

**AGENDA**  
**REORGANIZATION MEETING**  
**BOROUGH OF SEA BRIGHT**

**JANUARY 8, 2022 - 10:30 AM**

**BOROUGH OF SEA BRIGHT**

**TO ATTEND THIS MEETING REMOTELY PLEASE USE THE FOLLOWING LINK:**

<https://global.gotomeeting.com/join/149223693>

Dial in: United States: [\(646\) 749-3335](tel:6467493335)

Access Code: 149-223-693

**1. PLEDGE OF ALLEGIANCE**

**2. OPENING STATEMENT**

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

**Good Morning Ladies and Gentlemen. This Meeting Is Now Called to Order: In Line with the Borough of Sea Bright's Longstanding Policy of Open Government, And In Compliance with the "Open Public Meetings Act" I Wish to Advise You That Adequate Notice Of This Regularly Scheduled Meeting Has Been Sent to The Asbury Park Press and Other Local Newspapers on January 4, 2021. In Each Instance, The Date, Time, and Location of This Meeting Were Provided in the Notice. This Meeting Is Open to The Public."**

**3. MOMENT OF SILENCE FOR THE FOLLOWING SEA BRIGHT RESIDENTS WHO PASSED AWAY IN 2021.**

Arlene Baglino  
Elsie Brown  
Jorge Ferrer  
Linda E. Kornblut  
Mark G. Matsikoudis  
Sheila Ravin  
Roland Stoever  
Jamie Sussel Turner  
Grace E. White

**4. INVOCATION: Father Michael Manning – Holy Cross Church**

**5. STATEMENT OF DETERMINATION:**

"A statement of the determination of the Board of County Canvassers relative to the election held in the Borough of Sea Bright, County of Monmouth, on the 2nd day of November, in the year Two Thousand and Twenty-One for the election of **MEMBERS OF BOROUGH COUNCIL in the BOROUGH OF SEA BRIGHT"**

The Board determined that at said election, the following person(s):

***ERWIN BIEBER***  
***WILLIAM J. KEELER***

Were duly elected as **Members of the Borough Council for Full Three (3) Year Terms (January 1, 2022 – December 31, 2024)**

**SWEARING IN / OATHS OF OFFICE**

**MEETING ROLL CALL:**

**BIEBER \_\_\_ BIRDSALL \_\_\_ BOOKER \_\_\_ CATALANO \_\_\_ KEELER \_\_\_ LAMIA \_\_\_**

6. MAYOR BRIAN P. KELLY:

2022 NEW YEAR MESSAGE

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

The following Council Committee Appointments are presented for the year 2022:

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Roll Call: Bieber \_\_\_ Birdsall \_\_\_ Booker \_\_\_ Catalano \_\_\_ Keeler \_\_\_ Lamia \_\_\_

**A. Beach/Capital Plan/Flood Mitigation:**

Chair works with council committee to recommend policy and oversee operations and maintenance of the beach, including serving as liaison to the Dune Community Advisory Committee; Chair works with council committee to prioritize and oversee implementation of capital projects and oversee implementation of flood mitigation efforts. Serves as liaison to Flood Community Advisory Committee.

- Samuel A. Catalano, Chair
- John M. Lamia, Jr.
- Kevin Birdsall

**B. Court/Public Safety:**

Chair works with council committee, Public Safety Director and Fire Chief to oversee and recommend policy for borough public safety functions, including the Police Department, Fire Department, First Aid, Emergency Management and Water Safety and the Municipal Court.

- William J. Keeler, Chair
- Jefferey M. Booker, Sr.
- John M. Lamia, Jr.

**C. Administration/Shared Services:**

Chair oversees administration including Personnel and Code Enforcement, also oversees all shared services.

- Erwin Bieber, Chair
- Kevin Birdsall
- Jefferey M. Booker, Sr.

**D. Finance/Insurance/Grants:**

Chair works with council committee and CFO and department heads to oversee budget and financial operations, monitor insurance premiums and coverage and coordinate the timely application for future grant possibilities.

