 010** Appoint Alternate Public Defender
- Res #25- 011** Appoint Regional Contribution Agreement and Environmental/ Shade Tree Commission Attorney
- Res #25- 012** Appoint Bond Counsel
- Res #25- 013** Appoint Auditor
- Res #25- 014** Appoint Consulting Engineers
- Res #25- 015** Appoint Consultant for Computer Aided Drafting and Design (CADD) Services
- Res #25- 016** Appoint Historic Preservation Commission Attorney
- Res #25- 017** Appoint Risk Management Consultant
- Res #25- 018** Appoint Financial Advisor
- Res #25- 019** Appoint Interim Township Engineer
- Res #25- 020** Appoint EDC Architect
- Res #25- 021** Appoint Public Relations and Marketing Consultant
- Res #25- 022** Appoint Police Chaplain
- Res #25- 023** Appoint Special Counsel and the Special Counsel Rent Leveling Board Attorney

Consent Agenda: Professional Appointments

Offered by: _____ Seconded by: _____
Vote: Jones _____ Lane _____ McMillan _____ Stroud _____ York _____

OATH OF OFFICE- TOWNSHIP ATTORNEY

Oath of Office of the Township Attorney administered by Assemblywoman Margie Donlen

CONSENT AGENDA- CITIZEN BOARD APPOINTMENTS

Res #25- 024 A Resolution of The Township Committee of The Township of Neptune Appointing Members to The Zoning Board of Adjustment

- Res #25- 025** A Resolution of The Township Committee of The Township of Neptune Appointing Members to The Recreation Committee
- Res #25- 026** A Resolution of The Township Committee of The Township of Neptune Appointing Members to The Senior Citizens Advisory Council
- Res #25- 027** A Resolution of The Township Committee of The Township of Neptune Appointing Members to The Municipal Alliance Against Alcoholism and Drug Abuse
- Res #25- 028** A Resolution of The Township Committee of The Township of Neptune Appointing Members to The Fletcher Lake Commission
- Res #25- 029** A Resolution of The Township Committee of The Township of Neptune Appointing Members to the Deal Lake Commission
- Res #25- 030** A Resolution of The Township Committee of The Township of Neptune Appointing Members to Parade/ Municipal Special Events Committee
- Res #25- 031** A Resolution of The Township Committee of The Township of Neptune Appointing Members to Rent Leveling Board
- Res #25- 032** A Resolution of The Township Committee of The Township of Neptune Appointing Trustees to the Economic Development Corporation
- Res #25- 033** A Resolution of The Township Committee of The Township of Neptune Appointing Members to the Police Committee
- Res #25- 034** A Resolution of The Township Committee of The Township of Neptune Appointing Members to The Creative Team
- Res #25- 035** A Resolution of The Township Committee of The Township of Neptune Appointing Members to Neptune Township Emergency Management Council
- Res #25- 036** A Resolution of The Township Committee of The Township of Neptune Appointing Members to Green Team Committee
- Res #25- 037** A Resolution of The Township Committee of The Township of Neptune Appointing Members to the Wesley Lake Commission

Consent Agenda: Citizen Board Appointments

Offered by: _____ Seconded by: _____
Vote: Jones _____ Lane _____ McMillan _____ Stroud _____ York _____

MAYOR’S APPOINTMENTS TO CITIZEN BOARDS

a) The Mayor Announces the Following Appointments to the Environmental/ Shade Tree Commission:

Board	Position	Term	Appointment	Expiration	Name
Environmental/ Shade Tree Commission	Member	3 Year	1/1/2025	12/31/2027	Gregory Sharin
Environmental/ Shade Tree Commission	Member	3 Year	1/1/2025	12/31/2027	Rachel Weston
Environmental/ Shade Tree Commission	Member	3 Year	1/1/2025	12/31/2027	William Heyniger
Environmental/ Shade Tree Commission	Member	3 Year	1/1/2025	12/31/2027	Patrick Gilliam
Environmental/ Shade Tree Commission	Alternate #1	2 Year			Vacant

Res #25- 038 Resolution for the Mayors Appointments to the Environmental/ Shade Tree Commission

Offered by: _____ Seconded by: _____
Vote: Jones _____ Lane _____ McMillan _____ Stroud _____ York _____

b) The Mayor Announces the Following Appointments to the Planning Board:

Board	Position	Term	Appointment	Expiration	Name
Planning Board	Class I Mayor or Mayor's Designee	1 Year	1/1/2025	12/31/2025	Richard Ambrosio
Planning Board	Class II Municipal Official	1 Year		12/31/2025	Vacant
Planning Board	Class III Member of the Governing Body	1 Year	1/1/2025	12/31/2025	Robert Lane, Jr.
Planning Board	Class IV Member	4 Year	1/1/2025	12/31/2028	Lisa Boyd
Planning Board	Class IV Alternate #1	2 Year	1/1/2025	12/31/2026	Richard Schlossbach

Res #25- 039 Resolution for the Mayors Appointments to the Planning Board

Offered by: _____ Seconded by: _____
Vote: Jones _____ Lane _____ McMillan _____ Stroud _____ York _____

c) The Mayor Announces the Following Appointments to the Historic Preservation Commission:

Board	Position	Term	Appointment	Expiration	Name
Historic Preservation Commission	Class C Member	4 Year	1/1/2025	12/31/2028	Linda Henderson
Historic Preservation Commission	Alternate #1	1 Year	1/1/2025	12/31/2025	Jane Gordon
Historic Preservation Commission	Alternate #2	1 Year		12/31/2025	Vacant

Res #25- 040 Resolution for the Mayors Appointments to the Historic Preservation Commission

Offered by: _____ Seconded by: _____
Vote: Jones _____ Lane _____ McMillan _____ Stroud _____ York _____

d) The Mayor Announces the Following Appointments to the Library Board of Trustees:

Board	Position	Term	Appointment	Expiration	Name
Library Board of Trustees	Superintendent of School's Representative	1 Year	1/1/2025	12/31/2025	Meghan Plevier
Library Board of Trustees	Mayor's Representative	1 Year	1/1/2025	12/31/2025	Fred Mayo
Library Board of Trustees	Member	5 Year	1/1/2025	12/31/2029	Connie King

Res #25- 041 Resolution for the Mayors Appointments to the Library Board of Trustees

Offered by: _____ Seconded by: _____
Vote: Jones _____ Lane _____ McMillan _____ Stroud _____ York _____

CONSENT AGENDA: Township Committee/ Staff Appointments

- Res #25- 042 Appoint Municipal Liaison to the Monmouth County Transportation Council
- Res #25- 043 Appoint Board of Education Liaison
- Res #25- 044 Designation Public Agency Compliance Officer
- Res #25- 045 Appoint Representative to the Monmouth County Tax Advisory Board
- Res #25- 046 Appoint Garden State Municipal Joint Insurance Fund Commissioner
- Res #25- 047 Appoint Municipal Representatives to Sustainable New Jersey
- Res #25- 048 Appoint Community Development Representatives
- Res #25- 049 Reclassification of Employees

Consent Agenda: Township Committee/Administrative Staff Appointments

Offered by: _____ Seconded by: _____
Vote: Jones _____ Lane _____ McMillan _____ Stroud _____ York _____

CONSENT AGENDA: Financial and Administrative Matters/ Fee Schedules/ Legal Notices

- Res #25- 050 Approve 2024 Temporary Budget
- Res #25- 051 Designate Meeting Dates For 2025
- Res #25- 052 Designate Official Newspapers
- Res #25- 053 Establish A Grace Period for Tax, Sewer, and Commercial Refuse Payments
- Res #25- 054 Approve Petty Cash Funds
- Res #25- 055 Establish the Interest Rates to Be Charged by The Tax Office
- Res #25- 056 Establish Rate of Reimbursement for Use of a Personal Vehicle for Official Township Business
- Res #25- 057 Establish Fee Schedule for Repair Rates Performed by the Department of Public Works
- Res #25- 058 Establish Fee Schedule for Emergency Medical Services
- Res #25- 059 Establish Fee Schedule for Office of Emergency Management
- Res #25- 060 Establish Fee Schedule for Municipal Marina
- Res #25- 061 Authorize The Execution of Stipulations and Filing of Cross Appeals and Assessor Appeals for Corrections Only in Connection With Tax Appeals
- Res #25- 062 Authorize Change Funds in Various Departments
- Res #25- 063 Establish 2025 Hourly Rates for Part-Time Positions

Res #25- 064 Establish Policy for Selecting Professional Services from Engineering Pool List

Res #25- 065 Establish Cash Management Plan and Financial Management Policies.

Res #25- 066 Adoption Of the Neptune Township Purchasing Manual

Res #25- 067 Authorize And Appoint Members to A Personnel Subcommittee for The Governing Body.

Res #25- 068 Establish the Salaries for Stipend/Part-Time Positions Not Covered by Contract

Res#25- 069 Establish Salary for Municipal Judge

Consent Agenda: Financial and Administrative Matters/ Fee Schedules/ Legal Notices

Offered by: _____ Seconded by: _____

Vote: Jones _____ Lane _____ McMillan _____ Stroud _____ York _____

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.

MAYOR'S COMMENTS

BENEDICTION

Benediction by Pastor Issac Friedel

ADJOURNMENT

Offered by: _____ Seconded by: _____

Time Adjourned: _____

**TOWNSHIP OF NEPTUNE
RESOLUTION 25-001**

**ELECT CHAIRPERSON OF THE TOWNSHIP COMMITTEE AND MAYOR OF THE
TOWNSHIP OF NEPTUNE FOR THE YEAR 2025**

BE IT RESOLVED, by the Township Committee of the Township of Neptune that _____ be and is hereby elected Chairperson of the Township Committee and Mayor of the Township of Neptune for the year 2025.

**TOWNSHIP OF NEPTUNE
RESOLUTION 25-002**

**ELECT VICE-CHAIRPERSON OF THE TOWNSHIP COMMITTEE AND DEPUTY MAYOR
OF THE TOWNSHIP OF NEPTUNE FOR 2025**

BE IT RESOLVED, by the Township Committee of the Township of Neptune that
_____ be and is hereby elected Vice-Chairperson of the Township Committee and Deputy Mayor of
the Township of Neptune for the year 2025.

TOWNSHIP OF NEPTUNE

RESOLUTION 25-003

A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE ASSIGNING DEPARTMENTAL CHAIRPERSONS FOR THE YEAR 2025

WHEREAS, it is deemed to be in the best interest of the Township of Neptune that the Administration and organization of the Government of the Township of Neptune for the ensuing year shall be conducted with Departmental Chairpersons, and;

BE IT RESOLVED, that the following departmental chairpersons be and are hereby assigned and the members thereof designated as follows:

Committee Member	Department
Jones	Engineering Recreation Community Liaison Green Team Creative Team
Lane	Administration Finance Police Oversight Public Safety Fletcher Lake Code and Construction Planning Board
McMillan	Marina Tourism Economic and Community Development Wesley Lake
Stroud	Senior Center Library Public Safety Court Redevelopment
York	Police Oversight Public Works Land Use Redevelopment Board of Education Liaison

TOWNSHIP OF NEPTUNE

RESOLUTION 25-004

A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE AUTHORIZING THE APPOINTMENT OF TOWNSHIP ATTORNEY

WHEREAS, there exists the need for the services of various professionals for the Township of Neptune for the year 2025; and,

WHEREAS, pursuant to N.J.S.A. 19:44a-1, et seq, the Township accepted Requests for Proposals for said position on December 19, 2024; and,

WHEREAS, the Local Public Contracts law, N.J.S.A. 40A:11-1 et seq requires that a resolution of appointment for professional services be publicly advertised; and,

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Neptune as follows:

1. The Mayor and Township Clerk be and are hereby authorized and directed to engage the services of:

Term	Position	Professional	Price Range
1 Year	Township Attorney	Taylor Law Group, LLC 430 Mountain Avenue, Suite 103 New Providence, New Jersey 07974	\$135.00/hr

2. These appointments are being made without competitive bidding because they involve members of recognized professions licensed and regulated by law and are, therefore, specifically exempt pursuant to N.J.S.A. 40:11-5.
3. A copy of this resolution shall be published in the Coaster newspaper as required by law within ten (10) days of its passage.
4. That all Township officials including, but not limited to, the Mayor, Business Administrator, Chief Financial Officer and the Municipal Clerk, are hereby authorized and directed to take such ministerial actions as are necessary to effectuate the provisions of this resolution.

Certification of Funds

I, Michael Bascom, Chief Financial Officer of the Township of Neptune, do hereby certify to the Township Committee of the Township of Neptune that funds are available for the above-named Professional Services Agreement.

Account Name

Account Number

Michael Bascom, Chief Financial Officer

Date

TOWNSHIP OF NEPTUNE

RESOLUTION 24-005

**A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE
AUTHORIZING THE APPOINTMENT OF ASSISTANT TOWNSHIP ATTORNEY/ SPECIAL
COUNSEL**

WHEREAS, there exists the need for the services of various professionals for the Township of Neptune for the year 2025; and,

WHEREAS, pursuant to N.J.S.A. 19:44a-1, et seq, the Township accepted Requests for Proposals for said position on December 19, 2024; and,

WHEREAS, the Local Public Contracts law, N.J.S.A. 40A:11-1 et seq requires that a resolution of appointment for professional services be publicly advertised; and,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Neptune as follows:

1. The Mayor and Township Clerk be and are hereby authorized and directed to engage the services of:

Term	Position	Professional	Price Range
1 Year	Assistant Township Attorney/ Special Counsel inclusive of Tax Appeals	Law Offices of Michael G. Celli, Jr 382 Morris Avenue Long Branch, NJ 07740	\$135.00/hour

2. These appointments are being made without competitive bidding because they involve members of recognized professions licensed and regulated by law and are, therefore, specifically exempt pursuant to N.J.S.A. 40:11-5.
3. A copy of this resolution shall be published in the Coaster newspaper as required by law within ten (10) days of its passage.
4. That all Township officials including, but not limited to, the Mayor, Business Administrator, Chief Financial Officer and the Municipal Clerk, are hereby authorized and directed to take such ministerial actions as are necessary to effectuate the provisions of this resolution.

Certification of Funds

I, Michael Bascom, Chief Financial Officer of the Township of Neptune, do hereby certify to the Township Committee of the Township of Neptune that funds are available for the above-named Professional Services Agreement.

Account Name

Account Number

Michael Bascom, Chief Financial Officer

Date

TOWNSHIP OF NEPTUNE

RESOLUTION 25-006

**A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE
AUTHORIZING THE APPOINTMENT OF LABOR ATTORNEY**

WHEREAS, there exists the need for the services of various professionals for the Township of Neptune for the year 2025; and,

WHEREAS, pursuant to N.J.S.A. 19:44a-1, et seq, the Township accepted Requests for Proposals for said position on December 19, 2024; and,

WHEREAS, the Local Public Contracts law, N.J.S.A. 40A:11-1 et seq requires that a resolution of appointment for professional services be publicly advertised; and,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Neptune as follows:

- 1. The Mayor and Township Clerk be and are hereby authorized and directed to engage the services of:

Term	Position	Professional	Price Range
1 Year	Labor Attorney	Schaffer Shain Jalloh PC 150 Morristown Road Suite 105 Bernardsville, NJ 07924	\$165.00/hour
1 Year	Labor Attorney	Plosia Cohen, LLC Chester Woods Complex 385 Route 24 Chester, NJ 07930	\$165.00/hour

- 2. These appointments are being made without competitive bidding because they involve members of recognized professions licensed and regulated by law and are, therefore, specifically exempt pursuant to N.J.S.A. 40:11-5.
- 3. A copy of this resolution shall be published in the Coaster newspaper as required by law within ten (10) days of its passage.
- 4. That all Township officials including, but not limited to, the Mayor, Business Administrator, Chief Financial Officer and the Municipal Clerk, are hereby authorized and directed to take such ministerial actions as are necessary to effectuate the provisions of this resolution.

Certification of Funds

I, Michael Bascom, Chief Financial Officer of the Township of Neptune, do hereby certify to the Township Committee of the Township of Neptune that funds are available for the above-named Professional Services Agreement.

Account Name

Account Number

Michael Bascom, Chief Financial Officer

Date

TOWNSHIP OF NEPTUNE

RESOLUTION 25-007

**A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE
AUTHORIZING THE APPOINTMENT OF REDEVELOPMENT ATTORNEY**

WHEREAS, there exists the need for the services of various professionals for the Township of Neptune for the year 2025; and,

WHEREAS, pursuant to N.J.S.A. 19:44a-1, et seq, the Township accepted Requests for Proposals for said position on December 19, 2024; and,

WHEREAS, the Local Public Contracts law, N.J.S.A. 40A:11-1 et seq requires that a resolution of appointment for professional services be publicly advertised; and,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Neptune as follows:

1. The Mayor and Township Clerk be and are hereby authorized and directed to engage the services of:

Term	Position	Professional	Price Range
1 Year	Redevelopment Attorney	Maraziti Falcon, LLP Attorneys at Law 240 Cedar Knolls Road Suite 301 Cedar Knolls, NJ 07927	\$195.00/hour billed to the Township \$325.00/hour billed to the public

2. These appointments are being made without competitive bidding because they involve members of recognized professions licensed and regulated by law and are, therefore, specifically exempt pursuant to N.J.S.A. 40:11-5.
3. A copy of this resolution shall be published in the Coaster newspaper as required by law within ten (10) days of its passage.
4. That all Township officials including, but not limited to, the Mayor, Business Administrator, Chief Financial Officer and the Municipal Clerk, are hereby authorized and directed to take such ministerial actions as are necessary to effectuate the provisions of this resolution.

Certification of Funds

I, Michael Bascom, Chief Financial Officer of the Township of Neptune, do hereby certify to the Township Committee of the Township of Neptune that funds are available for the above-named Professional Services Agreement.

Account Name

Account Number

Michael Bascom, Chief Financial Officer

Date

TOWNSHIP OF NEPTUNE

RESOLUTION 25-008

A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE AUTHORIZING THE APPOINTMENT OF PROSECUTOR

WHEREAS, there exists the need for the services of various professionals for the Township of Neptune for the year 2025; and,

WHEREAS, pursuant to N.J.S.A. 19:44a-1, et seq, the Township accepted Requests for Proposals for said position on December 19, 2024; and,

WHEREAS, the Local Public Contracts law, N.J.S.A. 40A:11-1 et seq requires that a resolution of appointment for professional services be publicly advertised; and,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Neptune as follows:

1. The Mayor and Township Clerk be and are hereby authorized and directed to engage the services of:

Term	Position	Professional	Price Range
1 Year	Prosecutor	James N. Butler, Jr. Attorney at Law 601 Bangs Ave. Suite 507 Asbury Park, NJ 07712	\$47,295.00 per year \$135.00 per hour for appeals on Municipal Ordinances

2. These appointments are being made without competitive bidding because they involve members of recognized professions licensed and regulated by law and are, therefore, specifically exempt pursuant to N.J.S.A. 40:11-5.
3. A copy of this resolution shall be published in the Coaster newspaper as required by law within ten (10) days of its passage.
4. That all Township officials including, but not limited to, the Mayor, Business Administrator, Chief Financial Officer and the Municipal Clerk, are hereby authorized and directed to take such ministerial actions as are necessary to effectuate the provisions of this resolution.

Certification of Funds

I, Michael Bascom, Chief Financial Officer of the Township of Neptune, do hereby certify to the Township Committee of the Township of Neptune that funds are available for the above-named Professional Services Agreement.

Account Name

Account Number

Michael Bascom, Chief Financial Officer

Date

TOWNSHIP OF NEPTUNE

RESOLUTION 25-009

A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE AUTHORIZING THE APPOINTMENT OF PUBLIC DEFENDER

WHEREAS, there exists the need for the services of various professionals for the Township of Neptune for the year 2025; and,

WHEREAS, pursuant to N.J.S.A. 19:44a-1, et seq, the Township accepted Requests for Proposals for said position on December 19, 2024; and,

WHEREAS, the Local Public Contracts law, N.J.S.A. 40A:11-1 et seq requires that a resolution of appointment for professional services be publicly advertised; and,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Neptune as follows:

1. The Mayor and Township Clerk be and are hereby authorized and directed to engage the services of:

Term	Position	Professional	Price Range
1 Year	Public Defender	Kevin P. Wigenton, Attorney at Law 125 Harding Road PO Box 781 Red Bank, NJ 07701	\$25,700.00 per year

2. These appointments are being made without competitive bidding because they involve members of recognized professions licensed and regulated by law and are, therefore, specifically exempt pursuant to N.J.S.A. 40:11-5.
3. A copy of this resolution shall be published in the Coaster newspaper as required by law within ten (10) days of its passage.
4. That all Township officials including, but not limited to, the Mayor, Business Administrator, Chief Financial Officer and the Municipal Clerk, are hereby authorized and directed to take such ministerial actions as are necessary to effectuate the provisions of this resolution.

Certification of Funds

I, Michael Bascom, Chief Financial Officer of the Township of Neptune, do hereby certify to the Township Committee of the Township of Neptune that funds are available for the above-named Professional Services Agreement.

Account Name

Account Number

Michael Bascom, Chief Financial Officer

Date

TOWNSHIP OF NEPTUNE

RESOLUTION 25-010

A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE AUTHORIZING THE APPOINTMENT OF ALTERNATE PUBLIC DEFENDER

WHEREAS, there exists the need for the services of various professionals for the Township of Neptune for the year 2025; and,

WHEREAS, pursuant to N.J.S.A. 19:44a-1, et seq, the Township accepted Requests for Proposals for said position on December 19, 2024; and,

WHEREAS, the Local Public Contracts law, N.J.S.A. 40A:11-1 et seq requires that a resolution of appointment for professional services be publicly advertised; and,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Neptune as follows:

1. The Mayor and Township Clerk be and are hereby authorized and directed to engage the services of:

Term	Position	Professional	Price Range
1 Year	Alternate Public Defender	Law Office of Michael Pastacaldi 35 Journal Square Suite 470 Jersey City, NJ 07306	\$90.00 per hour

2. These appointments are being made without competitive bidding because they involve members of recognized professions licensed and regulated by law and are, therefore, specifically exempt pursuant to N.J.S.A. 40:11-5.
3. A copy of this resolution shall be published in the Coaster newspaper as required by law within ten (10) days of its passage.
4. That all Township officials including, but not limited to, the Mayor, Business Administrator, Chief Financial Officer and the Municipal Clerk, are hereby authorized and directed to take such ministerial actions as are necessary to effectuate the provisions of this resolution.

Certification of Funds

I, Michael Bascom, Chief Financial Officer of the Township of Neptune, do hereby certify to the Township Committee of the Township of Neptune that funds are available for the above-named Professional Services Agreement.

Account Name

Account Number

Michael Bascom, Chief Financial Officer

Date

TOWNSHIP OF NEPTUNE

RESOLUTION 25-011

A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE AUTHORIZING THE APPOINTMENT OF REGIONAL CONTRIBUTION AGREEMENT AND ENVIRONMENTAL/ SHADE TREE COMMISSION ATTORNEY

WHEREAS, there exists the need for the services of various professionals for the Township of Neptune for the year 2025; and,

WHEREAS, pursuant to N.J.S.A. 19:44a-1, et seq, the Township accepted Requests for Proposals for said position on December 19, 2024; and,

WHEREAS, the Local Public Contracts law, N.J.S.A. 40A:11-1 et seq requires that a resolution of appointment for professional services be publicly advertised; and,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Neptune as follows:

- 1. The Mayor and Township Clerk be and are hereby authorized and directed to engage the services of:

Table with 4 columns: Term, Position, Professional, Price Range. Row 1: 1 Year, Regional Contribution Agreement and Environmental/ Shade Tree Commission Attorney, Law Offices of Michael G. Celli, Jr 382 Morris Avenue Long Branch, NJ 07740, \$135.00/hour

- 2. These appointments are being made without competitive bidding because they involve members of recognized professions licensed and regulated by law and are, therefore, specifically exempt pursuant to N.J.S.A. 40:11-5,
3. A copy of this resolution shall be published in the Coaster newspaper as required by law within ten (10) days of its passage.
4. That all Township officials including, but not limited to, the Mayor, Business Administrator, Chief Financial Officer and the Municipal Clerk, are hereby authorized and directed to take such ministerial actions as are necessary to effectuate the provisions of this resolution.

Certification of Funds

I, Michael Bascom, Chief Financial Officer of the Township of Neptune, do hereby certify to the Township Committee of the Township of Neptune that funds are available for the above-named Professional Services Agreement.

Account Name

Account Number

Michael Bascom, Chief Financial Officer

Date

TOWNSHIP OF NEPTUNE

RESOLUTION 25-012

A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE AUTHORIZING THE APPOINTMENT OF BOND COUNSEL

WHEREAS, there exists the need for the services of various professionals for the Township of Neptune for the year 2025; and,

WHEREAS, pursuant to N.J.S.A. 19:44a-1, et seq, the Township accepted Requests for Proposals for said position on December 19, 2024; and,

WHEREAS, the Local Public Contracts law, N.J.S.A. 40A:11-1 et seq requires that a resolution of appointment for professional services be publicly advertised; and,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Neptune as follows:

1. The Mayor and Township Clerk be and are hereby authorized and directed to engage the services of:

Term	Position	Professional	Price Range
1 Year	Bond Counsel	Wilentz, Attorneys at Law 90 Woodbridge Center Drive Suite 900 Box 10 Woodbridge, NJ 07095	\$150.00/hour and at a fee schedule for specific services as detailed in contract.

2. These appointments are being made without competitive bidding because they involve members of recognized professions licensed and regulated by law and are, therefore, specifically exempt pursuant to N.J.S.A. 40:11-5.
3. A copy of this resolution shall be published in the Coaster newspaper as required by law within ten (10) days of its passage.
4. That all Township officials including, but not limited to, the Mayor, Business Administrator, Chief Financial Officer and the Municipal Clerk, are hereby authorized and directed to take such ministerial actions as are necessary to effectuate the provisions of this resolution.

Certification of Funds

I, Michael Bascom, Chief Financial Officer of the Township of Neptune, do hereby certify to the Township Committee of the Township of Neptune that funds are available for the above-named Professional Services Agreement.

Account Name

Account Number

Michael Bascom, Chief Financial Officer

Date

TOWNSHIP OF NEPTUNE

RESOLUTION 25-013

A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE AUTHORIZING THE APPOINTMENT OF AUDITOR

WHEREAS, there exists the need for the services of various professionals for the Township of Neptune for the year 2025; and,

WHEREAS, pursuant to N.J.S.A. 19:44a-1, et seq, the Township accepted Requests for Proposals for said position on December 19, 2024; and,

WHEREAS, the Local Public Contracts law, N.J.S.A. 40A:11-1 et seq requires that a resolution of appointment for professional services be publicly advertised; and,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Neptune as follows:

1. The Mayor and Township Clerk be and are hereby authorized and directed to engage the services of:

Term	Position	Professional	Price Range
1 Year	Auditor	Fallon and Company, LLP 1390 Route 36 Suite 102 Hazlet, NJ 07730	\$150.00/hour and at a fee schedule for specific services as detailed in contract.

2. These appointments are being made without competitive bidding because they involve members of recognized professions licensed and regulated by law and are, therefore, specifically exempt pursuant to N.J.S.A. 40:11-5.
3. A copy of this resolution shall be published in the Coaster newspaper as required by law within ten (10) days of its passage.
4. That all Township officials including, but not limited to, the Mayor, Business Administrator, Chief Financial Officer and the Municipal Clerk, are hereby authorized and directed to take such ministerial actions as are necessary to effectuate the provisions of this resolution.

Certification of Funds

I, Michael Bascom, Chief Financial Officer of the Township of Neptune, do hereby certify to the Township Committee of the Township of Neptune that funds are available for the above-named Professional Services Agreement.

Account Name

Account Number

Michael Bascom, Chief Financial Officer

Date

**TOWNSHIP OF NEPTUNE
RESOLUTION 25-014**

**A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE
AUTHORIZING THE APPOINTMENT OF CONSULTING ENGINEERS**

WHEREAS, the Township of Neptune has appointed its in-house Director of Engineering and Planning as Township Engineer; and,

WHEREAS, from time to time there are larger and more specialized engineering and infrastructure projects that require the services of a Consulting Engineer as determined by the Township Engineer; and,

WHEREAS, the Township desires to appoint a pool of Consulting Engineers, who can provide proposals for engineering services on specific Township projects, through the fair and open bidding process pursuant to the provisions of N.J.S.A. 20:44A-1, et seq.; and,

WHEREAS, the Township accepted Requests for Proposals for said position on December 6, 2023 and will make selections from the proposals received; and,

WHEREAS, funds will be provided for this purpose by Resolution at the time engineering services are awarded for a specific project; and,

THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Neptune hereby authorizes to appoint and engage the services of the following Consulting Engineers who will be solicited for proposals on larger and/or specialized engineering projects beyond the scope of the Township Engineer and in-house staff for the year 2025:

ARH Associates
CME Associates
Leon S. Avakian, Inc.

97 Apple Street, Tinton Falls NJ 07748
1460 Route 9 South Howell, NJ 07731
788 Wayside Rd. Neptune, NJ 07753

BE IT FURTHER RESOLVED, that a certified copy of this resolution shall be forwarded to the Township Engineer, Chief Financial Officer, and Assistant C.F.O.

Certification of Funds

I, Michael Bascom, Chief Financial Officer of the Township of Neptune, do hereby certify to the Township Committee of the Township of Neptune that funds are available for the above-named Professional Services Agreement.

Account Name

Account Number

Michael Bascom, Chief Financial Officer

Date

TOWNSHIP OF NEPTUNE

RESOLUTION 25-015

**A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE
AUTHORIZING THE APPOINTMENT OF CONSULTANT FOR COMPUTER AIDED
DRAFTING AND DESIGN (CADD) SERVICES**

WHEREAS, there exists the need for the services of various professionals for the Township of Neptune for the year 2025; and,

WHEREAS, pursuant to N.J.S.A. 19:44a-1, et seq, the Township accepted Requests for Proposals for said position on December 19, 2024; and,

WHEREAS, the Local Public Contracts law, N.J.S.A. 40A:11-1 et seq requires that a resolution of appointment for professional services be publicly advertised; and,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Neptune as follows:

1. The Mayor and Township Clerk be and are hereby authorized and directed to engage the services of:

Term	Position	Professional	Price Range
1 Year	Consultant for Computer Aided Drafting and Design (CADD) Services	CME Associates 1450 Route 9 South Howell, NJ 07731	Up to \$150.00 per hour

2. These appointments are being made without competitive bidding because they involve members of recognized professions licensed and regulated by law and are, therefore, specifically exempt pursuant to N.J.S.A. 40:11-5.
3. A copy of this resolution shall be published in the Coaster newspaper as required by law within ten (10) days of its passage.
4. That all Township officials including, but not limited to, the Mayor, Business Administrator, Chief Financial Officer and the Municipal Clerk, are hereby authorized and directed to take such ministerial actions as are necessary to effectuate the provisions of this resolution.

Certification of Funds

I, Michael Bascom, Chief Financial Officer of the Township of Neptune, do hereby certify to the Township Committee of the Township of Neptune that funds are available for the above-named Professional Services Agreement.

Account Name

Account Number

Michael Bascom, Chief Financial Officer

Date

TOWNSHIP OF NEPTUNE

RESOLUTION 25-016

**A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE
AUTHORIZING THE APPOINTMENT OF HISTORIC PRESERVATION COMMISSION
ATTORNEY**

WHEREAS, there exists the need for the services of various professionals for the Township of Neptune for the year 2025; and,

WHEREAS, pursuant to N.J.S.A. 19:44a-1, et seq, the Township accepted Requests for Proposals for said position on December 19, 2024; and,

WHEREAS, the Local Public Contracts law, N.J.S.A. 40A:11-1 et seq requires that a resolution of appointment for professional services be publicly advertised; and,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Neptune as follows:

1. The Mayor and Township Clerk be and are hereby authorized and directed to engage the services of:

Term	Position	Professional	Price Range
1 Year	Historic Preservation Commission Attorney	Weiner Law Group One River Centre 331 Newman Springs Road Building 1, Suite 136 Red Bank, NJ 07701	\$135.00 per hour

2. These appointments are being made without competitive bidding because they involve members of recognized professions licensed and regulated by law and are, therefore, specifically exempt pursuant to N.J.S.A. 40:11-5
3. A copy of this resolution shall be published in the Coaster newspaper as required by law within ten (10) days of its passage.
4. That all Township officials including, but not limited to, the Mayor, Business Administrator, Chief Financial Officer and the Municipal Clerk, are hereby authorized and directed to take such ministerial actions as are necessary to effectuate the provisions of this resolution.

Certification of Funds

I, Michael Bascom, Chief Financial Officer of the Township of Neptune, do hereby certify to the Township Committee of the Township of Neptune that funds are available for the above-named Professional Services Agreement.

Account Name

Account Number

Michael Bascom, Chief Financial Officer

Date

**TOWNSHIP OF NEPTUNE
RESOLUTION 25-017
A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE
AUTHORIZING THE APPOINTMENT OF RISK MANAGEMENT CONSULTANT**

WHEREAS, there exists the need for the services of various professionals for the Township of Neptune for the year 2025; and,

WHEREAS, pursuant to N.J.S.A. 19:44a-1, et seq, the Township accepted Requests for Proposals for said position on December 19, 2024; and,

WHEREAS, the Local Public Contracts law, N.J.S.A. 40A:11-1 et seq requires that a resolution of appointment for professional services be publicly advertised; and,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Neptune as follows:

1. The Mayor and Township Clerk be and are hereby authorized and directed to engage the services of:

Term	Position	Professional	Price Range
1 Year	Risk Management Consultant	R.D. Parisi Associates 500 Prospect Ave. Suite 100 West Orange, NJ 07052	<i>R.D. Parisi will work within the structure the insurance carrier commission structure</i>

2. These appointments are being made without competitive bidding because they involve members of recognized professions licensed and regulated by law and are, therefore, specifically exempt pursuant to N.J.S.A. 40:11-5.
3. A copy of this resolution shall be published in the Coaster newspaper as required by law within ten (10) days of its passage.
4. That all Township officials including, but not limited to, the Mayor, Business Administrator, Chief Financial Officer and the Municipal Clerk, are hereby authorized and directed to take such ministerial actions as are necessary to effectuate the provisions of this resolution.

Certification of Funds

I, Michael Bascom, Chief Financial Officer of the Township of Neptune, do hereby certify to the Township Committee of the Township of Neptune that funds are available for the above-named Professional Services Agreement.

Account Name
Paid directly by JIF from Insurance Premium

Account Number

Michael Bascom, Chief Financial Officer

Date

TOWNSHIP OF NEPTUNE

RESOLUTION 25-018

**A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE
AUTHORIZING THE APPOINTMENT OF FINANCIAL ADVISOR**

WHEREAS, there exists the need for the services of various professionals for the Township of Neptune for the year 2025; and,

WHEREAS, pursuant to N.J.S.A. 19:44a-1, et seq, the Township accepted Requests for Proposals for said position on December 19, 2024; and,

WHEREAS, the Local Public Contracts law, N.J.S.A. 40A:11-1 et seq requires that a resolution of appointment for professional services be publicly advertised; and,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Neptune as follows:

- 1. The Mayor and Township Clerk be and are hereby authorized and directed to engage the services of:

Term	Position	Professional	Price Range
1 Year	Financial Advisor	NW Financial Group, LLC 2 Hudson Place 3 rd Floor Hoboken, NJ 07030	\$235.00 per hour and at a fee schedule for specific services as detailed in contract.

- 2. These appointments are being made without competitive bidding because they involve members of recognized professions licensed and regulated by law and are, therefore, specifically exempt pursuant to N.J.S.A. 40:11-5.
- 3. A copy of this resolution shall be published in the Coaster newspaper as required by law within ten (10) days of its passage.
- 4. That all Township officials including, but not limited to, the Mayor, Business Administrator, Chief Financial Officer and the Municipal Clerk, are hereby authorized and directed to take such ministerial actions as are necessary to effectuate the provisions of this resolution.

Certification of Funds

I, Michael Bascom, Chief Financial Officer of the Township of Neptune, do hereby certify to the Township Committee of the Township of Neptune that funds are available for the above-named Professional Services Agreement.

Account Name

Account Number

Michael Bascom, Chief Financial Officer

Date

TOWNSHIP OF NEPTUNE

RESOLUTION 25-019

**A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE
AUTHORIZING THE APPOINTMENT OF INTERIM TOWNSHIP ENGINEER**

WHEREAS, there exists the need for the services of various professionals for the Township of Neptune for the year 2025; and,

WHEREAS, pursuant to N.J.S.A. 19:44a-1, et seq, the Township accepted Requests for Proposals for said position on December 19, 2024; and,

WHEREAS, the Local Public Contracts law, N.J.S.A. 40A:11-1 et seq requires that a resolution of appointment for professional services be publicly advertised; and,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Neptune as follows:

1. The Mayor and Township Clerk be and are hereby authorized and directed to engage the services of:

Term	Position	Professional	Price Range
1 Year	Interim Township Engineer	Remington and Vernick 4907 New Jersey Ave. Wildwood, NJ 08260	Not to exceed \$300,000.00 for 2025

2. These appointments are being made without competitive bidding because they involve members of recognized professions licensed and regulated by law and are, therefore, specifically exempt pursuant to N.J.S.A. 40:11-5.
3. A copy of this resolution shall be published in the Coaster newspaper as required by law within ten (10) days of its passage.
4. That all Township officials including, but not limited to, the Mayor, Business Administrator, Chief Financial Officer and the Municipal Clerk, are hereby authorized and directed to take such ministerial actions as are necessary to effectuate the provisions of this resolution.

Certification of Funds

I, Michael Bascom, Chief Financial Officer of the Township of Neptune, do hereby certify to the Township Committee of the Township of Neptune that funds are available for the above-named Professional Services Agreement.

Account Name

Account Number

Michael Bascom, Chief Financial Officer

Date

TOWNSHIP OF NEPTUNE

RESOLUTION 25-020

A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE AUTHORIZING THE EDC ARCHITECT

WHEREAS, there exists the need for the services of various professionals for the Township of Neptune for the year 2025; and,

WHEREAS, pursuant to N.J.S.A. 19:44a-1, et seq, the Township accepted Requests for Proposals for said position on December 19, 2024; and,

WHEREAS, the Local Public Contracts law, N.J.S.A. 40A:11-1 et seq requires that a resolution of appointment for professional services be publicly advertised; and,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Neptune as follows:

1. The Mayor and Township Clerk be and are hereby authorized and directed to engage the services of:

Term	Position	Professional	Price Range
1 Year	EDC Architect	James T. Connor, R.A 1836 6 th Ave Neptune City, NJ 07753	\$750/ per rendering

2. These appointments are being made without competitive bidding because they involve members of recognized professions licensed and regulated by law and are, therefore, specifically exempt pursuant to N.J.S.A. 40:11-5.
3. A copy of this resolution shall be published in the Coaster newspaper as required by law within ten (10) days of its passage.
4. That all Township officials including, but not limited to, the Mayor, Business Administrator, Chief Financial Officer and the Municipal Clerk, are hereby authorized and directed to take such ministerial actions as are necessary to effectuate the provisions of this resolution.

Certification of Funds

I, Michael Bascom, Chief Financial Officer of the Township of Neptune, do hereby certify to the Township Committee of the Township of Neptune that funds are available for the above-named Professional Services Agreement.

Account Name

Account Number

Michael Bascom, Chief Financial Officer

Date

TOWNSHIP OF NEPTUNE

RESOLUTION 25-021

A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE AUTHORIZING PROFESSIONAL PUBLIC RELATIONS AND MARKETING SERVICES

WHEREAS, there exists the need for the services of various professionals for the Township of Neptune for the year 2025; and,

WHEREAS, pursuant to N.J.S.A. 19:44a-1, et seq, the Township accepted Requests for Proposals for said position on December 19, 2024; and,

WHEREAS, the Local Public Contracts law, N.J.S.A. 40A:11-1 et seq requires that a resolution of appointment for professional services be publicly advertised; and,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Neptune as follows:

1. The Mayor and Township Clerk be and are hereby authorized and directed to engage the services of:

Term	Position	Professional	Price Range
1 Year	Public Relations and Marketing	Lenox Consulting 50 Harrison St. Suite 212J Hoboken, NJ 07030	\$2000.00/ per month

2. These appointments are being made without competitive bidding because they involve members of recognized professions licensed and regulated by law and are, therefore, specifically exempt pursuant to N.J.S.A. 40:11-5.
3. A copy of this resolution shall be published in the Coaster newspaper as required by law within ten (10) days of its passage.
4. That all Township officials including, but not limited to, the Mayor, Business Administrator, Chief Financial Officer and the Municipal Clerk, are hereby authorized and directed to take such ministerial actions as are necessary to effectuate the provisions of this resolution.

Certification of Funds

I, Michael Bascom, Chief Financial Officer of the Township of Neptune, do hereby certify to the Township Committee of the Township of Neptune that funds are available for the above-named Professional Services Agreement.

Account Name

Account Number

Michael Bascom, Chief Financial Officer

Date

TOWNSHIP OF NEPTUNE

RESOLUTION 25-022

**A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE
AUTHORIZING THE APPOINTMENT OF POLICE CHAPLAIN**

WHEREAS, there exists a need to fill the position of Police Chaplain within the Township of Neptune; and,

WHEREAS, the Neptune Township Committee desires to appoint an ordained clergyman/clergywoman in good standing with the religious body from which they are selected. The Police Chaplain shall conform to all police procedures and departmental regulations, insofar as applicable, and shall be credential in accordance with the provisions of N.J.S.A. 40A:14-141; and,

WHEREAS, a person appointed as Police Chaplain shall serve for a period of one year from the date of appointment. A Chaplain may receive an annual stipend as determined by the Township Committee.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Neptune appoints the Police Chaplain as follows:

Term	Position	Professional	Price Range
1 Year	Police Chaplain	Reverand Nancey Jackson Johnson	\$5,200.00 Stipend

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

Certification of Funds

I, Michael Bascom, Chief Financial Officer of the Township of Neptune, do hereby certify to the Township Committee of the Township of Neptune that funds are available for the above-named Professional Services Agreement.

Account Name

Account Number

Michael Bascom, Chief Financial Officer

Date

**TOWNSHIP OF NEPTUNE
RESOLUTION 25-023**

**A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE
AUTHORIZING THE APPOINTMENT OF SPECIAL COUNSEL AND THE
SPECIAL COUNSEL RENT LEVELING BOARD ATTORNEY**

WHEREAS, there exists the need for the services of various professionals for the Township of Neptune for the year 2025; and,

WHEREAS, pursuant to N.J.S.A. 19:44a-1, et seq, the Township accepted Requests for Proposals for said position on December 19, 2024; and,

WHEREAS, the Local Public Contracts law, N.J.S.A. 40A:11-1 et seq requires that a resolution of appointment for professional services be publicly advertised; and,

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Neptune as follows:

1. The Mayor and Township Clerk be and are hereby authorized and directed to engage the services of:

Term	Position	Professional	Price Range
1 Year	Special Counsel/ Special Rent Leveling Board Attorney	Law Offices of Gene Anthony 48 South St Eatontown, NJ 07724	\$135/hr

2. These appointments are being made without competitive bidding because they involve members of recognized professions licensed and regulated by law and are, therefore, specifically exempt pursuant to N.J.S.A. 40:11-5.
3. A copy of this resolution shall be published in the Coaster newspaper as required by law within ten (10) days of its passage.
4. That all Township officials including, but not limited to, the Mayor, Business Administrator, Chief Financial Officer and the Municipal Clerk, are hereby authorized and directed to take such ministerial actions as are necessary to effectuate the provisions of this resolution.

Certification of Funds

I, Michael Bascom, Chief Financial Officer of the Township of Neptune, do hereby certify to the Township Committee of the Township of Neptune that funds are available for the above-named Professional Services Agreement.

Account Name

Account Number

Michael Bascom, Chief Financial Officer

Date

TOWNSHIP OF NEPTUNE

RESOLUTION 25-024

A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE APPOINTING MEMBERS TO THE ZONING BOARD OF ADJUSTMENT

WHEREAS, the following members are being appointed to the Zoning Board of Adjustment:

Board	Position	Term	Appointment	Expiration	Name
Zoning Board of Adjustment	Member	4 Year	1/1/2025	12/31/2028	Naomi Riley
Zoning Board of Adjustment	Alternate #1	2 Year	1/1/2025	12/31/2026	Danny Lynn
Zoning Board of Adjustment	Alternate #3	2 Year	1/1/2025	12/31/2026	Lisa DisPlace

BE IT RESOLVED, by the Township Committee of the Township of Neptune that the following be and are hereby made and the composition of the board is as follows:

Board	Position	Term	Appointment	Expiration	Name
Zoning Board of Adjustment	Member	4 Year	1/01/2024	12/31/2027	Shane Martins
Zoning Board of Adjustment	Member	4 Year	5/20/2024	12/31/2027	Derel Stroud
Zoning Board of Adjustment	Member	4 Year	1/1/2025	12/31/2028	Naomi Riley
Zoning Board of Adjustment	Member	4 Year	1/1/2022	12/31/2025	Shawn Weston
Zoning Board of Adjustment	Member	4 Year	1/1/2022	12/31/2025	Barbara Bascom
Zoning Board of Adjustment	Member	4 Year	1/1/2023	12/31/2026	William Frantz
Zoning Board of Adjustment	Member	4 Year	1/1/2023	12/31/2026	Dr. James W. Brown
Zoning Board of Adjustment	Alternate #1	2 Year	1/1/2025	12/31/2026	Danny Lynn
Zoning Board of Adjustment	Alternate #2	2 Year	5/20/2024	12/31/2025	Brittany Dremluk
Zoning Board of Adjustment	Alternate #3	2 Year	1/1/2025	12/31/2026	Lisa DisPlace
Zoning Board of Adjustment	Alternate #4	2 Year	5/20/2024	12/31/2025	Lisa DiPace

TOWNSHIP OF NEPTUNE

RESOLUTION 25-025

A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE APPOINTING MEMBERS TO THE RECREATION COMMITTEE

WHEREAS, the following members are being appointed to the Recreation Committee:

Board	Position	Term	Appointment	Expiration	Name
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Michelle Moss
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Terry Moloughney
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Nadine Kleiberg
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Bridget James
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Maureen Ruotolo
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Kathleen Gamba
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Robert Podlaski
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Monica Kowalski
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Matt Olds
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Niarra Harvey
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Christopher Nesi
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Joseph L. Mauro IV
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Richard Schlossbach
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Patricia Sneddon
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Bryan Acciani
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	George Jones
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Chris Barahona
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Jessie Thompson
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Majid Quarles
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Sherry Sotnikoff
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Trevor Fowler
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Montez Schwartz
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Lou Carlson
Recreation Committee	Committee Liaison	1 Year	1/1/2025	12/31/2025	Jason A. Jones

BE IT RESOLVED, by the Township Committee of the Township of Neptune that the following be and are hereby made and the composition of the board is as follows:

Board	Position	Term	Appointment	Expiration	Name
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Michelle Moss
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Terry Moloughney
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Nadine Kleiberg
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Bridget James
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Maureen Ruotolo
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Kathleen Gamba
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Robert Podlaski
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Monica Kowalski
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Matt Olds
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Niarra Harvey
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Christopher Nesi
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Joseph L. Mauro IV
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Richard Schlossbach
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Patricia Sneddon
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Bryan Acciani
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	George Jones
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Chris Barahona
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Jessie Thompson
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Majid Quarles
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Sherry Sotnikoff
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Trevor Fowler
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Montez Schwartz
Recreation Committee	Member	1 Year	1/1/2025	12/31/2025	Sherry Sotnikoff
Recreation Committee	Committee Liaison	1 Year	1/1/2025	12/31/2025	Jason A. Jones

TOWNSHIP OF NEPTUNE

RESOLUTION 25-026

A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE APPOINTING MEMBERS TO THE SENIOR CITIZEN ADVISORY COUNCIL

WHEREAS, the following members are being appointed to the Senior Citizen Advisory Council:

Board	Position	Term	Appointment	Expiration	Name
Senior Citizens Advisory Council	Police Liaison	1 Year	1/1/2025	12/31/2025	Chief Anthony Gualario
Senior Citizens Advisory Council	Police Liaison	1 Year	1/1/2025	12/31/2025	Michael D'Amato
Senior Citizens Advisory Council	Township Committee Liaison	1 Year	1/1/2025	12/31/2025	Derel Stroud
Senior Citizens Advisory Council	Member	1 Year	1/1/2025	12/31/2025	Maureen Minnick
Senior Citizens Advisory Council	Member	1 Year	1/1/2025	12/31/2025	Ruth Johnson
Senior Citizens Advisory Council	Member	1 Year	1/1/2025	12/31/2025	Joan Keleigh
Senior Citizens Advisory Council	Member	1 Year	1/1/2025	12/31/2025	Serina Norall
Senior Citizens Advisory Council	Member	1 Year	1/1/2025	12/31/2025	Esther Day
Senior Citizens Advisory Council	Member	1 Year	1/1/2025	12/31/2025	Walter Drummond
Senior Citizens Advisory Council	Member	1 Year	1/1/2025	12/31/2025	Edward McGill
Senior Citizens Advisory Council	Member	1 Year	1/1/2025	12/31/2025	Arthur Bauter
Senior Citizens Advisory Council	Member	1 Year	1/1/2025	12/31/2025	Robert Hodges
Senior Citizens Advisory Council	Member	1 Year	1/1/2025	12/31/2025	June Stucky
Senior Citizens Advisory Council	Member	1 Year	1/1/2025	12/31/2025	Sharon Davis
Senior Citizens Advisory Council	Member	1 Year	1/1/2025	12/31/2025	Roberta Clark
Senior Citizens Advisory Council	Member	1 Year	1/1/2025	12/31/2025	Patricia Monroe