- Jefferey M. Booker, Sr., Chair
- William J. Keeler
- Erwin Bieber

**E. Public Works/Building Department/Beautification:**

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

- **Kevin Birdsall, Chair**
- **Samuel A. Catalano**
- **William J. Keeler**

**F. Library/Recreation/Public Relations:**

Chair of Library serves as liaison to the Library Advisory Committee. Chair of Recreation serves as liaison to the Recreation Advisory Committee. Public Relations Chair works with advisory committee and oversees the website, newsletter, Sea Bright 365 and promotions.

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

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

The following Mayor’s Blue Ribbon Committee Appointments are presented for the year 2022:

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Roll Call:** Bieber \_\_\_ Birdsall \_\_\_ Booker \_\_\_ Catalano \_\_\_ Keeler \_\_\_ Lamia \_\_\_

**A. Sea Bright Educational Issues:**

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

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

**9. COMMUNITY ADVISORY COMMITTEES:  
Chapter 3. Administrative Code §3-7. Committees (C.)**

The following Community Advisory Committee Appointments are presented for the year 2022:

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Roll Call:** Bieber \_\_\_ Birdsall \_\_\_ Booker \_\_\_ Catalano \_\_\_ Keeler \_\_\_ Lamia \_\_\_

**A. Beautification:**

Oversees seasonal plantings and decorations in public spaces and at public buildings, raises funds to offset costs for Beautification Trust Fund.

- **KEVIN BIRDSALL, Liaison**
- Peggy Bills
- Christina Doxey
- Diane Kaplan

- Frank Lawrence
- Nancy Mulheren
- Barbara Nadler
- Joann Sheridan

**B. Dune Restoration Committee:**

Oversees maintenance of dunes including annual plantings, public education about Dunes and fundraising to offset costs.

- **SAMUEL A. CATALANO, Liaison**
- Chris Cappillo
- Sue DiMassa
- MaryBeth Lederman
- Paulette Sakariassen
- Ira Schussheim
- Karolyn Stevens Wray

**C. Library:**

Oversees library programming and improvements, raises funds to offset costs for Library Trust Fund.

- **JOHN M. LAMIA, Jr., Liaison**
- Peggy Bills
- MaryAnn Chevalier
- Elizabeth DeGiulio
- Joan Neuhoff
- Robert Reid
- Margaret Saxton
- Liz Von Ziegesar

**D. Recreation:**

Oversees recreation programming for residents of all ages, raises funds to offset costs for the Recreation Trust Fund.

- **JOHN M. LAMIA, Jr., Liaison**
- Peggy Bills
- Linda Blevins
- Don Klein
- Susana Markson
- Felecia Stratton
- Robert Long

**E. Safety and Loss Committee:**

Comprised of borough officials from all departments, the committee meets regularly to review procedures to improve safety and reduce losses through insurance claims.

- **WILLIAM J. KEELER, Liaison**
- Brian P. Kelly, Mayor
- Borough Administrator
- Police Chief Brett Friedman
- Charles R. Murphy, Jr.
- David Bahrle
- Felecia Stratton
- Daniel Drogin
- Recreation Director
- Monmouth County Regional Health Commission Representative

**F. Green Team Committee:**

The Green Team is a permanent advisory committee created by Ordinance 04-2016 to recommend and implement sustainable practices for the Borough, according to Chapter 48, "Sustainable Sea Bright Advisory Committee" in the code of the Borough of Sea Bright.

- **KEVIN BIRDSALL, Liaison**
- Brian P. Kelly, Mayor
- John M. Lamia, Jr., Councilman
- Marc A. Leckstein, Planning Board Member
- Christine Pfeiffer, Borough Clerk
- Michelle Ketcham, Deputy Clerk
- Brett Friedman, Police Chief
- Elizabeth DiGiulio, Elected Representative, Shore Regional School Board
- Felecia Stratton, Citizen Member
- Melissa D’Anna, Business Owner
- Susana Markson, Mayor's designee

**G. Public Relations Advisory Committee**

Oversees promotion and marketing of Sea Bright inside and outside of the community via Sea Bright 365 initiatives. Assists, where needed, with Borough newsletter and social media. Raises funds for the Public Relations Trust Fund.