BE IT RESOLVED, by the Township Committee of the Township of Neptune that the following be and are hereby made and the composition of the board is as follows:

Board	Position	Term	Appointment	Expiration	Name
Senior Citizens Advisory Council	Police Liaison	1 Year	1/1/2025	12/31/2025	Chief Anthony Gualario
Senior Citizens Advisory Council	Police Liaison	1 Year	1/1/2025	12/31/2025	Michael D'Amato
Senior Citizens Advisory Council	Township Committee Liaison	1 Year	1/1/2025	12/31/2025	Derel Stroud
Senior Citizens Advisory Council	Member	1 Year	1/1/2025	12/31/2025	Maureen Minnick
Senior Citizens Advisory Council	Member	1 Year	1/1/2025	12/31/2025	Ruth Johnson
Senior Citizens Advisory Council	Member	1 Year	1/1/2025	12/31/2025	Joan Keleigh

Senior Citizens Advisory Council	Member	1 Year	1/1/2025	12/31/2025	Serina Norall
Senior Citizens Advisory Council	Member	1 Year	1/1/2025	12/31/2025	Esther Day
Senior Citizens Advisory Council	Member	1 Year	1/1/2025	12/31/2025	Walter Drummond
Senior Citizens Advisory Council	Member	1 Year	1/1/2025	12/31/2025	Edward McGill
Senior Citizens Advisory Council	Member	1 Year	1/1/2025	12/31/2025	Arthur Bauter
Senior Citizens Advisory Council	Member	1 Year	1/1/2025	12/31/2025	Robert Hodges
Senior Citizens Advisory Council	Member	1 Year	1/1/2025	12/31/2025	June Stucky
Senior Citizens Advisory Council	Member	1 Year	1/1/2025	12/31/2025	Sharon Davis
Senior Citizens Advisory Council	Member	1 Year	1/1/2025	12/31/2025	Roberta Clark
Senior Citizens Advisory Council	Member	1 Year	1/1/2025	12/31/2025	Patricia Monroe

**TOWNSHIP OF NEPTUNE
RESOLUTION 25-27**

**A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE
APPOINTING MEMBERS TO THE MUNICIPAL ALLIANCE AGAINST ALCOHOLISM AND
DRUG ABUSE COMMITTEE**

WHEREAS, the following members are being appointed to the Municipal Alliance Against Alcoholism and Drug Abuse Committee:

Board	Position	Term	Appointment	Expiration	Name
Municipal Alliance	Member	1 Year	1/1/2025	12/31/2025	Ava Johnson
Municipal Alliance	Member	1 Year	1/1/2025	12/31/2025	Billy Brown
Municipal Alliance	Member	1 Year	1/1/2025	12/31/2025	Juan Omar Beltran
Municipal Alliance	Member	1 Year	1/1/2025	12/31/2025	Hugh Wallace
Municipal Alliance	Member	1 Year	1/1/2025	12/31/2025	Barbara Bunkley
Municipal Alliance	Member	1 Year	1/1/2025	12/31/2025	Richard Schlossbach
Municipal Alliance	Member	1 Year	1/1/2025	12/31/2025	Sherry Sotnikoff
Municipal Alliance	Member	1 Year	1/1/2025	12/31/2025	Sally Millaway
Municipal Alliance	Member	1 Year	1/1/2025	12/31/2025	Rick Matson
Municipal Alliance	Member	1 Year	1/1/2025	12/31/2025	Callandra Peters
Municipal Alliance	Member	1 Year	1/1/2025	12/31/2025	Stephanie Lashley
Municipal Alliance	Member	1 Year	1/1/2025	12/31/2025	Joyce Bradley
Municipal Alliance	180 Turning Lives Around Representative	1 Year	1/1/2025	12/31/2025	Samantha Smith
Municipal Alliance	Jersey Shore Addiction Services	1 Year	1/1/2025	12/31/2025	Margaret Rizzo
Municipal Alliance	NJ Counter Drug Task Force Representative	1 Year	1/1/2025	12/31/2025	Sgt. Hercules
Municipal Alliance	Prevention First Representative	1 Year	1/1/2025	12/31/2025	Liza DeJesus
Municipal Alliance	Committee Liaison	1 Year	1/1/2025	12/31/2025	Tassie D. York Robert Lane Jr.
Municipal Alliance	Police Liaison	1 Year	1/1/2025	12/31/2025	Chief Anthony Gualario
Municipal Alliance	Seacrest Recovery Center Representative	1 Year	1/1/2025	12/31/2025	Carley Dietrick

BE IT RESOLVED, by the Township Committee of the Township of Neptune that the following be and are hereby made and the composition of the board is as follows:

Board	Position	Term	Appointment	Expiration	Name
Municipal Alliance	Member	1 Year	1/1/2025	12/31/2025	Ava Johnson
Municipal Alliance	Member	1 Year	1/1/2025	12/31/2025	Billy Brown
Municipal Alliance	Member	1 Year	1/1/2025	12/31/2025	Juan Omar Beltran
Municipal Alliance	Member	1 Year	1/1/2025	12/31/2025	Hugh Wallace
Municipal Alliance	Member	1 Year	1/1/2025	12/31/2025	Barbara Bunkley
Municipal Alliance	Member	1 Year	1/1/2025	12/31/2025	Richard Schlossbach
Municipal Alliance	Member	1 Year	1/1/2025	12/31/2025	Sherry Sotnikoff
Municipal Alliance	Member	1 Year	1/1/2025	12/31/2025	Sally Millaway
Municipal Alliance	Member	1 Year	1/1/2025	12/31/2025	Rick Matson
Municipal Alliance	Member	1 Year	1/1/2025	12/31/2025	Callandra Peters
Municipal Alliance	Member	1 Year	1/1/2025	12/31/2025	Stephanie Lashley
Municipal Alliance	Member	1 Year	1/1/2025	12/31/2025	Joyce Bradley
Municipal Alliance	180 Turning Lives Around Representative	1 Year	1/1/2025	12/31/2025	Samantha Smith
Municipal Alliance	Jersey Shore Addiction Services	1 Year	1/1/2025	12/31/2025	Margaret Rizzo
Municipal Alliance	NJ Counter Drug Task Force Representative	1 Year	1/1/2025	12/31/2025	Sgt. Hercules
Municipal Alliance	Prevention First Representative	1 Year	1/1/2025	12/31/2025	Liza DeJesus
Municipal Alliance	Committee Liaison	1 Year	1/1/2025	12/31/2025	Tassie D. York Robert Lane Jr.
Municipal Alliance	Police Liaison	1 Year	1/1/2025	12/31/2025	Chief Anthony Gualario
Municipal Alliance	Seacrest Recovery Center Representative	1 Year	1/1/2025	12/31/2025	Carley Dietrick

**TOWNSHIP OF NEPTUNE
RESOLUTION 25-028**

**A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE
APPOINTING MEMBERS TO THE FLETCHER LAKE COMMISSION**

WHEREAS, the following members are being appointed to the Fletcher Lake Commission:

Board	Position	Term	Appointment	Expiration	Name
Fletcher Lake Commission	Township Committee Member Representative	1 Year	1/1/2025	12/31/2025	Robert Lane, Jr.
Fletcher Lake Commission	Township Committee Member Representative	1 Year	1/1/2025	12/31/2025	William Grafton
Fletcher Lake Commission	Business Administrator's Representative	1 Year	1/1/2025	12/31/2025	Linda Henderson
Fletcher Lake Commission	Director of Public Works Representative	1 Year	1/1/2025	12/31/2025	Melvin Fitzpatrick
Fletcher Lake Commission	At Large Member	1 Year	1/1/2025	12/31/2025	Pamela Reinhardt
Fletcher Lake Commission	Alternate Member	1 Year		12/31/2025	Vacant

BE IT RESOLVED, by the Township Committee of the Township of Neptune that the following be and are hereby made and the composition of the board is as follows:

Board	Position	Term	Appointment	Expiration	Name
Fletcher Lake Commission	Township Committee Member Representative	1 Year	1/1/2025	12/31/2025	Robert Lane, Jr.
Fletcher Lake Commission	Township Committee Member Representative	1 Year	1/1/2025	12/31/2025	William Grafton
Fletcher Lake Commission	Business Administrator's Representative	1 Year	1/1/2025	12/31/2025	Linda Henderson
Fletcher Lake Commission	Director of Public Works Representative	1 Year	1/1/2025	12/31/2025	Melvin Fitzpatrick
Fletcher Lake Commission	At Large Member	1 Year	1/1/2025	12/31/2025	Pamela Reinhardt
Fletcher Lake Commission	Alternate Member	1 Year		12/31/2025	Vacant

TOWNSHIP OF NEPTUNE

RESOLUTION 25-029

A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE APPOINTING MEMBERS TO THE DEAL LAKE COMMISSION

WHEREAS, the following members are being appointed to the Deal Lake Commission:

Board	Position	Term	Appointment	Expiration	Name
Deal Lake Commission	Member	1 Year	1/1/2025	12/31/2025	Eric Houghtaling

BE IT RESOLVED, by the Township Committee of the Township of Neptune that the following be and are hereby made and the composition of the board is as follows:

Board	Position	Term	Appointment	Expiration	Name
Deal Lake Commission	Member	1 Year	1/1/2025	12/31/2025	Eric Houghtaling

TOWNSHIP OF NEPTUNE

RESOLUTION 25-030

A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE APPOINTING MEMBERS TO THE PARADE/ MUNICIPAL SPECIAL EVENTS COMMITTEE

WHEREAS, the following members are being appointed to the Parade/ Municipal Special Events Committee:

Board	Position	Term	Appointment	Expiration	Previous appointment
Parade/ Municipal Special Events Committee	Member	1 Year	1/1/2025	12/31/2025	Robert Lane, Jr.
Parade/ Municipal Special Events Committee	Member	1 Year	1/1/2025	12/31/2025	Joyce Bradley
Parade/ Municipal Special Events Committee	Member	1 Year	1/1/2025	12/31/2025	Eric Houghtaling
Parade/ Municipal Special Events Committee	Member	1 Year	1/1/2025	12/31/2025	Roberta Grace

BE IT RESOLVED, by the Township Committee of the Township of Neptune that the following be and are hereby made and the composition of the board is as follows:

Board	Position	Term	Appointment	Expiration	Previous appointment
Parade/ Municipal Special Events Committee	Member	1 Year	1/1/2025	12/31/2025	Robert Lane, Jr.
Parade/ Municipal Special Events Committee	Member	1 Year	1/1/2025	12/31/2025	Joyce Bradley
Parade/ Municipal Special Events Committee	Member	1 Year	1/1/2025	12/31/2025	Eric Houghtaling
Parade/ Municipal Special Events Committee	Member	1 Year	1/1/2025	12/31/2025	Roberta Grace

TOWNSHIP OF NEPTUNE

RESOLUTION 25-031

A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE APPOINTING MEMBERS TO THE RENT LEVELING BOARD

WHEREAS, the following members are being appointed to the Rent Leveling Board:

Board	Position	Term	Appointment	Expiration	Name
Rent Leveling Board	Member	1 Year	1/1/2025	12/31/2025	Eileen Conyers
Rent Leveling Board	Member	1 Year	1/1/2025	12/31/2025	Naomi Riley
Rent Leveling Board	Member	1 Year	1/1/2025	12/31/2025	Wendel Thomas
Rent Leveling Board	Member	1 Year	1/1/2025	12/31/2025	James Manning, Jr.
Rent Leveling Board	Member	1 Year	1/1/2025	12/31/2025	Stephen Lella
Rent Leveling Board	Alternant #1	1 Year		12/31/2025	Vacant
Rent Leveling Board	Alternant #2	1 Year		12/31/2025	Vacant

BE IT RESOLVED, by the Township Committee of the Township of Neptune that the following be and are hereby made and the composition of the board is as follows:

Board	Position	Term	Appointment	Expiration	Name
Rent Leveling Board	Member	1 Year	1/1/2025	12/31/2025	Eileen Conyers
Rent Leveling Board	Member	1 Year	1/1/2025	12/31/2025	Naomi Riley
Rent Leveling Board	Member	1 Year	1/1/2025	12/31/2025	Wendel Thomas
Rent Leveling Board	Member	1 Year	1/1/2025	12/31/2025	James Manning, Jr.
Rent Leveling Board	Member	1 Year	1/1/2025	12/31/2025	Stephen Lella
Rent Leveling Board	Alternant #1	1 Year		12/31/2025	Vacant
Rent Leveling Board	Alternant #2	1 Year		12/31/2025	Vacant

TOWNSHIP OF NEPTUNE

RESOLUTION 25-032

A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE APPOINTING MEMBERS TO THE ECONOMIC DEVELOPMENT CORPORATION

WHEREAS, the following members are being appointed to the Economic Development Corporation:

Board	Position	Term	Appointment	Expiration	Name
Economic Development Corporation	Mayor' Appointment	1 Year	1/1/2025	12/31/2025	Estelle Cadet
Economic Development Corporation	Municipal Trustee	1 Year	1/1/2025	12/31/2025	Kevin McMillan
Economic Development Corporation	Municipal Trustee	1 Year	1/1/2025	12/31/2025	Tassie D. York
Economic Development Corporation	Member	1 Year	1/1/2025	12/31/2025	Majid Quarles

BE IT RESOLVED, by the Township Committee of the Township of Neptune that the following be and are hereby made and the composition of the board is as follows:

Board	Position	Term	Appointment	Expiration	Name
Economic Development Corporation	Mayor' Appointment	1 Year	1/1/2025	12/31/2025	Estelle Cadet
Economic Development Corporation	Municipal Trustee	1 Year	1/1/2025	12/31/2025	Kevin McMillan
Economic Development Corporation	Municipal Trustee	1 Year	1/1/2025	12/31/2025	Tassie D. York
Economic Development Corporation	Business Community Trustee	3 Year	1/1/2024	12/31/2026	William Gafton
Economic Development Corporation	Member	1 Year	1/1/2025	12/31/2025	Majid Quarles

TOWNSHIP OF NEPTUNE

RESOLUTION 25-033

A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE APPOINTING MEMBERS TO THE POLICE COMMITTEE

WHEREAS, the following members are being appointed to the Police Committee:

Board	Position	Term	Appointment	Expiration	Previous appointment
Police Committee	Mayor	1 Year	1/1/2025	12/31/2025	Robert Lane, Jr.
Police Committee	Member of Governing Body	1 Year	1/1/2025	12/31/2025	Tassie D. York
Police Committee	Business Administrator	1 Year	1/1/2025	12/31/2025	Gina LaPlaca
Police Committee	Non-Employee Resident Member	1 Year		12/31/2025	Vacant
Police Committee	Non-Employee Resident Member	1 Year	1/1/2025	12/31/2025	Beverly Holland
Police Committee	Non-Employee Resident Member	1 Year	1/1/2025	12/31/2025	Lisa Boyd

BE IT RESOLVED, by the Township Committee of the Township of Neptune that the following be and are hereby made and the composition of the board is as follows:

Board	Position	Term	Appointment	Expiration	Previous appointment
Police Committee	Mayor	1 Year	1/1/2025	12/31/2025	Robert Lane, Jr.
Police Committee	Member of Governing Body	1 Year	1/1/2025	12/31/2025	Tassie D. York
Police Committee	Business Administrator	1 Year	1/1/2025	12/31/2025	Gina LaPlaca
Police Committee	Non-Employee Resident Member	1 Year		12/31/2025	Vacant
Police Committee	Non-Employee Resident Member	1 Year	1/1/2025	12/31/2025	Beverly Holland
Police Committee	Non-Employee Resident Member	1 Year	1/1/2025	12/31/2025	Lisa Boyd

TOWNSHIP OF NEPTUNE

RESOLUTION 25-034

A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE APPOINTING MEMBERS TO THE CREATIVE TEAM

WHEREAS, the following members are being appointed to the Creative Team:

Board	Position	Term	Appointment	Expiration	Name
Creative Team	Member of Governing Body	1 Year	1/1/2025	12/31/2025	Jason A. Jones
Creative Team	Recreation Director	1 Year	1/1/2025	12/31/2025	Dawn Thompson
Creative Team	Artist or Art Leader who live/ work in the area	1 Year	1/1/2025	12/31/2025	Ava Johnson
Creative Team	A local business leader	1 Year		12/31/2025	Vacant
Creative Team	A representative of the Educational Community	1 Year	1/1/2025	12/31/2025	Christopher Nesi
Creative Team	A member of Green Team	1 Year	1/1/2025	12/31/2025	Majid Quarles

BE IT RESOLVED, by the Township Committee of the Township of Neptune that the following be and are hereby made and the composition of the board is as follows:

Board	Position	Term	Appointment	Expiration	Name
Creative Team	Member of Governing Body	1 Year	1/1/2025	12/31/2025	Jason A. Jones
Creative Team	Recreation Director	1 Year	1/1/2025	12/31/2025	Dawn Thompson
Creative Team	Artist or Art Leader who live/ work in the area	1 Year	1/1/2025	12/31/2025	Ava Johnson
Creative Team	A local business leader	1 Year		12/31/2025	Vacant
Creative Team	A representative of the Educational Community	1 Year	1/1/2025	12/31/2025	Christopher Nesi
Creative Team	A member of Green Team	1 Year	1/1/2025	12/31/2025	Majid Quarles

TOWNSHIP OF NEPTUNE

RESOLUTION 25-035

A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE APPOINTING MEMBERS TO THE NEPTUNE TOWNSHIP EMERGENCY MANAGEMENT COUNCIL (NTEMC)

BE IT RESOLVED, by the Township Committee of the Township of Neptune that the following be and are hereby made and the composition of the board is as follows:

Board	Position	Name
NTEMC	Emergency Management Coordinator/ Chairman	Michael Bascom
NTEMC	Deputy Emergency Management Coordinator- HazMat	Michael Dileo
NTEMC	Deputy Coordinator	Donald Colarusso
NTEMC	Deputy Coordinator / EMS	William Rosen
NTEMC	Deputy Coordinator / Public Information Officer	Kyle Bascom
NTEMC	District Administrator, Neptune Fire District #1	John Fritz
NTEMC	Neptune Fire Official	Christopher Tuberion
NTEMC	Ocean Grove Fire Official	Scott Liddick
NTEMC	Chief of Police	Anthony Gualario
NTEMC	Police Department	Michael McGhee
NTEMC	Police Department	Jose Arce
NTEMC	Police Department	James MacConchie
NTEMC	Secretary	Courtney Langer
NTEMC	EMS	David Shotwell, Jr.
NTEMC	Board of Education	Tami R. Crader
NTEMC	Board of Education	Jose Pleitez
NTEMC	Business Administrator	Gina LaPlaca
NTEMC	Purchasing Agent/ Resource Management	Melissa Zucconi
NTEMC	Mayor	Robert Lane, Jr.
NTEMC	Township Committee Liaison	Derel Stroud
NTEMC	JSUMC	Doug Campbell
NTEMC	Public Works	Melvin Fitzpatrick
NTEMC	Shelter Management	Randy Bishop
NTEMC	Weather	Rick Cuttrell
NTEMC	TNHA	Joseph Mauro
NTEMC	Medical Director	Stephen Vetrano, D.O.
NTEMC	Construction Official	Joseph Ciccone
NTEMC	Marina	Edward Finlay
NTEMC	Human Resources	Stephanie Oppegaard
NTEMC	Ocean Grove Camp Meeting Association Designee	Steve Columbo
NTEMC	Neptune Fire Chief	Albert Fritz, Jr.
NTEMC	Ocean Grove Fire Chief	Ben Benfer
NTEMC	Floodplain Manager	Don Clare
NTEMC	Grants Management	Lisa Mansfield
NTEMC	Finance	Nicole Schnurr
NTEMC	Engineering / Mitigation	Keith Daly

TOWNSHIP OF NEPTUNE

RESOLUTION 25-036

A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE APPOINTING MEMBERS TO THE GREEN TEAM

WHEREAS, the following members are being appointed to the Green Team

Board	Position	Term	Appointment	Expiration	Name
Green Team	Regular Member	3 Year	1/1/2023	12/31/2025	Patricia A. Monroe
Green Team	Regular Member	4 Year	1/1/2022	12/31/2025	Nadia Holzer
Green Team	Regular Member	4 Year		12/31/2025 Unexpired Term	Vacant
Green Team	Regular Member	3 Year	1/1/2023	12/31/2025	Derek Noah
Green Team	Regular Member	3 Year	1/1/2023	12/31/2025	Roslyn Steverson
Green Team	Alternate #1	2 Year	1/1/2024	12/31/2025	Majid Quarles
Green Team	Alternate #2	1 Year	1/1/2025	12/31/2025	Eileen Holly
Green Team	Business Administrator	1 Year	1/1/2025	12/31/2025	Gina LaPlaca
Green Team	Public Works Director	1 Year	1/1/2025	12/31/2025	Melvin Fitzpatrick
Green Team	Township Committee Liaison	1 Year	1/1/2025	12/31/2025	Jason A. Jones

BE IT RESOLVED, by the Township Committee of the Township of Neptune that the following be and are hereby made and the composition of the board is as follows:

Board	Position	Term	Appointment	Expiration	Name
Green Team	Regular Member	3 Year	1/1/2023	12/31/2025	Patricia A. Monroe
Green Team	Regular Member	4 Year	1/1/2022	12/31/2025	Nadia Holzer
Green Team	Regular Member	4 Year		12/31/2025 Unexpired Term	Vacant
Green Team	Regular Member	3 Year	1/1/2023	12/31/2025	Derek Noah
Green Team	Regular Member	3 Year	1/1/2023	12/31/2025	Roslyn Steverson
Green Team	Alternate #1	2 Year	1/1/2024	12/31/2025	Majid Quarles
Green Team	Alternate #2	1 Year	1/1/2025	12/31/2025	Eileen Holly
Green Team	Business Administrator	1 Year	1/1/2025	12/31/2025	Gina LaPlaca
Green Team	Public Works Director	1 Year	1/1/2025	12/31/2025	Melvin Fitzpatrick
Green Team	Township Committee Liaison	1 Year	1/1/2025	12/31/2025	Jason A. Jones

**TOWNSHIP OF NEPTUNE
RESOLUTION 25-037**

**A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE
APPOINTING MEMBERS TO THE WESLEY LAKE COMMISSION**

WHEREAS, the following members are being appointed to the Wesley Lake Commission:

Board	Position	Term	Appointment	Expiration	Name
Wesley Lake Commission	Township Committee Member Representative	3 Year	1/1/2025	12/31/2027	Kevin McMillan
Wesley Lake Commission	Business Administrator's Representative	3 Year	1/1/2025	12/31/2027	Dr. James Brown
Wesley Lake Commission	Engineer or Public Works Director Representative	3 Year	1/1/2025	12/31/2027	Melvin Fitzpatrick
Wesley Lake Commission	At Large Resident	3 Year	1/1/2025	12/31/2027	Keith Fiori
Wesley Lake Commission	At Large Resident	3 Year	1/1/2025	12/31/2027	Rev. Beth Whaley-Mitchell
Wesley Lake Commission	At Large Resident	3 Year	1/1/2025	12/31/2027	Gary Iott

BE IT RESOLVED, by the Township Committee of the Township of Neptune that the following be and are hereby made and the composition of the board is as follows:

Board	Position	Term	Appointment	Expiration	Name
Wesley Lake Commission	Township Committee Member Representative	3 Year	1/1/2025	12/31/2027	Kevin McMillan
Wesley Lake Commission	Business Administrator's Representative	3 Year	1/1/2025	12/31/2027	Dr. James Brown
Wesley Lake Commission	Engineer or Public Works Director Representative	3 Year	1/1/2025	12/31/2027	Melvin Fitzpatrick
Wesley Lake Commission	At Large Resident	3 Year	1/1/2025	12/31/2027	Keith Fiori
Wesley Lake Commission	At Large Resident	3 Year	1/1/2025	12/31/2027	Rev. Beth Whaley-Mitchell
Wesley Lake Commission	At Large Resident	3 Year	1/1/2025	12/31/2027	Gary Iott

TOWNSHIP OF NEPTUNE

RESOLUTION 25-038

**A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE
ACKNOWLEDGING MAYORAL APPOINTMENTS TO THE ENVIRONMENTAL/ SHADE TREE
COMMISSION**

WHEREAS, the following members are being appointed by the Mayor to the Environmental/ Shade Tree Commission:

Board	Position	Term	Appointment	Expiration	Name
Environmental/ Shade Tree Commission	Member	3 Year	1/1/2025	12/31/2027	Gregory Sharin
Environmental/ Shade Tree Commission	Member	3 Year	1/1/2025	12/31/2027	Rachel Weston
Environmental/ Shade Tree Commission	Member	3 Year	1/1/2025	12/31/2027	William Heyniger
Environmental/ Shade Tree Commission	Member	3 Year	1/1/2025	12/31/2027	Patrick Gilliam
Environmental/ Shade Tree Commission	Alternate #1	2 Year			Vacant

BE IT RESOLVED, by the Township Committee of the Township of Neptune that the following be and are hereby made and the composition of the board is as follows:

Board	Position	Term	Appointment	Expiration	Name
Environmental/ Shade Tree Commission	Member	3 Year	1/1/2025	12/31/2027	Gregory Sharin
Environmental/ Shade Tree Commission	Member	3 Year	1/1/2025	12/31/2027	Rachel Weston
Environmental/ Shade Tree Commission	Member	3 Year	1/1/2025	12/31/2027	William Heyniger
Environmental/ Shade Tree Commission	Member	3 Year	1/1/2024	12/31/2026	Paul Bagdanov
Environmental/ Shade Tree Commission	Member	3 Year	1/1/2024	12/31/2026	Joseph Halifo III
Environmental/ Shade Tree Commission	Member	3 Year	1/1/2025	12/31/2027	Patrick Gilliam
Environmental/ Shade Tree Commission	Member	3 Year	1/1/2023	12/31/2025	Diane Allen
Environmental/ Shade Tree Commission	Member	3 Year	2/13/2023	12/31/2025	Riona Parola
Environmental/ Shade Tree Commission	Alternate #1	2 Year			Vacant
Environmental/ Shade Tree Commission	Alternate #2	2 Year		12/31/2025 Unexpired Term	Vacant

TOWNSHIP OF NEPTUNE

RESOLUTION 25-039

**A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE
ACKNOWLEDGING MAYORAL APPOINTMENTS TO THE PLANNING BOARD**

WHEREAS, the following members are being appointed by the Mayor to the Planning Board:

Board	Position	Term	Appointment	Expiration	Name
Planning Board	Class I Mayor or Mayor's Designee	1 Year	1/1/2025	12/31/2025	Richard Ambrosio
Planning Board	Class II Municipal Official	1 Year		12/31/2025	Vacant
Planning Board	Class III Member of the Governing Body	1 Year	1/1/2025	12/31/2025	Robert Lane, Jr.
Planning Board	Class IV Member	4 Year	1/1/2025	12/31/2028	Lisa Boyd
Planning Board	Class IV Alternate #1	2 Year	1/1/2025	12/31/2026	Richard Schlossbach

BE IT RESOLVED, by the Township Committee of the Township of Neptune that the following be and are hereby made and the composition of the board is as follows:

Board	Position	Term	Appointment	Expiration	Name
Planning Board	Class I Mayor or Mayor's Designee	1 Year	1/1/2025	12/31/2025	Richard Ambrosio
Planning Board	Class II Municipal Official	1 Year		12/31/2025	Vacant
Planning Board	Class III Member of the Governing Body	1 Year	1/1/2025	12/31/2025	Robert Lane, Jr.
Planning Board	Class IV Environmental Comm. Member	3 Year	10/15/2024	12/31/2025	Patrick Gilliam
Planning Board	Class IV Member	3 Year	1/1/2023	12/31/2025	Dyese Davis
Planning Board	Class IV Member	3 Year	1/1/2023	12/31/2025	Richard Culp
Planning Board	Class IV Member	4 Year	1/1/2024	12/31/2027	Bryan Acciani
Planning Board	Class IV Member	4 Year	1/1/2025	12/31/2028	Lisa Boyd
Planning Board	Class IV Member	3 Year	1/1/2022	12/31/2025	Bishop Paul Brown
Planning Board	Class IV Alternate #1	2 Year	1/1/2025	12/31/2026	Richard Schlossbach
Planning Board	Class IV Alternate #2	2 Year	1/1/2024	12/31/2025	Roslyn Steverson

TOWNSHIP OF NEPTUNE

RESOLUTION 25-040

**A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE
ACKNOWLEDGING MAYORAL APPOINTMENTS TO THE HISTORIC PRESERVATION COMMISSION**

WHEREAS, the following members are being appointed by the Mayor to the Historic Preservation Commission:

Board	Position	Term	Appointment	Expiration	Name
Historic Preservation Commission	Class C Member	4 Year	1/1/2025	12/31/2028	Linda Henderson
Historic Preservation Commission	Alternate #1	1 Year	1/1/2025	12/31/2025	Jane Gordon
Historic Preservation Commission	Alternate #2	1 Year		12/31/2025	Vacant

BE IT RESOLVED, by the Township Committee of the Township of Neptune that the following be and are hereby made and the composition of the board is as follows:

Board	Position	Term	Appointment	Expiration	Name
Historic Preservation Commission	Class A Member	4 Year	1/1/2023	12/31/2026	Jen Shaffer
Historic Preservation Commission	Class C Member	4 Year	6/12/2023	12/31/2026	Scott Moyer
Historic Preservation Commission	Class C Member (Ocean Grove)	4 Year	5/20/2024	12/31/2027	Kristen Esposito
Historic Preservation Commission	Class B Member	4 Year	1/1/2024	12/31/2027	Jeff Rudell
Historic Preservation Commission	Class C Member	4 Year	1/1/2025	12/31/2028	Linda Henderson
Historic Preservation Commission	Class B Member	4 Year	1/1/2022	12/31/2025	Deborah Osepchuk
Historic Preservation Commission	Class C Member (Neptune)	4 Year	1/1/2022	12/31/2025	Lucinda Heinlein
Historic Preservation Commission	Alternate #1	1 Year	1/1/2025	12/31/2025	Jane Gordon
Historic Preservation Commission	Alternate #2	1 Year		12/31/2025	Vacant

TOWNSHIP OF NEPTUNE

RESOLUTION 25-041

**A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE
ACKNOWLEDGING MAYORAL APPOINTMENTS TO THE LIBRARY BOARD OF TRUSTEES**

WHEREAS, the following members are being appointed by the Mayor to the Library Board of Trustees:

Board	Position	Term	Appointment	Expiration	Name
Library Board of Trustees	Superintendent of School's Representative	1 Year	1/1/2025	12/31/2025	Meghan Plevier
Library Board of Trustees	Mayor's Representative	1 Year	1/1/2025	12/31/2025	Fred Mayo
Library Board of Trustees	Member	5 Year	1/1/2025	12/31/2029	Connie King

BE IT RESOLVED, by the Township Committee of the Township of Neptune that the following be and are hereby made and the composition of the board is as follows:

Board	Position	Term	Appointment	Expiration	Name
Library Board of Trustees	Superintendent of School's Representative	1 Year	1/1/2025	12/31/2025	Meghan Plevier
Library Board of Trustees	Mayor's Representative	1 Year	1/1/2025	12/31/2025	Fred Mayo
Library Board of Trustees	Member	5 Year	1/1/2023	12/31/2027	Ava Johnson
Library Board of Trustees	Member	5 Year	1/1/2024	12/31/2028	Teretha Jones
Library Board of Trustees	Member	5 Year	1/1/2025	12/31/2029	Connie King
Library Board of Trustees	Member	5 Year	1/1/2021	12/31/2025	Bridget James
Library Board of Trustees	Member	5 Year	1/1/2022	12/31/2026	Torquato Tasso

TOWNSHIP OF NEPTUNE

RESOLUTION 25-042

**APPOINT REPRESENTATIVE TO THE MONMOUTH COUNTY TRANSPORTATION
COUNCIL**

BE IT RESOLVED, by the Township Committee of the Township of Neptune that Robert Lane, Jr. be and is hereby appointed as the Neptune Township Municipal Liaison to the Monmouth County Transportation Council for the year 2025; and,

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Monmouth County Transportation Council.

TOWNSHIP OF NEPTUNE

RESOLUTION 25-043

APPOINTING THE BOARD OF EDUCATION LIAISON

BE IT RESOLVED, by the Township Committee of the Township of Neptune that Tassie D. York be and is hereby appointed as the liaison between the Township of Neptune and the Neptune Township Board of Education for the year 2025.

TOWNSHIP OF NEPTUNE

RESOLUTION 25-044

DESIGNATE A PUBLIC AGENCY COMPLIANCE OFFICER

BE IT RESOLVED, by the Township Committee of the Township of Neptune that Courtney Langer be and is hereby appointed Public Agency Compliance Officer (P.A.C.O.) for the year 2025 in accordance with P.L. 2085 c 125 (N.J.A.C. 18:28) at an annual salary as established by Resolution of the Township Committee; and,

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the State Affirmative Action Office and the Neptune Township Business Administrator.

TOWNSHIP OF NEPTUNE

RESOLUTION 25-045

APPOINT REPRESENTATIVE TO THE MONMOUTH COUNTY TAX ADVISORY BOARD

BE IT RESOLVED, by the Township Committee of the Township of Neptune that Robert Lane, Jr. be and is hereby appointed as the Township Committee representative to the Monmouth County Tax Advisory Board for the year 2025; and,

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Monmouth County Board of Taxation.

TOWNSHIP OF NEPTUNE

RESOLUTION 25-046

APPOINT GARDEN STATE MUNICIPAL JOINT INSURANCE FUND COMMISSIONER

WHEREAS, the Township of Neptune (hereinafter "Municipality") is a member of the Garden State Municipal Joint Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36; and,

WHEREAS, the Fund requires participating members to appoint a Fund Commissioner,

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Neptune, in the County of Monmouth, and State of New Jersey, as follows:

1. Stephanie Oppegard is hereby appointed as the Fund Commissioner for the Municipality for the year 2025.
2. Michael J. Bascom is hereby appointed as the Alternate Fund Commissioner for the Municipality for the year 2025.
3. The Municipality's Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Garden State Municipal Joint Insurance Fund.

TOWNSHIP OF NEPTUNE

RESOLUTION 25-047

APPOINT MUNICIPAL REPRESENTATIVES TO SUSTAINABLE NEW JERSEY

BE IT RESOLVED, by the Township Committee of the Township of Neptune that Gina LaPlaca and Dainene Roberts be and are hereby appointed as Municipal Representatives to Sustainable New Jersey for the year 2025; and,

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to Sustainable New Jersey.

TOWNSHIP OF NEPTUNE

RESOLUTION 25-048

APPOINT COMMUNITY DEVELOPMENT REPRESENTATIVES

BE IT RESOLVED, by the Township Committee of the Township of Neptune that Gina LaPlaca be and is hereby appointed Community Development Representative of the Township of Neptune for the year 2025; and,

BE IT FURTHER RESOLVED, that Michael Bascom is hereby appointed as the Alternate Community Development Representative; and,

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Monmouth County Office of Community Development.

**TOWNSHIP OF NEPTUNE
RESOLUTION 25-049**

**A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE
AUTHORIZING CERTAIN PERSONNEL ACTIONS- RECLASSIFICATION**

WHEREAS, the following re-classifications have been reviewed by the Department Heads of the respective Departments; and,

WHEREAS, the Human Resources Director in consultation with the Township Administrator and the Department Heads involved have recommended the Reclassification of the following individuals; and,

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Neptune that the following personnel actions be and are hereby authorized on the effective date included herein:

<u>NAME</u>	<u>DEPT</u>	<u>PREVIOUS POSITION</u>	<u>RECLASSIFICATION</u>	<u>SALARY</u>	<u>EFFECTIVE DATE</u>
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RESOLUTION 25-050

APPROVE TEMPORARY BUDGET

BE IT RESOLVED, by the Township Committee of the Township of Neptune that the revenues and expenditures which constitute the 2025 Temporary Budget be and the same is hereby approved; and,

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

2025 Temporary Budget

Account	Description	Appropriation
01-201-20-100-010	General Administration S&W	85,000.00
01-201-20-100-020	General Admin OE	12,000.00
01-201-20-105-010	Human Resources S&W	45,000.00
01-201-20-105-020	Human Resources OE	12,000.00
01-201-20-120-010	Municipal Clerk S&W	62,000.00
01-201-20-120-020	Municipal Clerk OE	8,000.00
01-201-20-130-010	Financial Administration S&W	130,000.00
01-201-20-130-020	Financial Admin OE	25,000.00
01-201-20-135-020	Audit Services OE	10,000.00
01-201-20-140-010	MIS S&W	68,000.00
01-201-20-140-020	MIS OE	5,000.00
01-201-20-145-010	Revenue Administration S&W	125,000.00
01-201-20-145-020	Revenue Administration OE	9,000.00
01-201-20-150-010	Tax Assessment Administration S&W	75,000.00
01-201-20-150-020	Tax Assessment Admin OE	5,000.00
01-201-20-155-020	Legal Services OE	300,000.00
01-201-20-165-020	Engineering Services OE	80,000.00
01-201-20-170-010	Economic Development Agencies S&W	1,000.00
01-201-20-170-020	Economic Development Agencies OE	500.00
01-201-21-180-010	Planning Board S&W	-
01-201-21-180-020	Planning Board OE	4,000.00
01-201-21-185-010	Zoning Board of Adjustment S&W	-
01-201-21-185-020	Zoning Board of Adjustment OE	3,500.00
01-201-21-186-010	Historic Preservation Comm S&W	-
01-201-21-186-020	Historic Preservation Comm OE	7,000.00
01-201-21-188-010	Land Use Admin S&W	46,000.00
01-201-21-188-020	Zoning Land Use Administration OE	800.00
01-201-22-195-010	Uniform Construction Code S&W	170,000.00
01-201-22-195-020	Uniform Construction Code OE	4,000.00
01-201-22-200-010	OthCode Enf Functions S&W	110,000.00
01-201-22-200-020	Oth Code Enf Functions OE	1,500.00
01-201-22-205-010	Mercantile Licensing S&W	3,000.00
01-201-22-205-020	Mercantile Licensing OE	2,000.00
01-201-23-210-020	Liability Insurance OE	280,000.00
01-201-23-215-020	Worker Compensation Insurance OE	150,000.00
01-201-23-220-020	Employee Group Insurance OE	1,500,000.00
01-201-23-221-100	Health Benefit Waiver	10,000.00
01-201-23-225-020	Unemployment Insurance OE	-
01-201-24-465-020	Recycling Tax on Landfill Costs	20,000.00
01-201-25-240-010	Police Department S&W	2,500,000.00
01-201-25-240-020	Police Department OE	70,000.00
01-201-25-241-020	Homeland Security Police OE	-
01-201-25-252-010	Office of Emergency Management S&W	10,000.00
01-201-25-252-020	Office of Emergency Management OE	15,000.00
01-201-25-253-010	EMS S&W	250,000.00

01-201-25-253-020	EMS OE	30,000.00
01-201-25-254-020	Volunteer Recruitment & Retention Program	25,000.00
01-201-25-260-020	Aid to Volunteer Ambulance Co. OE	-
01-201-25-261-020	Homeland Security OEM OE	2,500.00
01-201-25-275-010	Municipal Prosecutor S&W	10,000.00
01-201-26-290-010	Streets & Road Maintenance S&W	180,000.00
01-201-26-290-020	Streets and Road Maintenance OE	30,000.00
01-201-26-300-010	Other Public Works Functions S&W	60,000.00
01-201-26-300-020	Other Public Works Functions OE	10,000.00
01-201-26-305-010	Solid Waste Collection S&W	260,000.00
01-201-26-305-020	Solid Waste Collection OE	5,000.00
01-201-26-310-010	Buildings and Grounds S&W	108,000.00
01-201-26-310-020	Buildings and Grounds OE	30,000.00
01-201-26-315-020	Public Works Vehicle Maintenance OE	310,000.00
01-201-27-330-010	Public Health Services S&W	35,000.00
01-201-27-330-020	Public Health Services OE	2,000.00
01-201-27-335-010	Environmental/Shade Tree Services S&W	500.00
01-201-27-335-020	Environmental/Shade Tree Services OE	3,000.00
01-201-27-340-020	Animal Control OE	22,000.00
01-201-28-370-010	Recreation Services and Programs S&W	55,000.00
01-201-28-370-020	Recreation Services and Programs OE	10,000.00
01-201-28-372-010	Senior Citizens Programs S&W	90,000.00
01-201-28-372-020	Senior Citizens Programs OE	25,000.00
01-201-28-375-020	Maintenance of Parks OE	50,000.00
01-201-29-390-010	Education Municipal Library S&W	185,000.00
01-201-29-390-020	Education Municipal Library OE	250,000.00
01-201-30-412-010	Publicity & Tourism S&W	3,000.00
01-201-30-412-020	Publicity & Tourism OE	5,000.00
01-201-30-413-020	Snow Removal Trust OE	-
01-201-30-415-020	Accumulated Absenses OE	-
01-201-30-420-020	Celebration of Public Events OE	4,000.00
01-201-31-430-020	Electricity OE	60,000.00
01-201-31-435-020	Street Lighting OE	70,000.00
01-201-31-440-020	Telephone OE	60,000.00
01-201-31-445-020	Water OE	30,000.00
01-201-31-446-020	Natural Gas OE	45,000.00
01-201-31-450-020	Telecommunications Costs OE	90,000.00
01-201-31-460-020	Gasoline OE	120,000.00
01-201-32-465-020	Solid Waste Disposal OE	550,000.00
01-201-35-470-020	Contingent OE	-
01-201-36-471-020	Statutory Expenses PERS OE	1,384,864.00
01-201-36-472-020	Statutory Expenses Social Security OE	275,000.00
01-201-36-475-020	Statutory Expenses PFRS OE	3,162,700.00
01-201-36-477-020	Statutory Expense - DCRP	1,000.00
01-201-36-478-020	Unemployment Insurance	-
01-201-37-102-000	Outside CAP - Health Benefits Group Insurance	-
01-201-37-210-000	Outside CAP - Liability Insurance	-

01-201-37-215-000	Outside CAP - Workers Compensation	-
01-201-37-220-000	Outside CAP - Landfill Disposal Costs	-
01-201-41-700-010	SrCitizens Title III S&W	50,000.00
01-201-41-701-020	Recycling Tonage Grant OE	-
01-201-41-708-020	Federal Emergency Mgt Assistance OE	-
01-201-41-711-020	MUNICIPAL ALLIANCE GRANT	-
01-201-41-712-020	Supplemental Fire Services OE	-
01-201-41-715-020	Alcohol Education Rehab OE	-
01-201-41-725-020	Clean Communities OE	-
01-201-41-734-020	NJ Body Armor Replacement Fund OE	5,869.75
01-201-41-743-010	Interfaith Neighbors Meal Program S&W	-
01-201-41-806-020	Spotted Lantern Fly Program	-
01-201-41-807-020	NJDCA Public Safety Grant	-
01-201-41-808-020	NJDCA Sunshine Village Improvement Grant	-
01-201-41-809-020	NJDCA Midtown Youth Grant	-
01-201-41-810-020	NJDEP Community Forestry Grant	-
01-201-41-898-020	Matching Funds for Grants OE	-
01-201-42-100-020	Neptune BOE Newsletter	-
01-201-42-120-020	Interlocal - Mon Cty Records Maintenance - Clerk	1,000.00
01-201-42-150-020	Interlocal - County Assessment Program	-
01-201-42-210-020	Interlocal - Liability Insurance OE	75,000.00
01-201-42-240-010	Interlocal - Police Department S&W	-
01-201-42-240-020	Interlocal - Police Department OE	-
01-201-42-245-020	Interlocal - CAN System OE	-
01-201-42-247-020	Interlocal - ANSWER Team OE	4,000.00
01-201-42-250-020	Interlocal - Police Dispatch 911 OE	22,000.00
01-201-42-251-020	Interlocal - Emergency Responder Reply	-
01-201-42-253-010	Interlocal - County of Monmouth EMS S&W	1,500.00
01-201-42-256-010	Prisoner Processing S & W	-
01-201-42-262-010	Interlocal - Neptune City EMS Program	-
01-201-42-263-010	Interlocal - Avon EMS Program	-
01-201-42-315-020	Interlocal - Vehicle Maintenance OE	20,000.00
01-201-42-335-020	Interlocal -Wesley Lake	-
01-201-42-340-020	Interlocal - Neptune FD Calibration	-
01-201-42-341-020	Interlocal - TNSA - Special OPS	-
01-201-43-490-010	Municipal Court S&W	90,000.00
01-201-43-490-020	Municipal Court OE	8,500.00
01-201-43-495-010	Municipal Court Public Defender S&W	4,000.00
01-201-43-495-020	Municipal Court Public Defender OE	-
01-201-44-997-020	Capital Outlay - Public Safety	-
01-201-44-998-020	Capital Outlay - Recreation	-
01-201-44-999-020	Capital Improvement Fd OE	10,000.00
01-201-45-920-020	Debt Service Bond Principal	-
01-201-45-925-020	Debt Service Payment of Notes	-
01-201-45-930-020	Debt Service Bond Interest	202,000.00
01-201-45-935-020	Debt Service Note Interest	-
01-201-45-940-020	Debt Service Green Acres Loan Payment	36,100.00

01-201-45-945-020	Debt Service MCIA	98,500.00
01-201-50-899-020	Reserve for Uncollected Taxes	-

Total	14,491,333.75
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TOWNSHIP OF NEPTUNE

RESOLUTION NO. 25-051

**A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE
ESTABLISHING THE TIME, DATE AND PLACE OF THE TOWNSHIP COMMITTEE'S
REGULAR AND AGENDA MEETINGS DURING THE YEAR 2025**

WHEREAS, an Act of the legislature known as the “Open Public Meetings Act,” enacted October 21, 1975, requires that advance notice be given on all regularly scheduled Agenda and Regular Meetings of the Township Committee of the Township of Neptune, and;

WHEREAS, The Township Committee of the Township of Neptune will hold its meetings at Neptune Township Municipal Building, 25 Neptune Blvd. Neptune, NJ 07753, and;

WHEREAS, The Township Committee will host a workshop meeting prior to every regularly scheduled Public Business Meeting. The agenda meeting will begin at 6:00PM, the Public Business Meeting will follow the conclusion of the workshop meeting but start no earlier than 7:00PM.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Neptune, County of Monmouth, State of New Jersey, that the regular Agenda and regular public business meetings of the Township Committee during the year 2025 be held in accordance with the schedule set forth in the Notice of Meetings annexed hereto and made a part hereof.

Township Committee Meetings		
Day	Date	Time
Monday	January 13, 2025	6:00PM
Monday	January 27, 2025	6:00PM
Monday	February 10, 2025	6:00PM
Monday	February 24, 2025	6:00PM
Monday	March 10, 2025	6:00PM
Monday	March 24, 2025	6:00PM
Monday	April 7, 2025	6:00PM
Monday	April 21, 2025	6:00PM
Monday	May 5, 2025	6:00PM
Monday	May 19, 2025	6:00PM
Monday	June 9, 2025	6:00PM
Monday	June 23, 2025	6:00PM
Monday	July 7, 2025	6:00PM
Monday	August 11, 2025	6:00PM
Monday	September 8, 2025	6:00PM
Monday	September 22, 2025	6:00PM
Monday	October 6, 2025	6:00PM
Monday	October 20, 2025	6:00PM
Monday	November 10, 2025	6:00PM
Monday	November 24, 2025	6:00PM
Monday	December 8, 2025	6:00PM
Tuesday	December 22, 2025	6:00PM
Thursday	January 1, 2026	11:55AM

TOWNSHIP OF NEPTUNE

RESOLUTION 25-052

DESIGNATE OFFICIAL NEWSPAPERS

WHEREAS, Section 3.d. of the Open Public Meetings Act, Chapter 231, P.L. 1975, requires that certain notice of meetings be submitted to at least two (2) newspapers, one of which shall be the official newspaper; and,

WHEREAS, subsequent newspapers designated by this body must have the greatest likelihood of informing the public within the jurisdictional boundaries of this body of such meetings;

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Neptune does hereby designate official newspapers for the year 2025 as follows:

1. The Coaster, Beverly Way, Neptune, New Jersey, is hereby designated as the official newspaper of the Township of Neptune.
2. The Asbury Park Press, 3601 Highway #66, Neptune, is hereby designated to receive all notices of meetings as required under the Open Public Meetings Act.
3. It is the opinion of this body that the Asbury Park Press has the greatest likelihood of informing the public with the jurisdictional area of this body of such meeting.
4. This resolution shall take effect immediately.

TOWNSHIP OF NEPTUNE

RESOLUTION 25-053

**ESTABLISH A GRACE PERIOD FOR TAX, SEWER AND COMMERCIAL REFUSE
PAYMENTS**

BE IT RESOLVED, by the Township Committee of the Township of Neptune that in accordance with State Statute a ten (10) day grace period will be established for receipt of tax payments; and,

BE IT FURTHER RESOLVED, that a thirty (30) day grace period will be established for sewer rent which will have due dates of March 1 and September 1; and,

BE IT FURTHER RESOLVED, that a ten (10) day grace period will be established for commercial refuse collection which will have due dates of the first day of each quarter; and,

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

TOWNSHIP OF NEPTUNE

RESOLUTION 25-054

APPROVING PETTY CASH FUNDS

WHEREAS, there exists the need for various departments to have petty cash for emergency expenditures; and,

WHEREAS, expenditures from petty cash are not to exceed \$100.00; and,

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Neptune that the following departments are hereby approved to have petty cash funds in the amounts so stated:

Department	Responsible Party	Amount
Police	Chief Anthony Gualario	\$250.00
Finance	Melissa Zucconi	\$250.00
Library	John Bonney	\$250.00

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

TOWNSHIP OF NEPTUNE

RESOLUTION #25-055

ESTABLISH THE INTEREST RATES TO BE CHARGED BY THE TAX OFFICE

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

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

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

1. Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500.00 of taxes becoming delinquent after due date and 18% per annum on any amount of taxes in excess of \$1,500.00 becoming delinquent after 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. Any payment received after the prescribed grace period will be charged interest in the above manner from the original due date.
3. This resolution shall be published in its entirety once in the Coaster.
4. A certified copy of this resolution shall be forwarded to the Tax Collector, Township Attorney and Township Auditor.