- **JOHN M. LAMIA, JR., Liaison**
- Joann Bieber
- Linda Blevins
- Tyler Descenza
- Kristine Kelly
- Adrianna Polony-Sands
- Felecia Stratton

**H. Flood Mitigation Advisory Committee**

Oversees efforts within Sea Bright to mitigate flooding issues.

- **SAMUEL A. CATALANO, Liaison**
- Charles H. Rooney III
- Gregory S. Blash, P.E.
- David Hoder, P.E.
- Kevin Birdsall

**10. APPOINTMENTS FOR 2022:**

**ONE YEAR TERMS:**

**RES. NO. 01-2022** Appointment of **2022 Council President, William J. Keeler**

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Roll Call:** Bieber \_\_\_ Birdsall \_\_\_ Booker \_\_\_ Catalano \_\_\_ Keeler \_\_\_ Lamia \_\_\_

**RES. NO. 02-2022** Appointment of **Borough Attorney, Roger McLaughlin, Esquire  
McLaughlin Stauffer & Shaklee, P.C.**

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Roll Call:** Bieber \_\_\_ Birdsall \_\_\_ Booker \_\_\_ Catalano \_\_\_ Keeler \_\_\_ Lamia \_\_\_

RES. NO. 03-2022 Appointment of **Special Conflicts Counsel, Victoria A. Flynn, Esquire Hill Wallack LLP**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Roll Call: Bieber \_\_\_ Birdsall \_\_\_ Booker \_\_\_ Catalano \_\_\_ Keeler \_\_\_ Lamia \_\_\_

RES. NO. 04-2022 Appointment of **Special Counsel Educational Matters: Porzio, Bromberg & Newman, Kerri A. Wright**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Roll Call: Bieber \_\_\_ Birdsall \_\_\_ Booker \_\_\_ Catalano \_\_\_ Keeler \_\_\_ Lamia \_\_\_

RES. NO. 05-2022 Appointment of **Special Counsel for Redevelopment Matters: Bathgate, Wegener & Wolf, William J. Wolf, Esquire**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Roll Call: Bieber \_\_\_ Birdsall \_\_\_ Booker \_\_\_ Catalano \_\_\_ Keeler \_\_\_ Lamia \_\_\_

RES. NO. 06-2022 Appointment of **Borough Auditor, Robert W. Allison, RMA Holman Frenia Allison, PC**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Roll Call: Bieber \_\_\_ Birdsall \_\_\_ Booker \_\_\_ Catalano \_\_\_ Keeler \_\_\_ Lamia \_\_\_

RES. NO. 07-2022 Appointment of **Borough Engineer, Gregory S. Blash, Leon S. Avakian, Inc.**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Roll Call: Bieber \_\_\_ Birdsall \_\_\_ Booker \_\_\_ Catalano \_\_\_ Keeler \_\_\_ Lamia \_\_\_

RES. NO. 08-2022 Appointment of **Borough Planner, Jennifer Beahm, Leon S. Avakian, Inc.**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Roll Call: Bieber \_\_\_ Birdsall \_\_\_ Booker \_\_\_ Catalano \_\_\_ Keeler \_\_\_ Lamia \_\_\_

RES. NO. 09-2022 Appointment of **Borough Consulting Engineers** as follows:  
**CME Associates, Gregory R. Valesi**  
**Colliers Engineering & Design, William White**  
**French & Parrello Associates, Keith B. Smith**  
**Hoder Associates, David Hoder**  
**Pennoni Associates, Inc. Drew Di Sessa**  
**Remington & Vernick Engineers, James Oris & Jeffery Fedorchak**  
**T&M Associates, Francis Mullan**  
**Van Cleef Engineering Associates, Millis J. Looney**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Roll Call: Bieber \_\_\_ Birdsall \_\_\_ Booker \_\_\_ Catalano \_\_\_ Keeler \_\_\_ Lamia \_\_\_

RES. NO. 10-2022 Appointment of **Borough Prosecutor, William G. McGuinn, Esq., Hoagland, Longo, Moran, Dunst LLP**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Roll Call: Bieber \_\_\_ Birdsall \_\_\_ Booker \_\_\_ Catalano \_\_\_ Keeler \_\_\_ Lamia \_\_\_