TOWNSHIP OF NEPTUNE

RESOLUTION 25-056

**ESTABLISH RATE OF REIMBURSEMENT FOR USE OF A PERSONAL VEHICLE
FOR OFFICIAL TOWNSHIP BUSINESS**

WHEREAS, the Township of Neptune reimburses its employees for the use of their personal vehicle to attend work related conferences, seminars and classes; and,

WHEREAS, an adjustment in the rate of reimbursement per mile is needed; and,

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Neptune that a Township employee shall be reimbursed at the following 2025 rate when the use of said employee's personal vehicle has received prior authorization by the Business Administrator for official Township business:

- Sixty-Eight (68) cents per mile when a Township vehicle is not available for use.
- Twenty-five (25) cents per mile when a Township vehicle is available for use and the employee chooses to take their own vehicle.

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to all Township Department Heads.

TOWNSHIP OF NEPTUNE

RESOLUTION 25-057

ESTABLISH A FEE SCHEDULE FOR REPAIR RATES PERFORMED BY THE DEPARTMENT OF PUBLIC WORKS

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 Department of Public Works performs the repairs to abate said violation or condition if the property owner, operator or occupant, does not act to correct the violation within the three day period; and,

WHEREAS, the cost of materials, equipment and labor of the Public Works Department is placed as a lien against the property; and,

WHEREAS, the Director of Public Works has prepared a rate schedule for the use of resources of the Public Works Department for the purposes of assigning an amount to the property lien; and,

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Neptune that the following shall constitute a rate schedule of the Public Works Department, and shall be effective for the year 2024:

Supervisor	\$105.00 per hour
Non-Supervisory Personnel	\$75.00 per hour
Sweeper	\$180.00 per hour
Loader	\$200.00 per hour
Commercial Weight Vehicles	\$100.00 per hour
All other vehicles	\$65.00 per hour
Sand	\$50.00 per ton
Disposal Fee	\$150.00 per ton
Plywood	\$120.00 per 4x8 sheet
Mower	\$35.00
Power Tools	\$25.00
Barrier Tape	\$35.00 per roll
All Hand Tools	\$15.00
Other hardware/ salt	Cost plus 25%

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Code Enforcement Supervisor, Director of Public Works, Tax Collector/C.F.O. and Business Administrator.

TOWNSHIP OF NEPTUNE

RESOLUTION 25-058

ESTABLISH FEE SCHEDULE FOR EMERGENCY MEDICAL SERVICES

BE IT RESOLVED, by the Township Committee of the Township of Neptune that the following fee schedule is hereby adopted for services provided by Neptune Township Emergency Medical Services for the year 2025 to be billed in accordance with the provisions of Ordinance No. 16-07:

Basic Life Support Response/Transport Fee	\$1,000.00
Non-Emergency transport (Scheduled)	\$600.00
Refusal of Medical Attention or Transport (with or without treatment)	\$200.00
Additional crew required to assist/transport	\$150.00
Epinephrine Auto Injector	\$200.00
Continuous Positive Airway Pressure	\$75.00
Automatic External Defibrillator	\$95.00
Collar	\$35.00
Oxygen	\$100.00
Tourniquet	\$50.00
Narcan	\$150.00
Aspirin	\$25.00
Albuterol	\$25.00
Mileage	\$25.00 per mile
Stand-by Coverage (Per ambulance / vehicle)	\$150.00 per hour
CPR Training Adult only (for private training)	\$50.00 per student
CPR Training – Adult/Infant (for private training)	\$55.00 per student
BLS Healthcare Provider Training (no charge for Neptune EMS providers)	\$75.00 per student
“Until Help Arrives” Training Program (no charge for Neptune government agencies nor at Township Sponsored events)	\$75.00 per class
“Stop the Bleed” Training Program (no charge for Neptune government agencies nor at Township Sponsored events)	\$50.00 per class
Attendance at Health Fairs (no charge for Neptune government agencies nor at Township Sponsored events)	\$100.00 per hour
Other training programs (per instructor) (no charge for Neptune government agencies nor at Township Sponsored events)	\$75.00 per hour

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the EMS Manager, Business Administrator and Finance Department.

TOWNSHIP OF NEPTUNE

RESOLUTION 25-059

ESTABLISH FEE SCHEDULE FOR OFFICE OF EMERGENCY MANAGEMENT

<u>EQUIPMENT / SUPPLIES</u>	<u>RATE</u>
BALES OF PADS	\$ 180.00
BALES OF BOOMS- 3"	\$ 180.00
LARGE BOOMS (Pks of 4)	\$ 240.00
ABSORBANT PILLOWS	\$ 90.00
RIVER SWEEPS	\$ 300.00
RIGID BOOM	\$ 800.00
OVERPACK DRUMS	\$ 550.00
SALVAGE DRUMS	\$ 250.00
SORBITOL	\$ 100.00
PEAT SORB	\$ 85.00
OTHER DRY ABSORBANT	\$ 75.00
TYVEK SUIT	\$ 50.00
ENCAPSULATED SUIT	\$ 5,000.00
LATEX or NITRILE GLOVES	\$ 10.00
FIRE GLOVES	\$ 25.00
RUBBER GLOVES	\$ 10.00
PH Paper	\$ 20.00
KI Paper	\$ 60.00
HCL (for activation of KI paper)	\$ 20.00
DUCT TAPE	\$ 5.00
BARRIER TAPE	\$ 35.00
ROPE	\$ 50.00
SAND (TON)	\$ 50.00
OTHER: Oxygen Sensor	\$ 250.00
OTHER: 8'x8" MagnaSeal	\$ 850.00
METERING EQUIPMENT	\$ 150.00
DISPOSAL (TONS)	\$ 150.00
DPW DRIVERS (Hours)	\$ 75.00
OEM RESPONDER (HOURS)	\$ 50.00
HAZMAT TECHNICIAN (Man Hours)	\$ 75.00
POLICE	\$ 100.00
SUPERVISORS	\$ 100.00
OTHER AGENCIES: FIRE (per hour)	\$ 300.00
Apparatus (per 8 hours):	
HAZMAT TRUCK 34-9-85/34-9-86	\$ 500.00
HAZMAT TRUCK 34-9-87/34-9-55	\$ 250.00
TRUCK 34-9-95	\$ 350.00
TRUCK 34-9-30/32/35/36/37	\$ 150.00

OTHER TRUCKS	\$ 200.00
FIELD COMMUNICATIONS UNIT	\$ 500.00
All other Supplies	Actual Replacement cost plus 20%
Chemical Identification Unit	\$ 250.00

WHEREAS, “Section 20-1 Hazardous Materials Spill ” of the Neptune Township Municipal Code provides for the reimbursement for, or replacement of, any and all equipment utilized by the Township, for costs expended, without regard to ownership, for the purpose of mitigating, controlling, or containing any incident in which a hazardous material is involved in a fire, leak, release or spill or where the potential threat thereof exists, or for the prevention of same; and,

WHEREAS, said code also provides for the reimbursement for wages, regular and overtime, paid to employees, agents, or servants as a result of a hazardous materials incident; and,

WHEREAS, the Coordinator of the Office of Emergency Management has prepared a rate schedule for the use of resources of the Office of Emergency Management; and,

WHEREAS, said fees will be assessed by the Office of Emergency Management when a responsible party is identified and when costs for mitigating, controlling, or containing a hazardous materials incident are beyond routine operations as determined by the Emergency Management Coordinator; and,

THEREFOR BE IT RESOLVED, by the Township Committee of the Township of Neptune, that the following shall constitute the rate schedule of the Office of Emergency Management and shall be effective for the year 2025 or until it is changed by resolution of the Township Committee:

**TOWNSHIP OF NEPTUNE
RESOLUTION 25-060**

**A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF
NEPTUNE AUTHORIZING THE RATES FOR THE MUNICIPAL MARINA**

BE IT RESOLVED, that the Township Committee of the Township of Neptune hereby approves the following Marina Rate Schedule effective for the 2025 Calendar Year and in effect until otherwise amended by subsequent resolution of the Township Committee:

a. Summer Dockage (April 1st to December 1st)

Slip Size	Season Rate	Length Overage Rate
18'	\$1,719.00	\$82.50/ft over 18 ft but less than 23 ft
20'	\$1,910.00	\$82.50/ft over 20 ft but less than 23 ft
21'	\$2,006.00	\$82.50/ft over 21 ft but less than 23 ft
23'	\$2,356.00	\$88.50/ft over 23 ft but less than 26 ft
25'	\$2,561.00	\$92.00/ft over 25 ft but less than 30 ft
28'	\$2,982.00	\$92.00/ft over 28 ft but less than 30 ft
30'	\$3,334.00	\$96.00/ft over 30 ft but less than 37 ft

- i. 25% deposit is due no later than December 15th of the prior season.
- ii. If deposits are not received by December 15th, the slip will be considered vacant and available for lease.
- iii. Payment in full is due no later than March 15th.
- iv. A late fee of 1.5% per month will be charged starting on March 16th.
- v. One Bathroom Access Card is issued and permitted per slip rental.
 - (a) Lost or Stolen cards will be replaced for \$15.00.

b. Extended Season (December 1-December 10)

- i. \$250.00 per slip
- ii. Must be paid in full by November 30th.
- iii. Failure to pay by November 30th, will result in the customer being charged per 'Wet Storage Overdue Fees'.

c. Boat ramp

- i. Daily - \$10.00 single use/\$20.00 round trip
- ii. Annual (paid on or before March 15th)/ \$170.00 unlimited use
 - (a) One Ramp Access Card is issued at time of purchase
 - (b) Lost or Stolen cards will be replaced for \$15.00
- iii. Annual (after March 15th) \$215.00 unlimited use
 - (a) One Ramp Access Card is issued at time of purchase
 - (b) Lost or Stolen cards will be replaced for \$15.00

- iv. Ramp fees will not be prorated.

d. Dry Winter storage

- i. Dry winter storage (September 15th to May 15th) with customer trailer -\$25.00 per foot (plus sales tax.)
- ii. If the travel lift is utilized, the rate will be \$35.00 per foot (plus sales tax) to include hauling, blocking, power washing, and spring launch.
- iii. A 25% deposit is due upon execution of the winter storage contract.
- iv. Full payment is due no later than 24 hours prior to service being provided.
- v. Boats will not be accepted for storage until all fees are paid in full.
- vi. Boats that are not removed by May 15 may be relocated by marina personnel at the expense of the boat owner and will be subject to a daily fee of \$8.00 per foot.

e. Wet winter storage

- i. Wet winter storage (December 1st to March 15th)/ \$25.00 per foot.
- ii. 25% deposit due upon execution of customer contract.
- iii. Full payment is due no later than November 30th.
- iv. Late fee charged after December 1st.

f. Miscellaneous fees

- i. Dry Land Storage (on trailer with ramp access) from April 1st to December 1st - \$37.00 per foot.
- ii. Slip Transfer Fee (after April 1st) - \$50.00
- iii. Trailer Storage - \$250.00 per season from April 1st to December 1st.
 - (a) All trailers must register with the Marina Office and have the issued permit sticker displayed.
 - (b) All trailers must be removed by December 1st. Trailers not removed by December 1 shall be subject to relocation by marina personnel and a \$15.00 per day fee
- iv. Power Washing of Exterior Hull- \$6.00 per foot

g. Winter Storage Overdue Fees

Any boat in the water after December 1st without a wet winter storage contract OR an executed agreement for extended summer dockage will be charged \$8.00 per foot per day.

h. Launching/Haul-out fees (based on length overall)

- i. Launch from trailer/haul-out to trailer - \$6.50 per foot
- ii. Short haul-out (slings) – (24 hour max) \$5.00 per foot
- iii. Haul-out and blocking (including re-launch) - \$12.00 per foot
- iv. Emergency haul-out/blocking - \$17.00 per foot

v.

i. Land Storage

- i. Short-term land storage (up to 14 days) - \$20.00 per day
- ii. Short-term land storage (15 to 30 days) - \$25.00 per day
- iii. Daily land storage (more than 30 days) - \$5.00 per foot/per day
- iv. Kayak/Canoe/Paddleboard Storage Payment Due January 1
 - Double spot \$300.00 annually
 - Single spot \$225.00 annually
 - Paddleboard spot \$200.00 annually

j. Late fees

Any balance due after the deadline date for storage and dockage will be charged a late fee at an annualized rate of 18% (1.5% per month) and may result in loss of access to Neptune Township Marina facilities and services.

k. Prorated fees

- i. Prorated fees shall be offered to **NEW CUSTOMERS ONLY** and are calculated daily based upon the number of days remaining in the season.
- ii. The season is defined as April 1 through December 1, consisting of 245 days for Summer Dockage Slips and 365 days for Kayak/Canoe Storage.
- iii. Prorated fees will apply to Summer Dockage Slips, Kayak/Canoe/Paddleboard Storage only.

l. Insurance Requirements

- i. Proof of Current up-to-date and Proper Liability insurance **MUST** be provided to the Marina Office prior to engaging in any services with the exception of kayak/canoe/paddle board storage.
- ii. Failure to comply will result in your slip/services being revoked and future slip rental/services suspended.

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Harbor Master, Township Chief Financial Officer, Township Business Administrator, Township Assistant C.F.O. and Township Clerk.

TOWNSHIP OF NEPTUNE

RESOLUTION 25-061

**AUTHORIZE THE EXECUTION OF STIPULATIONS AND FILING OF CROSS APPEALS
AND ASSESSOR APPEALS FOR CORRECTIONS ONLY IN CONNECTION WITH TAX
APPEALS**

WHEREAS, a number of 2025 County and State Tax Appeals have been filed by Neptune Township property owners; and,

WHEREAS, it is the desire of the Township Committee that the Township Tax Assessor, Deputy Tax Assessor and Township Attorney sign stipulations, file cross appeals and Assessor's appeals, for corrections only, where necessary; and,

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Neptune, that the Tax Assessor, Deputy Tax Assessor and Township Attorney be and are hereby authorized to sign stipulations, file cross appeals and Assessor's appeals, for corrections only, where necessary on behalf of the Township of Neptune; and,

BE IT FURTHER RESOLVED, that Arthur J. Lehman will act as the Township expert in defense of 2025 Tax Court appeals.

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Tax Assessor, and the County Board of Taxation.

TOWNSHIP OF NEPTUNE

RESOLUTION 25-062

REAUTHORIZE CHANGE FUNDS IN VARIOUS DEPARTMENTS

WHEREAS, various departments within the Township Government accept payments and require change funds; and,

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Neptune that the following change drawers are hereby reauthorized:

Current Fund		\$1,155.00
	Tax Collection Department	\$425.00
	Municipal Clerk's Office	\$20.00
	Vital Statistics/ Dog Licensing	\$80.00
	Construction Department	\$375.00
	Municipal Court	\$150.00
	Police Department	\$30.00
	Engineering	\$25.00
	Department of Public Works	\$50.00
Sewer Utility	Tax Collection Department	\$200.00
Marina Utility	Marina	\$100.00

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

TOWNSHIP OF NEPTUNE

RESOLUTION 25-063

ESTABLISH 2025 HOURLY RATES FOR PART-TIME POSITIONS

WHEREAS, there exists a number of part-time positions in the Township of Neptune, that are not covered by a collective bargaining contract, for which the Township Committee desires to establish the hourly rate for the year 2025; and,

WHEREAS, funds will be provided for the first three months of 2025 in the 2025 Temporary Budget in the various salary and wage appropriations and funds for the balance of 2025 will be provided in the Budget for the year 2025, when finally adopted, and the Chief Financial Officer has so certified in writing,

THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Neptune hereby establishes hourly rates for certain part-time positions not covered by a collective bargaining contract or agreement for the year 2025:

Title	2025 Hourly Rate
Building Inspector	\$ 38.40
Bus Driver	\$ 20.35
Code Enforcement Inspector	\$ 20.60
Customer Service Representative	\$ 18.75
DPW On Call Snow Plow Driver	\$ 35.00
DPW Seasonal Worker	\$ 18.75
Emergency Medical Technician	\$ 28.50
Firearms Permit Processor	\$ 22.00
Jailer	\$ 25.00
Kitchen Aid	\$ 18.75
Marina Attendant	\$ 18.75
Municipal Intern	\$ 15.00
Part-Time On Call Custodian w/o Black Seal	\$ 25.00
Part-Time On Call Custodian with Black Seal	\$ 26.25
Property Maintenance	\$ 22.50
School Crossing Guard	\$ 18.75
Senior Center Part Time Kitchen Aid	\$ 18.75
Senior Emergency Medical Technician	\$ 35.00
Special Law Enforcement Officer - Class 1	\$ 20.60
Special Law Enforcement Officer - Class 2	\$ 25.00
Special Law Enforcement Officer - Class 3 (School Resource Officer)	\$ 40.32
Sub-Code Official	\$ 48.70
Supervising Special Law Enforcement Officer	\$ 39.35
Tourism Representative	\$ 18.75
Violations Clerk	\$ 18.75
Yard Attendant	\$ 18.75

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Chief Financial Officer, Assistant C.F.O. and Human Resources Director.

TOWNSHIP OF NEPTUNE

RESOLUTION 25-064

**ESTABLISH POLICY FOR SELECTING PROFESSIONAL SERVICES FROM THE
ENGINEERING POOL LIST**

WHEREAS, Neptune Township maintains an Engineering Pool List of engineers who are chosen for professional services when needed, and in accordance with the Public Contract Law, and based on their listing on the Engineering Pool List and expertise in the area needed by Neptune Township; and,

WHEREAS, any engineer on the Engineering Pool List, which is selected for professional services on behalf of Neptune Township cannot serve or be retained by private clients in Neptune Township on services that require the attention or review of Municipal Officials, Agencies or Boards, since such dual representation of both Neptune Township and private clients would serve as a conflict of interest; and,

WHEREAS, Neptune Township desires to establish a policy to address potential and actual conflicts of interest with regard to the Request for Professional Services in the area of engineering, which is the basis of this Resolution; and,

THEREFORE, BE IT RESOLVED, by Township Committee of the Township of Neptune, that the governing body shall continue to maintain through the Engineering Department of Neptune Township, an Engineering Pool List of qualified engineers to be used for various engineering projects sponsored by Neptune Township, but in furtherance of the policy to avoid conflicts of interest, shall require any engineer on the Engineering Pool List who is selected for services to execute a Certification concerning conflict of interest certifying that the particular engineer/engineering firm, while providing services under any contract with Neptune Township for Neptune Township, shall not be representing private clients in Neptune Township at the same time, where such representation of private clients would require action or review by Neptune Township Municipal Officials, Agencies or Boards in fulfilling the engineer's obligations for a private client; and,

BE IT FURTHER RESOLVED, that should an engineer have a conflict, it shall not be selected by Neptune Township on a municipal project while the conflict exists, and should the conflict be discovered by Neptune Township and confirmed after an engineer on the Engineering Pool List certifies that no conflict exists, then that engineer/firm shall be removed from the Engineering Pool List, and not be returned to the Engineering Pool List for a period of at least three years, with further certification of lack of conflict of interest at the time of future placement on the Engineering Pool List.

BE IT FURTHER RESOLVED, that the Municipal Engineer shall provide a monthly report to the governing body as to the selection of engineers for services by the Municipal Engineering Department, and the basis for such selection from the Engineering Pool List.

TOWNSHIP OF NEPTUNE

RESOLUTION 25-065

ESTABLISH CASH MANAGEMENT PLAN AND FINANCIAL MANAGEMENT POLICIES

WHEREAS, pursuant to Chapter 8, Laws of 2082, The Township of Neptune is required to annually adopt a Cash Management Plan and Financial Management Policies; and,

THEREFORE, BE IT RESOLVED, by the Mayor and Committee of The Township of Neptune, a municipal Corporation of the County of Monmouth, in the State of New Jersey, that the Cash Management Plan and Financial Management Policies, dated January 1, 2025, and on file in the offices of the Municipal Clerk and Chief Financial Officer, shall be adopted for the year 2025.

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

Township of Neptune Cash Management Plan/ Financial Management Policies



Michael J. Bascom, CMFO, CTC
Chief Financial Officer / Tax Collector

Nicole Schnurr - Asst. Chief Financial Officer

Melissa Zucconi, RPPO - Purchasing Agent

Courtney Langer - Finance Department Secretary

Lisa Mansfield - Finance Department Administrative Assistant

Michele Narciso, CTC - Deputy Tax Collector

Melanie Manning, Accountant – Tax Office

Bookkeepers:

Lillian Bedrosian, Ahmya Crozier, Sanai Taylor, Ana Dawson

Effective: January 1, 2025

CASH MANAGEMENT PLAN

I. PURPOSE

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 Township of Neptune (“Township”) 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 assure 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 Township of Neptune 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 Township cash.

The Township 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 Township of Neptune 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 Township 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 Township of Neptune 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 Township 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 Township will work to increase non-tax revenues when they are not needed for current obligations and keep idle funds in interest bearing accounts at all times. The Township Finance Department will monitor and project cash flows and plan expenditures accordingly as well as maintaining familiarity with the short-term investment market.

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

The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Township as well as any other similar accounts opened throughout the year;

General Account, General Account #2, General Capital, Payroll, Grant Account, Trust Other Account, Animal Control, Unemployment Trust, Public Assistance I, Sewer Operating, Sewer Capital, Developers Application Review Escrow, Municipal Escrow; Inspection Fees, Cash Guarantee, Tax Collector’s Trust, Law Enforcement Trust, Federal Law Enforcement Trust, Special Police, Unclaimed Monies, Police Vest Fund, Open Space Trust, UDAG Loan & Grant Fund, Municipal Court Magistrate, Municipal Court Bail, Municipal Alliance, Older American Act, Tree Preservation Fund, Recreation Trust, Affordable Housing Trust Fund, Marina Utility, Marina Utility Capital, TCDER II Grant, Public Library, Flex Spending, Cash Management Fund General, CMF General Capital, CMF Grant CMF Sewer, CMF Sewer Capital, CMF Marina, CMF Marina Capital, CMF Affordable Housing.

III. DESIGNATION OF OFFICIALS OF THE TOWNSHIP OF NEPTUNE AUTHORIZED TO MAKE DEPOSITS AND INVESTMENT UNDER THE PLAN.

The Chief Financial Officer of the Township of Neptune (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 Township 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.

IV. 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:

OceanFirst Bank*, Bank of America, TD Bank, PNC Bank, Wells Fargo Bank, Chase Bank, Santander Bank, Kearney Bank, NJ Cash Management Fund, NJARM, Manasquan Savings Bank.

(*) denotes primary banking relationship

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. 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.

V. 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 Official(s) of the Township 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, OceanFirst Bank, Wells Fargo Bank, TD Bank, Santander Bank, Bank of America, Bank of New York Mellon, JP Morgan Chase, US Bank, , Amboy Bank, NJ Cash Management Fund, NJARM.

VI. 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, Notes 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 Local Government Services of the Department of the Community Affairs 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.

Based on GASB criteria, the Township considers cash and cash equivalents to include petty cash, change funds, demand deposits, money market accounts, short-term investments and cash management money market mutual funds, and either any direct and general obligation of the United States of America and its agencies or certificates of deposit issued by any bank, savings and loan association or national banking association if qualified to serve as a depository for public funds under the provisions of the Government Unit Depository Protection Act. Cash and cash equivalents have original maturities of three months or less from the date of purchase. Investments are stated at cost, which approximates fair value.

Custodial Credit Risk: All of the Township's deposits and investments are insured or registered in the Township's name or held by an entity as its agent in the Township's name. The Township does not have a separate policy for custodial credit risk for its investments other than to adhere to the requirements of statute and to deposit all of its funds in banks covered by FDIC and GUDPA.

Concentration of Credit Risk: The Township places no limit on the amount the Township may invest in any one issuer so long as the investment is compliant with this plan and State regulation.

Credit Risk: The Township does not have a separate investment policy regarding the management of credit risk. GASB 40 requires that disclosures be made as to the credit rating of all debt security investments except for obligations of the U.S. Government or investments guaranteed by the U.S. Government.

Interest Rate Risk: The Township does not have a policy to limit interest rate risk, however, it is the practice to typically to invest in investments with short maturities or to time maturity to align with cash needs of the Township.

VII. 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 Township, 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 Township. 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 Township or by a third party custodian prior to or upon the release of the Township's funds.

To assure that all parties with whom the Township 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 Township funds recognize that the presumptive liability is placed with the financial institution.

VIII. REPORTING REQUIREMENTS.

The Designated Official(s) referred to in Section III hereof shall make available to the governing body of the Township, a report of any Deposits or Permitted Investments made pursuant to this plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the Township as a Deposit of a Permitted Investment.
- B. The class or type of securities purchased or Deposits made.
- C. The book value of such Deposits or Permitted Investments.
- D. The earned income on such Deposits or Permitted Investments. To the extent that such amounts are actually earned at maturity, this report shall provide only such earnings paid during the immediately preceding month.
- E. The fees incurred to undertake such Deposits or Permitted Investments.
- F. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.

IX. 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 Township Clerk may be applied by the Finance Office upon checks of the Township for the disbursement of funds as authorized by resolution or for payroll.

Schedule of Depositories / Bank Accounts and Authorized Signatures

Bank Name	Account Name	Revenue Derived From:	Disbursements For:	Account Number	Authorized Signatures
Ocean First Bank	General	General Revenues, including taxes, fees, state aid and other anticipated and unanticipated general municipal revenue	Budgetary expenditures and payments to County, School and Special Districts	***1422	Mayor, and Clerk, and CFO or Assistant CFO
Ocean First Bank	General #2	Transfers	Transfers	***6618	CFO, Assistant CFO or Purchasing Agent
Ocean First Bank	General Capital	Bond issues, down payments from general account, grant funding and other sources of capital funding	Capital Improvements	***1430	Mayor, and Clerk, and CFO or Assistant CFO
Ocean First Bank	Payroll	Budgetary accounts and grants	Cover payroll for all municipal employees.	***1455	Mayor, and Clerk, and CFO or Assistant CFO
Ocean First Bank	Animal Control	Fees for animal registrations	Payment for animal control services	***1471	Mayor, and Clerk, and CFO or Assistant CFO

Ocean First Bank	Sewer Operating	Sanitary Sewer rents, connection fees and other budgetary revenues.	Payment for budgetary items, including quarterly payments to sewerage authority.	***1703	Mayor, and Clerk, and CFO or Assistant CFO
Ocean First Bank	Sewer Capital	Bond issues, down payments from general account, grant funding and other sources of capital funding	Capital Improvements within the Sewer Utility	***1711	Mayor, and Clerk, and CFO or Assistant CFO
Ocean First Bank	Public Assistance I	Funds dedicated by Township through budget appropriations	To meet local obligation for care of the needy.	***1646	Mayor, and Clerk, and CFO or Assistant CFO
Ocean First Bank	Special Police Fund	Payments by third party employers of off-duty police officers	Payments to police officers for working off-duty assignments	***1570	Mayor, and Clerk, and CFO or Assistant CFO
Ocean First Bank	Police Vest Fund	Donations and funds raised to purchase bulletproof vests for police officers	To purchase bulletproof vests for police officers	***1588	Mayor, and Clerk, and CFO or Assistant CFO
Ocean First Bank	Municipal Court General	General revenues from Municipal Court operations	Payment to Township and State for fines, penalties and costs collected on their behalf by the Municipal Court	***1695	Court Administrator or Deputy Court Administrators
Ocean First Bank	Municipal Court Bail	To hold bail collected through Municipal Court	To return bail held by Municipal Court	***1687	Court Administrator or Deputy Court Administrators

Ocean First Bank	Federal Law Enforcement	Funds received through police activity under federal forfeiture laws	Police projects and programs as permitted by Federal forfeiture laws.	***1638	Mayor, and Clerk, and CFO or Assistant CFO
Ocean First Bank	Developer's Application Review Escrow	Escrow funds placed by developers to cover professional costs in connection with development projects	Professional costs in connection with development projects and refunds to developers.	***1497	Mayor, and Clerk, and CFO or Assistant CFO
Ocean First Bank	Municipal Escrow - CG	Escrow funds placed by developers to cover professional costs in connection with development projects	Professional costs in connection with development projects and refunds to developers.	***1505	Mayor, and Clerk, and CFO or Assistant CFO
Ocean First Bank	Municipal Escrow - IF	Escrow funds placed by developers to cover professional costs in connection with development projects	Professional costs in connection with development projects and refunds to developers.	***1513	Mayor, and Clerk, and CFO or Assistant CFO
Ocean First Bank	Affordable Housing	Fees raised through construction permitting pursuant to COAH regulations	Affordable Housing program per COAH regulations	***1620	Mayor, and Clerk, and CFO or Assistant CFO
Ocean First Bank	Recreation Trust	Recreation fees and donations	For recreation programs and projects	***1596	Mayor, and Clerk, and CFO or Assistant

					CFO
Ocean First Bank	Tree Preservation	Fees raised through construction permitting pursuant to tree preservation ordinance	Replacement of trees throughout township pursuant to tree preservation ordinance	***1612	Mayor, and Clerk, and CFO or Assistant CFO
Ocean First Bank	UDAG Loan & Grant	Federal Housing and Urban Development Program grants and repayment of reciprocal loans	Issuance of reciprocal loans, grants and other funding programs to promote economic development	***1653	Mayor, and Clerk, and CFO or Assistant CFO
Ocean First Bank	Unclaimed Monies	Funds turned over to Township from various sources with no known owner	Return to rightful owner or payment to State of New Jersey per regulations	***1539	Mayor, and Clerk, and CFO or Assistant CFO
Ocean First Bank	Open Space Trust	Donations intended to expand and improve open space in Neptune Township	Acquisition of land or improvement to land pursuant to donations	***1604	Mayor, and Clerk, and CFO or Assistant CFO
Ocean First Bank	Law Enforcement Trust	Funds received through police activity under state forfeiture laws	Police projects and programs as permitted by state forfeiture laws.	***1521	Mayor, and Clerk, and CFO or Assistant CFO
Ocean First Bank	Marina Utility	Fees generated through Marina Utility operations, including dock fees, winter storage, lease of property and other authorized charges	Marina budgetary expenditures	***1729	Mayor, and Clerk, and CFO or Assistant CFO

Ocean First Bank	Marina Capital	Marina Utility Capital Improvement Funds, Bond Issues, grants and donations	Capital improvements within the Marina Utility.	***1737	Mayor, and Clerk, and CFO or Assistant CFO
Ocean First Bank	Grant Account	Funds received through Federal and State Grants	Specified Grant projects	***1448	Mayor, and Clerk, and CFO or Assistant CFO
Ocean First Bank	Trust Other	Various Trust Accounts	Specified Trusts	***1489	Mayor, and Clerk, and CFO or Assistant CFO
Ocean First Bank	Unemployment Trust	Payroll Deductions and Annual Budget	Unemployment Claims	***1547	Mayor, and Clerk, and CFO or Assistant CFO
Ocean First Bank	Older American	Donations for Older Americans Act compliant projects or programs	Payments for Older Americans Act compliant projects or programs	***1562	Mayor, and Clerk, and CFO or Assistant CFO
Ocean First Bank	Tax Collector's Trust	Lien redemptions and other tax related financial transactions that do not go directly into general revenues	Payment to lien holders and the Township	***1463	Clerk or Deputy Clerk and Tax Collector or Deputy Tax Collector
Ocean First Bank	Municipal Alliance	Grant funding from Monmouth County	Municipal Drug and Alcohol Alliance programs.	***1554	Mayor, and Clerk, and CFO or Assistant CFO
Ocean First	Library Trust	Donations, Rentals, Faxes,	Funding for Library Purposes	***1661	Mayor, and Clerk, and

Bank		Copies and Fines			CFO or Assistant CFO
Ocean First Bank	Flexible Spending Account	Voluntary Employee Contributions by Contract	Participants Health Care Costs and Expenses	***1679	Mayor, and Clerk, and CFO or Assistant CFO
Ocean First Bank	TCDER II Grant	Grant funding from State	BPU MicroGrid	***0979	Mayor, and Clerk, and CFO or Assistant CFO
All	All	Wire Payments and Transfers	Up to \$1,000,000.		Any 2: CFO, Assistant CFO, Purchasing Agent
All	All	Wire Payments and Transfers	Over \$1,000,000.		CFO and Assistant CFO and Purchasing Agent
NJ Cash Mgmt Fund	General	Wire Payments and Transfers	Wires: -Up to \$1,000,000 any 2. -Over \$1,000,000 all 3. Transfers only 1	***6558	CFO and Assistant CFO and Purchasing Agent
NJ Cash Mgmt Fund	General Capital	Wire Payments and Transfers	Wires: -Up to \$1,000,000 any 2. -Over \$1,000,000 all 3. Transfers only 1	***6566	CFO and Assistant CFO and Purchasing Agent
NJ Cash Mgmt Fund	Grant	Wire Payments and Transfers	Wires: -Up to \$1,000,000 any 2. -Over \$1,000,000 all 3. Transfers only 1	***6574	CFO and Assistant CFO and Purchasing Agent
NJ Cash Mgmt Fund	Sewer Operating	Wire Payments and Transfers	Wires: -Up to \$1,000,000 any 2. -Over \$1,000,000 all 3. Transfers only 1	***6582	CFO and Assistant CFO and Purchasing Agent

NJ Cash Mgmt Fund	Sewer Capital	Wire Payments and Transfers	Wires: -Up to \$1,000,000 any 2. -Over \$1,000,000 all 3. Transfers only 1	***6590	CFO and Assistant CFO and Purchasing Agent
NJ Cash Mgmt Fund	Marina Utility	Wire Payments and Transfers	Wires: -Up to \$1,000,000 any 2. -Over \$1,000,000 all 3. Transfers only 1	***6604	CFO and Assistant CFO and Purchasing Agent
NJ Cash Mgmt Fund	Marina Capital	Wire Payments and Transfers	Wires: -Up to \$1,000,000 any 2. -Over \$1,000,000 all 3. Transfers only 1	***6612	CFO and Assistant CFO and Purchasing Agent
NJ Cash Mgmt Fund	Affordable Housing	Wire Payments and Transfers	Wires: -Up to \$1,000,000 any 2. -Over \$1,000,000 all 3. Transfers only 1	***6620	CFO and Assistant CFO and Purchasing Agent

FINANCIAL MANAGEMENT POLICIES

I. PROTECTION OF TOWNSHIP ASSETS

Cash management is a form of risk management in that any time the Township 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 Township'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 Township will take all recourse actions available through deposit insurance, regulatory and legal systems.

Market Risk - Market risk is the risk that, while the Township 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 Township. The Township can protect against market risk by investing in instruments which are guaranteed to mature at an amount equal to or greater than the principal investment. As such, the Township shall avoid market risk by investing in approved re-purchase agreements, money market funds, savings accounts, Certificates of Deposit and other similar products as approved by the New Jersey Department of Community Affairs – Division of Local Government Services as described in Article VI of this document.

Reputational Risk - An offshoot of the other forms of risk, reputational risk is the risk that the Township 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 Township'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 Township.

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 Township 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 Township may protect itself against the external safekeeping risk by demanding collateral securities be physically delivered to the Township 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 Township must protect itself against collection risk by utilizing aggressive collection procedures.

II. LIQUIDITY / RESERVES

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 Township will lose interest earnings, if they mature too late, the Township risks a potential problem of liquidity. The Township 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.

The Township strives to maintain liquidity through appropriate reserve balances. The Township target for reserve ratios pursuant to the policy shall be a minimum of 2% of current year appropriations (not including the reserve for uncollected) after utilization of the prior year reserve balance. In addition, the Township will monitor and adjust spending and revenue sources throughout the budget year to meet an end of year reserve balance of 10% of the prior year budget (not including the reserve for uncollected).

III. FINANCIAL REPORTS

The Chief Financial Officer shall produce or have produced the following expenditure and financial condition reports and make them available to the elected officials of the Township;

Budget Expenditure Reports – available monthly in Finance Office

Budget Revenue Reports – available monthly in Finance Officer

Budget Amendments – presented as necessary

Un-audited Financial Reports – prepared annually

Annual Audited Financial Statement – prepared annually by Independent Auditor

Annual Debt Statement – prepared annually

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

The Township Cash Management Plan shall be provided to all elected officials of the Township of Neptune as well as all appointed officials who are affected by same.

The Chief Financial Officer shall have staff produce the following revenue and investment reports and make them available to the elected officials of the Township;

Investment Analysis – presented quarterly
Monthly Cash Receipts Reports

The Tax Collector will be responsible for preparing daily cash receipt reports and submitting same to the Asst. Chief Financial 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.

IV. 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 Township remains in compliance with arbitrage regulations and that an annual analysis and report are compiled concerning arbitrage.

The CFO shall prepare a six-year Capital Improvement Plan as part of the annual budget process which will be considered for approval by the Governing Body. Once approved, this plan shall be utilized as a basis for the authorization of new debt. Other factors to be considered in regard to new debt issuance will include, grant funding, other funding sources, current and future budget impact, short-term and long-term bond markets, and project prioritization.

The Township strives to maintain a stable but aggressive debt repayment schedule and

debt ratio as compared to equalized valuation. The target debt ratio has been established as approximately 20% of allowable debt capacity pursuant to the Local Bond Law. This ratio may be exceeded by action of the governing body or by policy change.

The Township Committee of the Township hereby delegates to the Chief Financial Officer or Administrator of the Township, in accordance with the provisions of N.J.S.A. 40A:2-27(a)(2) and N.J.S.A. 40A:2-59, the power to sell and award the Bonds and to enter into Bond Purchase Agreements. The Township Committee delegates authority to the Chief Financial Officer to determine the form and other details necessary for the issuance of General Obligation Bonds and Bond Anticipation Notes to fund general and utility capital programs and projects and to refund existing General Obligation Bonds when savings related to such an issuance will meet the requirements of the rules and regulations governing refunding bonds. The Chief Financial Officer is hereby authorized and directed to determine, in accordance with the Local Bond Law all aspects of a bond issuance or bond purchase agreement to include the aggregate amount to be issued, to name and designate the bonds, to set the maturity and principal installments, to date the bonds, to determine or agree to an interest rate for the bonds, to determine or agree to a purchase price for the bonds, to direct the application and investment of the proceeds of bonds, to determine or agree to the conditions under which the bonds shall be subject to redemption prior to their stated dates of maturity and all other aspects required to properly finance the capital debt of the Township.

V. AUDIT AND REVIEW

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

VI. OPERATIONAL CASH MANAGEMENT OBJECTIVES

- 1. Increase non-tax revenue when it is not needed for current obligations
 - A. 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 such as the Township Clearing Account.

3. Understand present cash flow

Cash flow projections shall be updated monthly and project the following 3 months

4. Estimate pattern of future cash flows

A. The Township is aware that major cash flow periods occur within the General Account during the first ten days of each tax paying period. The Township Sewer Operating Account is most active during the thirty day collection periods established therefore.

B. Where possible, the Township 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 Township will maintain analysis of available investment terms at the point that each investment decision is made. Where practical, the Township shall invest in the product that is most beneficial to the Township both by yield and availability. The Township 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 Township Committee.

6. Bidding specifications for banking relationships shall be adopted so as to compare banking practices. The Asst. Chief Financial Officer shall maintain an analysis of banking proposals and information concerning the basis for which a banking relationship has been established. Banking services should be competitively marketed every 5 years, but reviewed annually to assure the Township is being served at acceptable levels.

7. The Township of Neptune 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 Township. The Chief Financial Officer and Assistant CFO shall handle all relationships with bank officers, with the exception of day to day transfers and routine banking methods.

8. The Township 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 Township's cash management position.

9. The Township 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 Township 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 Township Committee upon receipt of recommendations for the Chief Financial Officer.
 - A. The resolution shall list all Township 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 acts, but shall not limit his ability to legally invest funds on behalf of the Township.
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 Township of Neptune to authorize payment of bills at each of the two regular Township Committee meetings held on the first and third Monday's of each month. Checks authorized for release at said meetings will become available after 3:00 PM of the Thursday proceeding said action. This policy will not limit the Township Committee from authorizing payments at any other Township Committee meeting, including workshop meetings properly advertised for such action nor limit the Chief Financial Officer's ability to issue a disbursement between meetings to be confirmed by the Township Committee 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 Purchasing Department by 9:00 AM of the Wednesday preceding the meeting night on which they are intended to be paid. Department heads and the Purchasing Department should review all payments to ensure that they are paid as late as possible but within the terms set forth by the purchase order.
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.
 16. Discretion of Chief Financial Officer will be permitted in allowing some variance in the policies outlined herein, when, said variances are caused by unforeseen circumstances, emergency situations and other situations where the CFO feels that conformance with the policy would be detrimental to the financial operation of the municipality.

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 Township will remain aggressive in its strategies to collect delinquent charges.
- C. All funds collected before 2:30 PM will be deposited the same day they are collected. Funds collected after 2:30 PM will be deposited by 11:00 AM on the following business day.
- 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 Township Administrator, Chief Financial Officer, Municipal Clerk, and Human Resources Director 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 the 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 Asst. Chief Financial Officer and/or Purchasing Agent 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.
 - B. The person making payment must be given a receipt by the department.
 - C. Cash verification. Each department head or supervisor must ensure the safety of cash deposits. The Township of Neptune has a "banking" type arrangement in the Tax Collector's Office which assists each department in making fast deposits. Each Township office that collects cash must ensure that it is deposited quickly with the Tax Collector and no later than 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.
 - D. Purchasing. Every department must follow the Township of Neptune 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.
 - E. Budget controls. Every department head 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 Township 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.

- F. Equipment. All equipment of values must be listed in the Township 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.
- G. Employee information. An accurate log of sick, vacation, holiday time, etc. must be maintained for each employee. The Township utilizes a computerized system for time management. All Department Heads must assure that all employees are recording their time in this system.
- H. 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.
- I. Payroll.
 - (i) Every payroll change must be accompanied by a personnel action form. This form must be signed by the department head, CFO, and Township 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 Township of Neptune 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.

- J. Wire and ACH Payments. Wire and ACH payments must be initiated by one authorized person and approved by another (Chief Financial Officer, Assistant Chief Financial Officer, Purchasing Agent). Any wires over \$1 million need 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, a fourth employee that does not have a role in initiating nor approving wire nor ACH payments will be provided with documentation regarding every wire and ACH payment and will reconcile the wire and ACH 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 Township 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 Township 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. Changes to ACH templates require approval from a second authorized employee.

- (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.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of Funds (continued)

Loan and Grant Fund - is used to account for the loan activity related to UDAG, reciprocal, and facade improvement loans.

Marina Utility Operating and Capital Funds - account for the operations and acquisitions of capital facilities of the municipality-owned marina utility. Bonds and notes payable of the Utility Fund are recorded in the Utility Capital Fund.

Public Assistance Trust Fund - receipts and disbursements of funds that provide assistance to certain residents of the Township pursuant to Title 44 of New Jersey statutes.

Payroll Fund - receipts and disbursements to account for the payroll and payroll tax liabilities of the Township. Amounts are received from the Current, Sewer Utility and Marina Utility Funds.

General Fixed Assets Account Group - is used to account for fixed assets used in general governmental operations.

B. Basis of Accounting

The accounting principles and practices prescribed for municipalities by the Division differ in certain respects from GAAP applicable to local governmental units. The more significant differences are as follows:

A modified accrual basis of accounting is followed with minor exceptions.

Budgets and Budgetary Accounting - the Township of Neptune must adopt an annual budget in accordance with N.J.S.A. 40A:4-4 et al. N.J.S.A. 40A:4-5 which requires the governing body to introduce and approve the annual municipal budget no later than February 10 of each year. At introduction, the governing body shall fix the time and place for a public hearing on the budget and must advertise the time and place at least ten days prior to the hearing in a newspaper published and circulated in the municipality. The public hearing must not be held less than twenty-eight days after the date the budget was introduced. After the hearing has been held, the governing body may, by majority vote, adopt the budget or may amend the budget in accordance with N.J.S.A. 40A:4-9.

An extension of the statutory dates for introduction, approval and adoption of the municipal budget may be granted by the Director of the Division of Local Government Services, with the permission of the Local Finance Board. Budgets are adopted on the same basis of accounting utilized for the preparation of the Township's financial statements.

Cash, Cash Equivalents and Investments - New Jersey municipal units are required by N.J.S.A. 40A:5-14 to deposit public funds in a bank or trust company having its place of business in the State of New Jersey and organized under the laws of the United States or of the State of New Jersey or the New Jersey Cash Management Fund. N.J.S.A. 40A:5-15.1 provides a list of securities which may be purchased by New Jersey municipal units.

The Township of Neptune is required to deposit funds in public depositories protected from loss under the provisions of the Governmental Unit Deposit Protection Act ("GUDPA"). GUDPA was enacted in 1970 to protect governmental units from a loss of funds on deposit with a failed banking institution in New Jersey.

N.J.S.A. 17:9-42 requires governmental units to deposit public funds only in public depositories located in New Jersey, where the funds are secured in accordance with the Act.

Public funds are defined as the funds of any government unit. Public depositories include banks (both state and national banks), savings and loan institutions and savings banks, the deposits of which are federally insured. All public depositories pledge collateral, having a market value of five percent of the average daily balance of collected public funds, to secure the deposits of governmental units. If a public depository fails, the collateral it has pledged, plus the collateral of all other public depositories in the collateral pool, is available to pay the full amount of their deposits to the governmental units.

The Township considers highly liquid investments with an original maturity of three months or less at the time of purchase to be cash equivalents.

Property Taxes and Other Revenues - property taxes and other revenues are recognized on a cash basis. Receivables for property taxes and other items that are susceptible to accrual are recorded with offsetting reserves on the balance sheet of the Township's Current Fund. GAAP requires such revenue to be recognized in the accounting period when they become susceptible to accrual, reduced by an allowance for doubtful accounts. Property taxes are payable quarterly on the first day of February, May, August and November.

Grant Revenues and Expenditures - Federal and State grants, entitlement or shared revenues received for purposes normally financed through the Current Fund are recognized when anticipated in the Township's budget. GAAP requires such revenues to be recognized in the accounting period when they are earned and the expenditures to be recognized when the liability is incurred.

Expenditures - unexpended or uncommitted appropriations, at December 31, are reported as expenditures through the establishment of appropriation reserves unless cancelled by the governing body. GAAP requires expenditures to be recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt, which should be recognized when due.

Encumbrances - contractual orders at December 31 are reported as expenditures through the establishment of a reserve for encumbrances. Encumbrances do not constitute expenditures under GAAP.

Appropriation Reserves - are available, until lapsed at the close of the succeeding year, to meet specific claims, commitments, or contracts incurred during the preceding year. Lapsed appropriation reserves are recorded as additions to income. Appropriation reserves do not exist under GAAP.

Deferred Charges - the regulatory basis of accounting utilized by the Township requires that certain expenditures be deferred, and raised as items of appropriation in budgets of succeeding years. These deferred charges include the two general categories, overexpenditures and emergency appropriations. Overexpenditures occur when expenditures recorded as "paid or charged" exceed available appropriation balances. Emergency appropriations occur when, subsequent to the adoption of a balanced budget, the governing body authorizes the establishment of additional appropriations based on unforeseen circumstances or for other special purposes as defined by statute. Overexpenditures and emergency appropriations are deducted from total expenditures in the calculation of operating results and are established as assets for Deferred Charges on the respective balance sheet. GAAP does not permit the deferral of overexpenditures to succeeding budgets. In addition, GAAP does not recognize expenditures based on the authorization of an appropriation. Instead, the authorization of special purpose

expenditures, such as the preparation of tax maps or revaluation of assessable real property, would represent the designation of fund balance.

Compensated Absences - expenditures relating to obligations for unused vested accumulated vacation and sick pay are not recorded until paid. GAAP requires that the amount that would normally be liquidated with expendable available financial resources be recorded as an expenditure in the operating funds and the remaining obligations be recorded as a long-term obligation.

Property Acquired for Taxes - is recorded in the Current Fund at the assessed valuation when such property was acquired and fully reserved. GAAP requires such property to be recorded in the general fixed assets account group at its market value.

Mortgage Receivable - The Township has entered into a mortgage agreement in the amount of \$400,000.00. The Township sold property to a developer to construct affordable housing units as part of the Schoolhouse Square Project ("the Project"). As part of the mortgage agreement when a unit is sold, the purchaser will sign a \$20,000.00 secondary mortgage payable to the Township under the Neptune Housing Incentive Fund Program. This is a no interest mortgage and is payable in a single lump sum payment upon the first to occur of the following events:

- a) The sale of the property; or
- b) The refinancing of the purchaser's first mortgage
- c) The repayment in full of the note secured by the first mortgage

The mortgage receivable is fully reserved and revenue will only be recognized when and if units are sold and the above conditions are met.

Interfunds - Interfund receivables in the Current Fund are recorded with offsetting reserves which are created by charges to operations. Income is recognized in the year the receivables are liquidated. Interfund receivables in the other funds are not offset by reserves. GAAP does not require the establishment of an offsetting reserve.

Inventories of Supplies - the costs of inventories of supplies for all funds are recorded as expenditures at the time individual items are purchased. The inventories have offsetting reserve amounts.