RES. NO. 11-2022 Appointment of **Alternate Borough Prosecutor, Susan L. Solda De Simone, Esquire Law office of Susan L. Solda DeSimone**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Roll Call: Bieber \_\_\_ Birdsall \_\_\_ Booker \_\_\_ Catalano \_\_\_ Keeler \_\_\_ Lamia \_\_\_

RES. NO. 12-2022 Appointment of **Public Defender, Robert J. Holden, Esquire, Robert J. Holden, Esquire, LLC**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Roll Call: Bieber \_\_\_ Birdsall \_\_\_ Booker \_\_\_ Catalano \_\_\_ Keeler \_\_\_ Lamia \_\_\_

RES. NO. 13-2022 Appointment of **Bond Counsel, John Draikiwicz, Esquire, Gibbons. P.C.**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Roll Call: Bieber \_\_\_ Birdsall \_\_\_ Booker \_\_\_ Catalano \_\_\_ Keeler \_\_\_ Lamia \_\_\_

RES. NO. 14-2022 Appointment of **Labor Attorney, Bruce Padula, Esquire, Cleary, Giacobbe, Alfieri, Jacobs, LLC**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Roll Call: Bieber \_\_\_ Birdsall \_\_\_ Booker \_\_\_ Catalano \_\_\_ Keeler \_\_\_ Lamia \_\_\_

RES. NO. 15-2022 Appointment of **Tax Appeal Attorney, Salvatore Alfieri, Esquire Cleary, Giacobbe, Alfieri, Jacobs, LLC**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Roll Call: Bieber \_\_\_ Birdsall \_\_\_ Booker \_\_\_ Catalano \_\_\_ Keeler \_\_\_ Lamia \_\_\_

RES. NO. 16-2022 Appointment of **Special Tax Appeal Attorney, Martin Allen, Esquire DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C. (Beach Club Appeals)**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Roll Call: Bieber \_\_\_ Birdsall \_\_\_ Booker \_\_\_ Catalano \_\_\_ Keeler \_\_\_ Lamia \_\_\_

**RES. NO. 17-2022 Appointment of Risk Manager, Brown and Brown, Metro, Inc. Broker/Consultant for the "Monmouth County Joint Insurance Fund"**

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Roll Call:** /Bieber \_\_\_ Birdsall \_\_\_ Booker \_\_\_ Catalano \_\_\_ Keeler \_\_\_ Lamia \_\_\_

**RES. NO. 18-2022 Appointment of Flood Insurance Broker, E.F. Mason Agency**

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Roll Call:** Bieber \_\_\_ Birdsall \_\_\_ Booker \_\_\_ Catalano \_\_\_ Keeler \_\_\_ Lamia \_\_\_

**RES. NO. 19-2022 Appointment of Council Liaison to the Planning Board, Erwin Bieber**

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Roll Call:** Bieber \_\_\_ Birdsall \_\_\_ Booker \_\_\_ Catalano \_\_\_ Keeler \_\_\_ Lamia \_\_\_  
*Abstain*

**RES. NO. 20-2022 2022 BOROUGH COUNCIL MEETING SCHEDULE**

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Roll Call:** Bieber \_\_\_ Birdsall \_\_\_ Booker \_\_\_ Catalano \_\_\_ Keeler \_\_\_ Lamia \_\_\_

**11. CONSENT AGENDA:**

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Roll Call:** Bieber \_\_\_ Birdsall \_\_\_ Booker \_\_\_ Catalano \_\_\_ Keeler \_\_\_ Lamia \_\_\_

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

- Res. No. 21-2022 APPOINTING MAYOR BRIAN KELLY AS COMMUNITY DEVELOPMENT BLOCK GRANT REPRESENTATIVE and WILLIAM J. KEELER, AS THE ALTERNATE REPRESENTATIVE**
- Res. No. 22-2022 APPOINTMENTS TO THE BOROUGH'S SPECIAL EVENTS COMMITTEE**
- Res. No. 23-2022 DESIGNATING PUBLIC AGENCY COMPLIANCE OFFICER BOROUGH OF SEA BRIGHT JOSEPH L. VERRUNI**
- Res. No. 24-2022 OFFICIAL NEWSPAPERS**
- Res. No. 25-2022 AWARD OF A FAIR AND OPEN CONTRACT MUNICIPAL FINANCIAL ADVISOR - NW FINANCIAL GROUP, LLC**
- Res. No. 26-2022 SHARED SERVICE AGREEMENT FOR CODE ENFORCEMENT VEHICLE**
- Res. No. 27-2022 OFFICIAL DEPOSITORIES**
- Res. No. 28-2022 INTEREST ON DELINQUENT TAXES, SEWER AND OTHER MUNICIPAL CHARGES**



- Res. No. 29-2022 ANNUAL FEE SCHEDULES
- Res. No. 30-2022 POLICE SPECIAL DUTY RATES FOR 2022
- Res. No. 31-2022 PETTY CASH FUNDS and CHANGE FUNDS
- Res. No. 32-2022 2022 CASH MANAGEMENT PLAN
- Res. No. 33-2022 ADOPT THE REGULATIONS OF PL 2016, CH 29 – ELECTRONIC FUNDS TRANSFER AND VENDOR CERTIFICATIONS (N.J.A.C 5:30-PA.6)
- Res. No. 34-2022 TEMPORARY BUDGET APPROPRIATIONS

**12. APPROVAL OF BOROUGH EMPLOYEES/APPOINTMENTS FOR 2022:  
Chapter 3. Administrative Code §3-5. (B.) Mayor Appointments with  
Council Confirmation (Salaries set by Ordinance)**

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Roll Call:** Bieber \_\_\_ Birdsall \_\_\_ Booker \_\_\_ Catalano \_\_\_ Keeler \_\_\_ Lamia \_\_\_

**The following Employees/Appointments are presented for the year 2022:**

- **BOROUGH CLERK** Christine Pfeiffer
- **BOROUGH DEPUTY CLERK** Michelle Ketcham
- **PLANNING BOARD SECRETARY/SPECIAL EVENTS SECRETARY/  
ADMINISTRATIVE ASSISTANT** Candace Mitchell
- **BEACH MANAGER** Don Klein
- **BOARD OF HEALTH SECRETARY** Patricia Spahr
- **ADMIN ASSISTANT/SPECIAL PROJECTS** Frank Lawrence
- **SECRETARY & TECHNICAL ASSISTANT, CONSTRUCTION DEPARTMENT**  
Karen DiBerardino
- **PART-TIME BUILDING DEPARTMENT SECRETARY** Nancy O’Neil
- **CONSTRUCTION OFFICIAL/BUILDING SUBCODE OFFICIAL**  
Edward Wheeler
- **HOUSING INSPECTOR/CODE ENFORCEMENT  
OFFICER/FIRE INSPECTOR/FIRE SUB-CODE OFFICIAL** Thomas Haege
- **FLOOD PLAIN MANAGER, PLANNER,  
ZONING OFFICER, CRS COORDINATOR** John Mele, Colliers Consulting
- **BUILDING INSPECTOR** Jeff Losacco
- **ELECTRICAL SUBCODE OFFICIAL** Jay Everard
- **PLUMBING SUBCODE OFFICIAL** James Ammaturo