Reserve for Sale of Municipal Assets - cash proceeds from the sale of Township owned property may be reserved until utilized as an item of anticipated revenue in a subsequent year budget. Year end balances of such proceeds would be reported as a cash liability in the Current Fund. GAAP requires that revenue be recognized in the accounting period that the terms of sales contracts become legally enforceable.

Capital Leases - are not recorded at the lesser of the fair value of the leased property or the present value of the minimum lease payments. GAAP requires an amount equal to the lesser of the fair value of the leased property or the present value of the minimum lease payments to be recorded in General Fixed Assets Account Group and the long-term obligation be recorded as part of a General Long-Term Debt Account Group.

General Fixed Assets - property and equipment purchased by the Current and the General Capital Funds are recorded as expenditures at the time of purchase and are not capitalized.

Accounting for Governmental Fixed Assets, as promulgated by Technical Accounting Directive No. 2 as issued by the Division of Local Government Services, differs in certain respects from generally accepted accounting principles. The following is a brief description of the provisions of the Directive.

Fixed assets used in governmental operations (general fixed assets) are accounted for in the General Fixed Assets Account Group. Public domain ("infrastructure") general fixed assets consisting of certain improvements other than buildings, such as roads, bridges, curbs and gutters, streets and sidewalks and drainage systems are not capitalized.

All fixed assets are valued at historical cost or estimated historical cost if actual historical cost is not available except for land which is valued at estimated market value.

No depreciation on general fixed assets is recorded in the financial statements.

Fixed assets acquired through grants-in-aid or contributed capital are not accounted for separately.

Fixed Assets - Utility - accounting for utility fund "fixed capital" remains unchanged under the Requirements of Technical Accounting Directive No. 85-2.

Property and equipment purchased by the Sewer and Marina Utility Funds are recorded in the capital account at cost and are adjusted for disposition and abandonments. The amount reported for reserve for amortization of fixed capital acquired on the balance sheet of the Sewer and Marina Capital Funds represents the aggregate charges (capital outlay and debt service) to the operating budget for the costs of acquisitions of property and equipment and proceeds from grants-in-aid. The utilities do not record depreciation of property and equipment. GAAP does not require the establishment of a reserve

for amortization of fixed capital, whereas it does require the recognition of depreciation of property and equipment by enterprise funds.

B. Basis of Accounting (continued)

Comparative Data - comparative total data for the various funds for the prior year has been presented in the accompanying Balance Sheets and Statements of Operations and Changes in Fund Balance in order to provide an understanding of changes in the Township's financial position. However, Comparative Statements of Revenues and Statements of Expenditures have not been presented since this inclusion would make the statements unduly complex and difficult to read.

C. Basic Financial Statements

The GASB Codification also defines the financial statements of a governmental unit to be presented in general purpose financial statements in accordance with GAAP. The Township presents the financial statements listed in the table of contents which are required by the Division and which differ from the financial statements required by GAAP.

In addition, the Division requires the financial statements listed in the table of contents to be referenced to the supplementary schedules. This practice differs from GAAP.

GRANT FUND

1. Eligible costs – It shall be the responsibility of the funded department to assure that all grant related expenditures are made in compliance with the grant agreement and shall be limited to those costs expressly permitted by in the grant agreement. Unless specifically otherwise required in the grant agreement, all grants shall be expended prior to the expenditure of local funding. In cases where there is a specific percentage match, all expenditures will be made on a pro-rated basis until all grant funds have been expended.
2. Reporting – It shall be the responsibility of the funded department to provide all information necessary to assure timely reporting as described in the grant agreement. Upon receipt of each grant, the CFO shall hold a grant review meeting to include the department responsible for the grant, the Administrative Assistant to

the CFO, the Assistant CFO and other individuals deemed necessary to assure complete compliance with grant terms and procurement requirements. At this meeting, a determination will be made as to who will be responsible for the timely submission of required reports. In all cases, a copy of each grant report with supportive information shall be filed with the Administrative Assistant to the CFO and made available for audit.

3. Close-out – Upon close-out for each grant, the CFO shall hold a close-out review meeting to include the department responsible for the grant, the Administrative Assistant to the CFO, the Assistant CFO and other individuals deemed necessary to assure complete compliance with grant terms. At the conclusion of this meeting, final grant close-out reports shall be submitted and the Assistant CFO shall cancel all grant receivables and grant reserves deemed to be in excess of the funded portion of the grant.

All grant files shall be labeled to include:

1. Account number (ordinance or budget),
2. Grant Name
3. CFDA #

All grant files maintained in the finance office shall include a copy of the grant agreement and any associated internal controls / financial management policies applicable to the accounting for said grant.

TRUST FUNDS

1. Trust funds are defined for the purposes of this cash management plan as funds deposited in specific accounts, for specific purposes, as authorized by NJSA 40A:4-39 (Dedication By Rider).
2. Funds in these accounts may be utilized by Department Heads in compliance with NJSA 40A:4-39 and this plan, for their intended purpose. This use of funds must be in compliance with this plan, the Local Public Contracts Law, and the Neptune Township Purchasing Policy.
3. Use of Trust Funds in compliance with the policies, laws, and regulations described in XVII, 2, does not require the pre-approval of the governing body, unless the purchasing is in excess of the bid threshold.
4. No member of the governing body shall have the ability to direct the use of Trust Fund accounts. Any use of the Trust Funds outside of those regularly utilized by the Department Head as described herein, shall require approval, by resolution of the governing body.

5. The Department Head having administrative control of each particular Trust Fund shall be responsible for assuring that all funds deposited in the Trust Fund are utilized for their stated purpose.

VIII. GASB 88

The Township’s outstanding notes from direct borrowings and direct placements related to governmental activities contain a provision that in an event of default, outstanding amounts become immediately due if the Township is found to be in default, as described in the Bond Purchase Agreement.

The Township has no outstanding notes from direct borrowings related to business-type activities.

The Township does not maintain a line of credit, as such, there are no unused balances from a line of credit.

This information shall be included as part of the statement of debt in the audited financial statement of the Township.

IX. TYPICAL JOURNAL ENTRIES TO ASSURE MAINTENANCE OF ACCURATE GENERAL LEDGER RECORDS

CURRENT FUND
Routine annual journal entries

TAX G/L ENTRIES

<u>Entry</u>	<u>When</u>
___ Post Tax Levy	When Tax Rate is struck
___ Post Amounts Due to Other Agencies	When Tax Rate is struck
___ Post Sr. /Vet per duplicate	When Tax Rate is struck
___ Apply PY Prepaid Taxes	Audit
___ Post Added/Omitted Levy	October
___ Analyze Current Year Taxes (optional)	At Closeout
___ Perform analysis of PY Tax Activity	At Closeout
___ Transfer from Taxes Receivable to TTL	At Closeout
___ Record Canceled Taxes	At Closeout
___ Record Sr. /Vet Allowed/Disallowed	At Closeout
___ Agree Prepaid Taxes to Appropriate Report	At Closeout

	(Not an official entry)	
___	Record Foreclosed Property	At Closeout
___	Record 6% Penalty, if Applicable	At Closeout
___	Record Overpayment Activity	At Closeout
___	Agree Receivables to Reserves	At Closeout
___	Move Current Year Taxes Receivable to Delinquent Taxes Receivable	At Closeout
___	Check General Ledger Balances	After Closeout

MAINTAIN SUBSIDIARIES

BUDGET ACCOUNTS:

	<u>Entry</u>	<u>When</u>
___	Verify Grants in Current Fund	Budget Adoption
___	Charge off Grants in Current Fund	Budget Adoption
___	Set Up Grants in Grant Fund (Adopt/Amend Batch does Revenue too)	Budget Adoption
___	Record Chapter 159 Activity	As 159's occur
___	Charge off: Deferred Charges RUT, Capital Improvement Fund Etc.	Budget Adoption
___	Cancel unexpected debt service	At Closeout

REVENUE ACCOUNTS:

	<u>Entry</u>	<u>When</u>
___	Verify Grants in Current Fund	Budget Adoption
___	Realize Grant Revenue in Current Fund	Budget Adoption
___	Record Chapter 159 Activity	As 159's occur
___	Realize Revenue for Surplus	Budget Adoption

OTHER CLOSING ENTRIES

	<u>Entry</u>	<u>When</u>
___	Move PY Encumbrances Payable to Appropriate Reserves	At Closeout
___	Set up Accounts Payable, if applicable	At Closeout
___	Lapse Appropriation Reserves to Fund Balance	At Closeout
___	Close out Current Year Appropriations to Appropriation Reserves	At Closeout
___	Set up Encumbrances Payable	At Closeout
___	Close Revenues to Fund Balance (Or Operations)	At Closeout

Afterwards, Double check to make sure:

- G/L Debits=G/L Credits
- Cash reconciliations tie into the various cash accounts on your general ledger
- Receivables equal the respective Reserve for Receivables (exclude Sr/Vet, if applicable)
- Interfunds Receivable/Payable agree to the interfund in the offsetting fund
- Revenue G/L accounts = ZERO
- CY Appropriations = ZERO

GENERAL CAPITAL FUND
Routine annual journal entries

<u>Entry</u>	<u>When</u>
____ Move PY Encumbrances and Contracts Payable To Improvement Authorizations	Audit
____ Record New Improvement Authorizations	As they occur
____ Record payment of Debt Service Principal By Current Fund	At Closeout
____ Set up Contracts Payable and Encumbrances	At Closeout
____ Tie in Capital Budget Status to Improvement Authorizations in G/L (Funded/Unfunded)	At Closeout

Miscellaneous General Capital Activity, if Applicable

<u>Entry</u>	<u>When</u>
____ Record Issuance of New Debt issued For an Improvement Authorization	At Closeout
____ Record Effects of Bond Sale	As they occur
____ Record Cancelled Improvement Authorizations	As they occur
____ Set up Reserve for Preliminary Expenses	As they occur

GRANT FUND
Routine annual journal entries

<u>Entry</u>	<u>When</u>
____ Move PY Encumbrances Payable to Appropriate Reserves	Audit
____ Reclassify PY Unappropriated to	

_____	Appropriated Reserves	Budget Adoption
_____	Identify and record and New Unappropriated Grant Receipts	At Closeout
_____	Record Cancelations(s), if Applicable	As they occur
_____	set up Reserve for Encumbrances	At Closeout
_____	Tie in Grant Revenue Account Status Report To G/L Grants Receivable	At Closeout
_____	Tie in Grant Budget Account Status Report To G/L Grants Appropriated	At Closeout

TRUST FUND
Routine annual journal entries

<u>Entry</u>	<u>When</u>

Balance Trust Account Status With Reserves in GL	At Closeout

Transfer earned interest to Current Fund (avoid interfund)	At Closeout

set up Due to State Payable Animal Trust	Monthly

Calculate Statutory Excess and Transfer To Current, if applicable	At Closeout

X. TERM OF PLAN.

This Plan and the Policies contained herein shall be in effect from January 1, 2025 to December 31, 2025 or until amended thereafter. Attached to this Plan is a resolution of the governing body of the Township of Neptune, 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 Committee, 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.

TOWNSHIP OF NEPTUNE

RESOLUTION 25-066

ADOPTION OF THE NEPTUNE TOWNSHIP PURCHASING MANUAL

BE IT RESOLVED, by the Mayor and Committee of The Township of Neptune, a municipal Corporation of the County of Monmouth, in the State of New Jersey, that the Purchasing Manual, dated January 1, 2025, and on file in the offices of the Municipal Clerk and Chief Financial Officer shall be adopted for the year 2025.

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

Township of Neptune Purchasing Policy & Manual



Updated: January 1, 2025

**Michael J. Bascom, CMFO
Chief Finance Officer**

**Melissa Zucconi, QPA
Purchasing Agent**

**Gina LaPlaca, Esq.
Township Administrator**

NEPTUNE TOWNSHIP
PURCHASING MANUAL

FOREWARD

This Purchasing Manual is intended for use as a guide to Township Purchasing methods. When used with good judgment and common sense, the policies and procedures established herein will enable the Township to obtain needed supplies and services efficiently and economically. Township employees involved in the purchasing process should be familiar with, and adhere to, the guidelines set forth in this manual.

The cooperation of all employees is essential if the Township is to obtain the maximum value for each tax and utility dollar spent. While this manual does not answer all questions related to purchasing, it does provide the foundation for a sound centralized purchasing system.

The material in the manual is subject to revision to meet the often rapidly changing developments encountered in the field of purchasing and in the economy. Within these limits it is hoped that this manual will prove beneficial to the Township and to all employees.

This manual is effective immediately upon issuance and receipt, and supercedes all previous purchasing instructions or directives.

Gina LaPlaca, Business Administrator

Michael J. Bascom, Chief Financial Officer

Melissa Zucconi, Purchasing Agent

Revised as of: January 1, 2025

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PURPOSE

The purpose of this purchasing manual is to describe the purchasing system of the Township of Neptune. The primary focus of this manual is on the purchase of goods and services. A section of the manual is devoted to Statutory and Mandated services which do not require requisitions. The rules under which the Township's purchasing system functions are governed by the Local Public Contracts Law of the State. In addition, certain Township ordinances govern certain aspects of the purchasing system. This manual is intended to serve as a general guide to the Township's purchasing system. It is not the intent of this manual to address every question. Any questions which might arise and are not covered by this manual may be directed to the Purchasing Agent.

A key rule to follow is that all purchases must be approved prior to the purchase being made. The process begins with the submission of a requisition form. Purchases made without following the procedures contained in this manual are the responsibility of the employee making the purchase. The Township has no obligation to make payment for any purchases made outside of these procedures. An employee who fails to comply with these purchasing requirements shall be referred to the Administrator for such action as may be appropriate. The Township's purchasing procedure is summarized in Appendix B of this manual.

PURCHASING AGENT'S ROLE

The Township Purchasing Agent administers the purchasing system under the authority granted through 40A:11-9 and local ordinances and policies. All processing of requisitions, purchase orders and vouchers, as well as related record keeping is performed by the Purchasing Office within the Finance Department. The Purchasing Agent is the only municipal employee whose duties involve direct and active contact with vendors. This does not, in any way, limit the authority of the Township Administrator, the Chief Financial Officer and the Township Engineer to maintain direct and active contact with municipal vendors. Departments are requested to limit their relationship with vendors unless contact is necessary to aid the Purchasing Agent in obtaining specific information.

The Purchasing Agent has the obligation to coordinate vendor and using department requirements, in such a manner as to assure fairness to the vendor and satisfaction of the using department. The Purchasing Agent may, at his discretion, substitute other goods of equal quality for the items requested when it is in the best interest of the Township to do so.

Another function of the Purchasing Agent shall be in administering a centralized purchasing system which exercises control on purchasing, independent of, but in cooperation with the various departments. The Purchasing Agent will, through the administration of such a system, control spending within the budget to avoid over expenditures and provide greater financial control.

THRESHOLDS

Quote and bid thresholds shall be set as the maximum amount allowable for a municipality with a Qualified Purchasing Agent pursuant to N.J.S.A. 40A11:3(c).

Pursuant to the Elections Transparency Act, P.L. 2023, Chapter 30, the Qualified Purchasing Agent may award contracts over the \$17,500.00 “Pay-to-Play” threshold, but below the bid threshold without the need for approval by Resolution of the governing body.

ELECTRONIC REQUISITIONING

The Township has implemented an electronic requisitioning program that allows municipal departments to submit and track the status of purchase requisitions via the Township’s Computer Information System.

Under this program, each department is equipped with computer equipment, communications connections, and remote requisitioning software to ensure connectivity with the requisition system. This equipment will be maintained, as needed, by the Township Municipal Information Specialist.

Each department is responsible for entering and transmitting their requisitions to the Finance office using this mechanism as opposed to submitting paper requisitions.

Once approved, the Purchasing Agent will utilize the requisition in the preparation of the purchase order. In addition, the Purchasing Agent will obtain price quotations to ensure that the lowest possible price is obtained. The Purchasing Agent will review all purchases to ensure compliance with State Law.

Proper planning and preparation of requisitions in ordering goods and services are very useful planning tools. This can assist all Department heads in the overall administration of their budgets.

Requisitions which are disapproved will be returned to the department which originated the request.

Support responsibilities:

Technical or access problems should be directed to the MIS.

Procedural or Operational questions should be directed to the Finance Office.

Operating Guidelines for Electronic Requisitioning are attached to this policy.

PURCHASE ORDERS

The purchase order is a three-part numbered form which fulfills many different functions. The top blue/white copy serves as the original and voucher copies. The yellow copy is for the vendor and the blue is the Purchasing copy. A general rule in purchasing is not to buy anything without an authorized purchase order and/or purchase order number.

A purchase order is a vendor's authority to sell a particular material or service to the Township. Without this authority, the Township has no obligation to accept or pay for any materials or services rendered. If this situation occurs, the obligation to pay would be on the employee who placed the order. The purchase order contains important information regarding payment procedures for the vendor and is the document used by the vendor to submit his/her claim for payment.

The Township's Purchasing Agent prepares all purchase orders from approved requisitions submitted by the various departments. It should be noted that it is the responsibility of the department to make sure that items requested are the exact items and quality needed for the purpose intended. Once a purchase order is prepared it shall be immediately encumbered before it is sent to the vendor. The blue and yellow copies are forwarded to the vendor via USPS or email to place the order. The Department can view the entire approval process of each requisition on the Remote Requisition system and see when the purchase order is approved and mailed.

The voucher contains a certification which must be signed by the vendor. Once the order is filled the vendor retains the yellow copy and returns the blue/white copy along with the invoice to the Purchasing Agent. The Purchase Order/Voucher must then be signed by an authorized employee or Department Head certifying receipt of the materials or services.

After the PO/Voucher is signed by the department personnel, it is sent back to the Purchasing Agent. All departments should forward all paperwork received from a vendor to the Purchasing Agent. Upon receipt, the Purchasing Office will post the voucher to be submitted for payment. The Finance Department compiles a bill list from the posted vouchers which is submitted on a resolution for approval of the Township Committee. After the Committee approves the Bill List, the checks can be released to the vendors. All pertinent information such as check number and date paid is entered on each voucher and kept on file in the Finance Department as the record of all purchases township wide. An outline of the Township's Purchasing Procedure is contained in Appendix B of this manual.

SIGNATURES

There are four signatures on the purchase order all of which are extremely important and required to complete the purchasing process. The first signature required certifies that sufficient funds are available in the budget to pay for the purchase. The vendor's signature on the voucher is indication that services have been rendered and the bill is correct. This is called the Claimant's Certification and Declaration. Next is the Departmental Certification which is proof that the materials and/or services have been received as specified on the invoice. Finally, the Committee Chairperson's signature indicates that payment has been examined and approved by Committee vote.

A list of the authorized signatures for each department is included in this manual as Appendix F. This list indicates the authorized signatures which are to appear on vouchers and requisitions.

ESTIMATES

There are occasions when the total price for services will not be known until the work has been completed. In order to accommodate these situations, a procedure for dealing with estimates has been developed.

When a situation as described above develops, a requisition should be prepared and processed as normal. The requisition should include the estimated price for the work.

Once the purchase order is prepared and processed, the department will be supplied with the purchase order number. This number shall be given to the vendor as his authorization to complete the work. Once the work is completed, the total price and invoices shall be given to the Purchasing Agent. This information will be used to complete the purchase order. When the purchase order is completed, it will be sent to the vendor as a confirmation purchase order.

DRAWS/BLANKET Purchase Orders

In certain circumstances, when a vendor is to be paid on a regular basis or several purchases will be made over a period of time, a purchase order may be issued as a "draw".

Under this system a single purchase order is issued to the vendor. When purchases are made, the Township will prepare a blank voucher to be submitted for payment against the previously issued purchase order.

In the event that the amount exceeds the original purchase order, the excess amount must be approved. Requests for an increase must be made prior to any additional purchases.

CHANGE ORDERS

In the event the amount exceeds the original purchase order, the excess amount must be approved. Requests for an increase must be made prior to any additional purchases. In the case of bids, or contracts awarded by Resolution, the amount may be increased only by the amount as provided by State Law as a Change Order, and authorized by resolution.

For ongoing projects which require immediate attention, the Administrator, Chief Finance Officer and Engineer may authorize an increase up to 10% of the original contract, not in excess of \$10,000. If the original contract was awarded by Resolution, then the increase must be confirmed by resolution as a Change Order.

EMERGENCY PURCHASES

There are times when emergencies do arise which require the need for the immediate purchase of materials and supplies. Emergencies are situations where there exists the need to protect the safety, health, and welfare of the general public.

It is the responsibility of every department to utilize proper planning in ordering materials and supplies. Emergency buying can be very costly and time consuming. Requisitions should be prepared far enough in advance of need to minimize emergency situations. The key to avoiding emergency situations is utilization of proper planning procedures.

The following procedures are to be followed when making emergency purchases:

1. Emergency purchases of up to \$ 6,600 may be made with the Department Head's approval, who must immediately inform the Purchasing Agent. Within 24 hours of the emergency purchase, the Department Head must send a memo to the Chief Financial Officer, copying the Township Administrator and the Purchasing Agent, detailing the emergent nature of the purchase.

2. Emergency purchases over the above amount require the approval of the Business Administrator and Chief Financial Officer. If they cannot be reached, the Mayor or Asst. CFO must approve the purchase. If none of these officials or their

designees can be reached, the Department Head must contact the Police Department's Shift Commander in order to record that an attempt has been made. If the purchase exceeds \$17,500.00, the Purchasing Agent MUST immediately notify the Chief Financial Officer.

In all of the above cases, the Department Head must, within 24 hours of the purchase, process a requisition through the normal procedures. Once a purchase order is prepared, it will be sent to the vendor as a confirmation purchase order.

Under no circumstances are these procedures to be utilized to circumvent the normal purchasing system.

WALK THROUGH

The processing of requisitions may take several days. Recognizing that there are times when materials and supplies are needed immediately, a walk-through procedure has been developed.

Under this procedure, a requisition is literally "Walked Through" the approval process. After entering the Remote Requisition, contact the Purchasing Agent who will take immediate action to secure the Business Administrator's/CFO approval. A purchase order is promptly processed in order that the departments obtain the needed material and supplies or services.

PAYMENT PROCEDURE

It is important for departments to understand the Township's payment procedure and its relationship to the encumbrance system. The key to the system is that funds MUST be encumbered prior to the issuance of a purchase order to a vendor. Only vouchers which have had funds encumbered will be paid.

The Township of Neptune pays bills twice-a-month, usually after 3PM on the Thursday following regular Township Committee meetings. Therefore, it is important that all paperwork needed for payment be submitted in a timely manner. It is the responsibility of each Department Head to see that vouchers are signed by the department's authorized employee or himself/herself and submitted to the Purchasing Agent with the vendor's invoice no later than **9:00 A.M. on the Wednesday** preceding a Township Committee Meeting to be included in the Bill List.

CANCELED ORDERS

If, after an order is placed, it is decided that the materials and/or services are no longer needed, the Purchasing Agent should be notified as quickly as possible. The Purchasing Agent will notify the vendor to cancel the order. A delay in notifying the vendor may result in an unnecessary expense to the Township.

Adequate thought and planning given to purchases prior to making out requisitions will prevent the need to cancel orders.

PERSONAL EXPENSES

Employees can submit requisitions for personal expenses **prior** to incurring expense. However, under no circumstances may an employee receiving reimbursement sign the Township certification on the voucher. As a courtesy, reimbursement checks will be available Tuesday after approval of the bill list and committee signatures.

CONFERENCES AND SEMINARS

Expenses in connection with attendance at seminars and conferences will be handled as follows: **Prior to attendance** at a conference, meeting, convention, or seminar, a requisition should be processed with anticipated costs for all expenses that will be reimbursed.

All claims for reimbursement of expenses must be submitted on a Purchase Order. All receipts and documentation must be submitted with the voucher. Only the Township employees authorized to attend the seminar or conference can be reimbursed for expenses incurred.

Only conferences approved in accordance with the Neptune Township Travel Policy (Appendix G) will be eligible for reimbursement.

PETTY CASH

Petty Cash is for EMERGENCIES ONLY, when authorized by the CFO, and not to exceed forty (\$40.00) dollars per instance.

SPECIFICATION WRITING

Specification writing is a very important part of the purchasing system. A detailed description of the equipment or its purpose must be stated.

There are specifications available which should be reviewed when bid documents are prepared. When prepared, the specifications should be detailed enough to permit the bidder to offer exactly the right product. If the specifications are too ambiguous, the bidder will most likely offer the cheapest product. However, specifications should not be written so tightly so as to unnecessarily restrict vendors from bidding. As a guideline, specification should be written to promote competition without bias.

All specification writing for the Township shall be done by the Purchasing Agent based on departmental requests. Departments may be requested to submit sample specifications from time to time. It is the responsibility of each department to meet with the Purchasing Agent to ensure that the quantity and quality of the items being ordered are the required materials and/or services for the work that is to be undertaken. Specifications may be submitted for departmental approval before going out for bid.

FIXED ASSET INVENTORY

Any new equipment with a useful life of more than one year and acquisition cost of \$5,000 or more is considered a fixed asset. The data on all purchases under this criteria will be maintained in the Purchasing Office.

SURPLUS / DECOMMISSIONED EQUIPMENT

Surplus or outdated equipment must be disposed of in any of the following ways:

1. Transfer to other Township Department
2. Trade-in on new equipment. (still requires a Purchase Order)
3. Sale at public auction.
4. Sale as scrap.
5. Sold or donated to another government entity

When disposing any equipment, the equipment and its spare parts should be disposed of at the same time. All surplus equipment and/or materials shall be reported to the Purchasing Agent.

If surplus equipment is sold, it will be administered through the Finance Dept. The sale of said equipment will be conducted in accordance with State Law. In general, anything lost must be reported to the Purchasing Agent upon discovery of it missing. If it was stolen a Police report should be filed.

PROCUREMENT CARDS

The use of Procurement Cards (P-Cards) is permitted by N.J.A.C. 5:30-9A and authorized under N.J.S.A. 40A:5-16(c). The Township Committee shall adopt a Resolution instituting the policy for the P-Card system, award a contract to an authorized provider, and appoint a program manager who will be responsible for the oversight of the system. The program manager, in consultation with the Administrator and Chief Financial Officer shall administer the program, authorize which employees shall participate in the system and establish training.

P-cards can be utilized for tangible supplies or non-tangible items under the following conditions:

1. When payment to vendors is required in advance of the delivery of certain materials or services that cannot be obtained from any other source at comparable prices
2. Advance payment is required by the vendor.
3. Comparable pricing is not otherwise obtainable for such goods or services to be available at the time and place required.
4. The contracting agent has approved such item for purchase from a particular vendor.
5. When ordering, billing and payment transactions for goods and services are made through a computerized electronic transaction (i.e. on the Internet)
6. Vendor requires immediate payment.
7. Contracting unit's purchasing agent has approved such item for purchase from a particular vendor.
8. When certification is not readily obtainable by the contracting unit.

Transactions cannot exceed 15 percent of a contracting unit's bid threshold **unless** the local unit appoints an officer or employee possessing a Qualified Purchasing Agent (QPA) certification from the Division of Local Government Services in the capacity of program manager, in which case the individual transaction limit shall be subject solely to the amount (if any) established by the local unit's governing body in its policies and procedures.

P-Cards cannot be used for the purchase of items or services of a personal nature for employees, volunteers, or officials. This includes travel, dining, and room and board expenses.

Please be aware that all purchases of goods and services using a P-Card must be done in compliance with the Local Public Contracts Law; use of a P-Card does not change or eliminate any provisions of that law. Current law prohibits schools from using procurement cards for any purpose

APPENDIX A

GUIDE TO PREPARING ELECTRONIC REQUISITIONS

- 1). Log onto the Departmental Intranet Portal with assigned User ID and Password.
- 2). Click **New Requisition.**
- 3). Complete online form and click **Submit Requisition.**
- 4). Once approved at CFO level, a Purchase Order number is assigned.

APPENDIX B

PURCHASING PROCEDURE – AUTOMATED REQUISITIONING

- 1). DEPARTMENT
 - a. Obtains quote from suggested vendor.
 - b. Enters requisitions in electronic requisitioning program.

- 2). PURCHASING
 - a. Certifies availability of funds.
 - b. Obtains quotes and selects vendor.
 - c. Attains approval of Administrator and/or C.F.O. as necessary.
 - d. Assigns purchase order number and processes purchase order.
 - e. Encumbers purchase order.
 - f. Mails 2 copies to vendor.

RECEIPT AND PAYMENT

- 1). PURCHASING
 - a. Receives all original PO vouchers and invoices from vendor.
 - b. Submits same to department for certification of receipt.

- 2). DEPARTMENT
 - a. Certifies receipt of goods/services.
 - b. Returns PO vouchers & invoices to Purchasing.

- 3). PURCHASING
 - a. Verifies documentation and posts vouchers to be paid.

- 4). FINANCE
 - a. Prepares Bill List from posted vouchers.
 - b. Verifies approval of Committee.
 - c. Prints and mails checks to vendors.

APPENDIX C

DEPARTMENTAL BUDGETARY ACCOUNT CODES

CHART OF ACCOUNTS ARE REFLECTED IN ONLINE REQUISITIONING AND
BUDGETING SYSTEM

APPENDIX D

NON-BUDGET, GENERAL LEDGER AND

DEDICATED BY RIDER ACCOUNT CODES:

REFLECTED IN BUDGET MANAGEMENT SYSTEM

APPENDIX E

GRANT CODES

REFLECTED IN BUDGET MANAGEMENT SYSTEM

APPENDIX F
Authorized Signatures List

<u>Office/Department</u>	<u>Authorized Signature</u>
Township Committee	Business Administrator
Administration	Business Administrator or Clerk
Clerk	Clerk or Deputy Clerk
Elections	Clerk or Deputy Clerk
Finance	Chief Financial Officer or Asst. CFO
Purchasing	Purchasing Agent or Asst. Purchasing Agent
Assessment	Tax Assessor or Asst. Tax Assessor
Collection	Tax Collector or Deputy Tax Collector
Legal	Administrator, Clerk or C.F.O.
Public Defender	Court Administrator
Engineering	Director of Engineering and Planning
Public Buildings & Grounds	DPW Director, Asst Director or Supervisor
Planning Board	Administrative Officer or Director of Engineering and Planning
Board of Adjustment	Administrative Officer or Director of Engineering and Planning
Shade Tree Commission	Chairperson or Secretary
Publicity & Tourism	Director, Administrator or Clerk
Environmental Commission	Secretary
Maintenance of Motor Vehicles	Director of Public Works or C.F.O.
Historical Preservation Commission	Director of Engineering & Planning or Secretary
Police	Police Chief or Deputy Chief
Code Enforcement	Supervisor or Director of Code/Construction
Emergency Management	Coordinator or Deputy Coordinator(s)
Construction	Construction Official or Asst Director C/C
Roads/Refuse/Recycling	Supervisor or Director of Public Works Or Assistant Director of DPW
Board of Health/Vital Statistics	Registrar or Dep Registrar
Celebration of Public Events	Administrator or Clerk
Recreation	Director
Parks	Director of Public Works or Asst Director
Sewer	Supervisor or Director of Public Works
Municipal Court	Court Administrator or Deputy Court Admin
Library	Library Director
Senior Citizens	Senior Center Director or Deputy Director
DOG Trust Fund	Administrator or Clerk
Public Assistance Fund	CFO or Asst CFO

U.D.A.G. Reciprocal Fund	Business Administrator or CFO
Dev. Application Review Fund	Business Administrator or Clerk
Municipal Escrow Fund	Business Administrator or Clerk
Law Enforcement Trust Fund	Police Chief or Deputy Chief
Unemployment Trust Fund	Chief Financial Officer or Asst. CFO
Miscellaneous Trust Fund	Business Administrator or Clerk
Neptune Municipal Alliance Fund	Coordinator
Community Development	Coordinator or Director of Engineering & Planning
Land Use	Director, Asst Director
Mercantile Licensing	Mercantile License Officer

NOTE: ADMIN or CFO may sign in the absence of any department

APPENDIX G

Neptune Township Travel Policy

1) Purpose:

This document ensures that employee travel is consistent with the business objectives of the Township of Neptune. It also ensures fair and equitable treatment of employees by defining procedures for authorized business travel and guidelines for expense reimbursement.

2) Overview:

A critical balance must be sought when requesting travel. This is the Township's need for cost effectiveness and the employee's need for quality services and support. Employee travel should be via the lowest cost alternative, consistent with good business practices. Neither luxury, nor sub-standard modes of transportation and accommodations should be used.

Employee travel and the expenses associated with it, will be authorized only in circumstances which are clearly consistent with the needs of the Township and the job description and responsibilities of the employee. It will be the responsibility of each department head to ensure that all employee travel meets this objective and that reimbursement made only for actual, reasonable business expenses in connection with authorized travel as defined in this document. In order to maintain control over expenditures, any expense submitted which does not comply with the guidelines of this procedure will not be reimbursed, unless accompanied by a valid exception by the Township Administrator. Expense reports must be submitted in a timely manner.

Limitations on expenses are as described in Negotiated Labor Agreements and the Township Personnel Ordinance. If no limitation is described in the Negotiated Labor Agreements of the Personnel Ordinance, the limits shall be set by this policy or by resolution of the governing body.

All travel must be requested using the official Township "**Travel Authorization Form**" (hereafter referred to as a **TAF.**), signed by the appropriate department head. Subsequent to approval; travel arrangements, including airfare, rental car, lodging and planning of meetings can be coordinated through the appropriate departmental support staff. The township may choose to use a travel management firm to facilitate the procurement of travel.

3) Implementation & Responsibility:

Department Head Responsibilities:

A. Department Heads should be familiar with the current travel policy and inform their departmental staff of Township policy and procedures.

B. Determine if travel is necessary to achieve goal.

C. Approve expenses in accordance with policy.

D. Assure that the Township is paying for training and travel that is relative to the employee's role with the Township and that such training and/or travel will benefit the function of your department.

E. Assure that all discounts and rebates eligible for travel/training are attained.

Employee's Responsibility:

A. Notify support staff or designated travel agent as early as possible of necessary travel arrangements. If you notify the support staff or travel agent of your travel plans thirty (30) days or more in advance, your trip will, in most cases cost considerably less.

B. If travel is requested less than thirty (30) days prior to departure, special permission to travel must be obtained from the Township Administrator.

C. Incur only expenses that are consistent with Township needs, and exercise care in determining appropriate expenditures.

D. When available, use discounted travel arrangements offered by conference sponsors.

E. Submit expense reports as outlined in the expense section on this policy, on a timely basis (within 30 days).

4) Travel Authorization & Approval:

Upon determination that a trip is necessary, a "Travel Authorization Form" must be filled out and signed by department head. This form should then be submitted to the Township Administrator for approval. Once approved, the TAF should be submitted to the CFO for final approval. Upon receiving the TAF back, employee must enter a Requisition for all estimated travel related costs.

5) Air Travel:

A. Air travel will be via the most direct and economical means, accommodating the basic needs of the employee. The employee will submit quotes from airlines and select the lowest fare and routing, determined by examination of all carriers possible within a one (1) hour window before and one (1) hour after, the requested departure/arrival time. **Deviations from the lowest fare must have Administrator approval.**

B. Use of "Non-Refundable" airfares is required. These fares are usually considerably less expensive than refundable un-restricted fares. In most cases, if the travel must change or the trip canceled all together, the funds can be used as a credit toward future travel, less a service charge imposed by the airline. Business class travel is not permitted.

C. Employees choosing to use personal modes of travel between cities serviced by regularly scheduled airlines, will be reimbursed based upon least expensive airfare or actual expenses, whichever is less.

6) Auto Rental:

A. When a rental car is necessary, a recognized national brand should be utilized if available in the travel destination.

B. These car rental agencies will include the collision damage waiver and the personal liability insurance in the price of the daily rental. You must take out the collision damage waiver (CDW). In such a situation, you will be reimbursed at the rate offered by the Rent-A-Car company, or the actual price paid, whichever is less.

C. Employees can request either compact or intermediate size cars. Rentals for other types of cars are not permitted except with Township Administrator approval. Luxury, premium and specialty car rentals will be reimbursed only at the intermediate car rate.

D. Wherever possible, employees must refill gasoline prior to returning rental car for drop off. Gas charges at the rental locations average 50% more than independent filling stations.

7) Personal Auto Reimbursement:

A. Employees are only authorized to use an automobile if they have both a valid drivers license and current comprehensive auto insurance, including liability. If not, the employee is not authorized to travel for the Township.

B. When an employee uses his/her personal automobile on approved Township business, the Township will reimburse at the annual rate adopted by Resolution of the Committee. The Township will also reimburse all actual auto tolls and parking fees, with a receipt.

C. In order to receive reimbursement for mileage, the employee must complete an expense report specifying purpose of trip, point of origin, destination and time of trip.

D. The employee assumes the responsibility for all parking and traffic fines.

8) Lodging:

A. All company authorized accommodations must meet with industry accepted business travel standards with reference to comfort, convenience and cost. You are free to make other arrangements, however **Neptune Township will not reimburse for more than \$175.00 per night** base rate, or the stated "conference rate", unless approved in advance by the Township Administrator. The Administrator, in consultation with the CFO, may set a lodging rate that is lower than \$175.00 per night for programs that will be attended by significant number of employees, such as the League of Municipalities annual conference.

B. Lodging reservations must be placed through the trade show or conference booking office whenever such an offering exists.

C. The employee is responsible for confirming that the rate being charged is also the rate listed on the travel itinerary. Any discrepancies should be reported immediately to the Township.

D. All hotel reservations will be guaranteed to your personal credit card. It is the employee's responsibility to cancel hotel reservations within the hotel cancellation policy time frame. This can be done by contacting the travel agency or the hotel directly. You must obtain a cancellation number when canceling a hotel reservation. **The Township will not reimburse hotel "no-show" fees.**

9) Meals:

A. Actual, reasonable, and necessary costs for meals will be reimbursed. The employee should be guided by what he/she eats at home. Reimbursement may include a gratuity of up to twenty (20%) percent of the bill, before sales tax. Receipts are required for all meals. In no case will the Township reimburse an employee for more than sixty (\$60.00) dollars per day for meals.

B. Non-reimbursable expenses include, but are not limited to: Alcoholic beverages, airline club dues, rental car club membership fees, airline headset rental, in-room movies, fines for traffic violations, insurance on life or personal property while traveling, purchase of clothing and/or other personal items, expenses for family, child, pet, home and property care while on a trip.

10) Transportation

A. Transportation to and from Newark Airport shall be reimbursed at a rate not to exceed \$40.00 each way.

B. Reimbursement for taxi transportation must be accompanied by a receipt.

C. Township will reimburse for airport parking when necessary, at a rate not to exceed \$20.00 per day.

11) Expense Reporting:

The following conditions apply when submitting expense reports:

A. Actual and reasonable expenses are reimbursed in accordance with the provisions of this policy and procedure.

B. Employee must submit expense reports during the week after incurring the expenses, or upon returning to the office, whichever is sooner. Failure to submit expense reports within thirty (30) days will disqualify the employee from receiving reimbursement for expenses incurred while traveling on Township business.

C. Include the following items in, or attached to, the expense report when submitting it for payment:

- 1. Copy of Travel Authorization form signed by department head and Township Administrator**
- 2. Original or copies of receipts for meals, lodging, air or auto transportation, tolls, gasoline, and any other business expenses.**
- 3. Explanation of any deviation from policy, unauthorized vendors, lodging or transportation, and/or charges submitted "in lieu of" normal expenses.**
- 4. All requests for reimbursement must be compiled upon a Township Employee Expense Report and attached to a voucher signed by the employee, the Department Head, the Township Administrator and the Chief Financial Officer.**

APPENDIX H

Neptune Township Cellular Telephone Policy

1) PURPOSE:

This document ensures that employee cellular phone usage is consistent with the business objectives of the Township of Neptune. It also ensures fair and equitable treatment of employees by defining procedures for authorized cellular phone usage and guidelines for reimbursement to the Township for excessive usage.

2) OVERVIEW:

A critical balance must be sought when utilizing a municipally issued cellular telephone. This is the Township's need for cost effectiveness and a need to allow employees access to an effective and efficient communications system.

3) IMPLEMENTATION AND RESPONSIBILITY:

Department Head Responsibilities

- A. Department Heads must be aware of the current cellular telephone policy and inform their staff of the Township policy and procedures.
- B. Determine if cellular telephones assigned to staff members are utilized in accordance with this policy and any other Township policy.
- C. Review and approve cellular telephone bills for staff members.
- D. Advise employees with assigned phones that their phone records, including text messages, must be maintained in accordance with state records retention regulations and may be released based upon an appropriate OPRA, Common Law, or discovery request.

Employees Responsibilities

- A. Utilize Township-issued cellular telephones in accordance with this and any other policy, statute or regulation pertaining to the use of same.
- B. Incur only expenses that are consistent with the Township needs, and exercising care in determining appropriate use.
- C. Submit timely payment to the Township for any and all calls determined to be inconsistent with the terms of this policy or for any use in excess of the program provided by the Township.

4) SPECIFIC ALLOWANCES AND RESTRICTIONS

- A. Cellular phones assigned to staff members are to be utilized for Township related business in connection with the employees' assigned duties.
- B. Cellular phones assigned to staff members are not to be utilized for personal calls.
- C. Using a cellular phone while operating a vehicle is prohibited except where specifically permitted by law (i.e., as part of an emergency response activity).
- D. Employees in possession of a Township cellular phone are required to take appropriate precautions to prevent damage, theft and vandalism of all Township equipment. Employees who are found to have failed to take appropriate precautions may be held responsible for any costs related to the repair or replacement of their assigned telephone.
- E. Department Heads are permitted to utilize assigned telephones for routine and appropriate use within the allowances of their assigned usage program.
- F. The Township Administrator will assign usage programs for all Township-owned telephones based upon specific employee responsibilities.
- G. Assigned phones may be subject to OPRA, Common Law, or discovery requests.

Title VI Nondiscrimination Policy Statement

It is the policy of the Township of Neptune to abide by Title VI of the Civil Rights Act of 1964, Executive Order 12898 for Environmental Justice, Executive Order 13166 for Limited English Proficiency, 23 U.S.C. Section 324, related statutes or Executive Orders, and N.J.A.C. 10:5-31 et seq., all together which provide in part, that:

No person in the United States shall, on the grounds of race, creed, color, national origin, age, ancestry, nationality, gender, disability, religion, affectional or sexual orientation, gender identity or expression, income level or ability to read, write or speak English, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in any program or activity which is administered by the Township, regardless of funding source (i.e. State, Federal Highway Administration, Federal Transit Administration, Federal Railroad Administration or Federal Aviation Administration).

Any person who believes that, because of his or her race, creed, color, national origin, age, ancestry, nationality, gender, disability, religion, affectional or sexual orientation, gender identity or expression, income level or ability to read, write or speak English, he or she has been excluded from participation in any program or activity by the Township of Neptune, or who believes that he or she has been denied any benefits provided by such program or activity, should contact the following office within 180 days from the date of occurrence of any violation of this policy:

Township of Neptune
Equal Employment Opportunity Compliance / Title VI Coordinator
25 Neptune Boulevard
Neptune, NJ 07753

Contact: Courtney Langer
Telephone: 732-988-5200 extension 253
clanger@neptunetownship.org

January 1, 2025

Gina LaPlaca
Township Administrator

Date

Employee Verification of Receipt of Policy:

I certify that I have been provided a copy of the Neptune Township Purchasing policy and that I will adhere to the policies described herein..

Date

Signature

TOWNSHIP OF NEPTUNE

RESOLUTION 25-067

AUTHORIZE AND APPOINT MEMBERS TO A PERSONNEL SUBCOMMITTEE FOR THE GOVERNING BODY

WHEREAS, the governing body of the Township of Neptune desires to create a 2025 Personnel Subcommittee, with representatives from the governing body participating with liaisons to the various departments; and,

WHEREAS, Committeepersons appointed to said Subcommittee shall serve in an advisory capacity and report back to the governing body as a liaison on personnel matters and make recommendations for improvements as stated more fully below; and,

WHEREAS, each Subcommittee, to the extent limited by State Statute and Law, may also serve as a screening committee for personnel matters that need to be decided by the entire governing body.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Neptune that the governing body hereby authorizes a 2025 Personnel Subcommittee, and members as follows:

- Mayor, Robert Lane, Jr.
- Committeeman, Kevin McMillan
- Stephanie Oppegaard, Human Resources Director
- Gina M. LaPlaca, Business Administrator
- Appropriate Department Head
- Committee Liaison to the Department (provided that no more than two elected officials attend any meeting of the Subcommittee)

BE IT FURTHER RESOLVED, that the duties and powers of the Committeepersons on the Personnel Subcommittee shall be as follows:

1. All Committeepersons shall be subject to N.J.S.A. 40A:63-1 *et seq.*, as amended.
2. Committeepersons shall investigate any activity relevant to the Subcommittee.
3. Committeepersons may participate and report back to the governing body on all interviews, hiring and promotion and discipline actions of the department heads or members of management under the jurisdiction of the Subcommittee.
4. Committeepersons shall serve as liaison for communications between the departments under the jurisdiction of the Subcommittee and the governing body.
5. All actions of Committeepersons are subject not only to N.J.S.A. 40A:63-1, but all other NJ Statutes, ordinances and contracts of the Township of Neptune.

TOWNSHIP OF NEPTUNE

RESOLUTION 25-068

ESTABLISH SALARIES FOR PART-TIME POSITIONS NOT COVERED BY CONTRACT

WHEREAS, there exists a number of part-time positions in the Township of Neptune that are not covered by a collective bargaining contract for which the Township Committee desires to establish salaries for years 2025-2027 to coincide with the term of the newly negotiated bargaining unit contracts; and,

WHEREAS, funds will be provided for the first three months of 2025 in the 2025 Temporary Budget in the various salary and wage appropriations and funds for the balance of 2025-2027 will be provided in the Budgets for the years 2025-2027, when finally adopted, and the Chief Financial Officer has so certified in writing; and,

THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Neptune hereby establishes salaries for certain stipend positions not covered by a collective bargaining contract or employment agreement for the years 2025-2027:

<u>Stipend Position</u>	2025	2026	2027
Rent Leveling Board Secretary	\$ 4,700.00	\$ 4,900.00	\$ 5,100.00
Public Agency Compliance Officer	\$ 1,800.00	\$ 1,900.00	\$ 2,000.00
Shade Tree / Environmental Commission Secretary	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00
Mercantile Officer	\$ 9,900.00	\$ 10,300.00	\$ 10,700.00
Assistant Mercantile Officer	\$ 3,500.00	\$ 3,700.00	\$ 3,900.00
Mercantile (Bookkeeper Stipend)	\$ 1,100.00	\$ 1,150.00	\$ 1,200.00
OEM Secretary	\$ 1,800.00	\$ 1,900.00	\$ 2,000.00
OEM Assistant Deputy Coordinator	\$ 4,700.00	\$ 4,900.00	\$ 5,100.00
OEM Deputy Coordinator	\$ 7,000.00	\$ 7,300.00	\$ 7,600.00
OEM Deputy Coordinator (1st)	\$ 8,700.00	\$ 9,100.00	\$ 9,500.00
OEM Coordinator	\$ 9,900.00	\$ 10,300.00	\$ 10,800.00
Alliance Coordinator	\$ 8,350.00	TBD	TBD
Technical Assistant to the Construction Official	\$ 7,100.00	\$ 7,400.00	\$ 7,700.00
2nd Sewer Operator License	\$ 4,700.00	\$ 4,900.00	\$ 5,100.00
Mayor	\$ 12,500.00	\$ 13,000.00	\$ 13,600.00
Township Committee	\$ 10,500.00	\$ 11,000.00	\$ 11,500.00
Medical Director	\$ 6,000.00	\$ 6,300.00	\$ 6,600.00
Land Use Administrator	\$ -	\$ -	\$ -
Assistant Zoning Officer	\$ 4,300.00	\$ 4,500.00	\$ 4,700.00
Sewer Operator	\$ 9,900.00	\$ 10,300.00	\$ 10,800.00
EDC Secretary	\$ 4,700.00	\$ 4,900.00	\$ 5,100.00
Fire Sub-Code Official	\$ 13,800.00	\$ 14,400.00	\$ 15,000.00
Qualified Purchasing Agent	\$ 1,800.00	\$ 1,900.00	\$ 2,000.00
Assistant Director of Code and Construction	\$ 21,600.00	\$ 22,500.00	\$ 23,400.00
Recycling Coordinator	\$ 3,300.00	\$ 3,500.00	\$ 3,700.00
Bi-Lingual	\$ 800.00	\$ 830.00	\$ 860.00
Back Flow Certification	\$ 1,500.00	\$ 1,560.00	\$ 1,620.00
Director of Code and Construction	\$ 7,800.00	\$ 8,200.00	\$ 8,500.00
Playground Safety Inspector	\$ 1,000.00	\$ 1,100.00	\$ 1,200.00
Police Chaplain	\$ 5,200.00	\$ 5,400.00	\$ 5,600.00

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

**TOWNSHIP OF NEPTUNE
RESOLUTION 25-069**

ESTABLISH SALARY FOR MUNICIPAL JUDGE

WHEREAS, Robin Wernik, Municipal Judge, is serving a three-year term and is not covered by a collective bargaining contract; and,

WHEREAS, the Township Committee desires to establish the salary for Judge for the year 2025; and,

WHEREAS, funds will be provided for the first three months of 2025 in the 2025 Temporary Budget and funds for the balance of 2025 will be provided in the Budget for the year 2025, when finally adopted, in the appropriation entitled Municipal Court S&W, and the Chief Financial Officer has so certified in writing; and,

THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Neptune hereby establishes the 2025 annual salary for Robin Wernik, Municipal Judge, as \$69,000.00.

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Chief Financial Officer, Assistant C.F.O. and Human Resources Director.