- **FINANCE MANAGER:** Khristi Jacobs
- **CHIEF FINANCIAL OFFICER** Michael Bascom
- **OFFICIAL TAX SEARCHER** Patricia M. Spahr
- **OFFICIAL ASSESSMENT SEARCHER** Christine Pfeiffer
- **PUBLIC OFFICER FOR ABANDONED PROPERTIES** Thomas Haege
- **DIRECTOR OF PUBLIC WORKS** David Bahrle
- **DEPUTY DIRECTOR OF PUBLIC WORKS & RIGHT TO KNOW AND SAFETY COORDINATOR/ RECYCLING COORDINATOR** Shawn Thomas
- **PUBLIC WORKS MAINTENANCE** Joseph Eskridge  
Randall Allen
- **TAX/SEWER UTILITY COLLECTOR** Patricia M. Spahr
- **LIBRARY DIRECTOR** Jane Farmer
- **LIBRARY PROGRAM DIRECTOR** Alessandra Scalgione
- **LIBRARY ASSISTANTS** Deanna Andriola  
Patricia McCory  
Rosemary Gance
- **RECREATION DIRECTOR** Don Klein
- **REGISTRAR** (Three-year terms: 1/1/20 – 12/31/22) Candace Mitchell
- **DEPUTY REGISTRAR** Michelle Ketcham
- **ALTERNATE DEPUTY REGISTRAR** Karen DiBerardino
- **ALTERNATE DEPUTY REGISTRAR** Christine Pfeiffer
- **CERTIFIED COURT ADMINISTRATOR** Carol Smith
- **BOROUGH PHYSICIAN** Monmouth Medical Center Occupational Health
- **SPECIAL EVENTS COMMITTEE** (General Code: §179-3)  
Councilmember, John M. Lamia, Jr.  
Alternate Councilmember, Kevin Birdsall  
Borough Business Owner, Melissa D'Anna  
Borough Resident, Susana Markson  
Brian P. Kelly, Mayor  
Joseph L. Verruni, Administrator or Christine Pfeiffer, Clerk  
Brett Friedman, Police Chief  
David Bahrle/Shawn Thomas, Public Works  
Don Klein, Recreation Director  
John Arias, Police Captain  
Candace Mitchell, Committee Secretary  
Monmouth County Regional Health Commission Representative

- **REPRESENTATIVES TO MONMOUTH COUNTY MUNICIPAL JOINT INSURANCE FUND**

William J. Keeler, Councilmember  
Joseph Verruni, Alternate

- **FIRE DEPARTMENT LINE OFFICERS** (General Code: §20-3)

Department Chief: Charles Murphy, Jr.  
Assistant Chief: Charles Rivera  
Captain: Scott Shanker  
First Lieutenant: Nicholas Luiten  
Second Lieutenant: James Corrao  
Third Lieutenant: Shawn Reu

- **PROBATIONARY DRIVERS**

Murphy Jr, Charles R  
Estelle, David  
Naclerio, Ryan  
Rivera, Charles F  
Shanker, Scott  
Susser, Jeremy  
Perrin, Benjamin  
Drogin, Daniel P  
Greco, Michael  
Carney, Daniel  
Murphy, Andrew B  
Corrao, James  
Covert, Kevin  
Curreri, John  
Pabon, Luciano  
Luiten, Nick J  
Greco, Matthew  
Simon, Jake  
Alvator, Robert E  
Child, Brad  
Reu, Shawn  
Burbank, Cody  
Glietz, Christopher  
Forsman, James G  
Rock, Aaron  
Marelli, Sean  
Eyerkuss, Robert  
Campbell, Stephen  
Faustini, Vincent  
Cirz, Nicholas A  
Covert, David  
Simons, Nicholas  
Berry, Darren  
Gandolfo, Anthony J  
Kegley, Robert  
Ciaglia, Angelo  
Trivett, William  
Eskridge, Joseph

Mason, Patrick S  
Sonnenfeld, Justin L  
Santore, Frank  
Colalilo, Nicholas  
Hubbard, Nick  
Hagenberg, Andrew J

- **FIRE DEPARTMENT – ENGINEER**

David Estelle - Chief  
James Forsman – Assistant Chief

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

Daniel Drogin, Captain (01/01/2019 - 12/31/2023)  
David Estelle (01/01/2019 - 12/31/2023)  
Patrick Mason Jr. (01/01/2021 - 12/31/2025)  
Joseph Eskridge (01/01/2021 - 12/31/2025)  
C. Read Murphy (01/01/2021 - 12/31/2025)

- **PURCHASING AGENTS – FIRE DEPARTMENT**

Charles Murphy, Jr  
Charles Rivera

- **POLICE OFFICERS**

Brett M. Friedman, Chief  
John Arias, Captain  
James A. McCue, Jr., Lieutenant  
Charles R. Murphy, Jr., Det. Sergeant  
Richard A. Huegel, Jr., Det. Sergeant  
Christopher Fisler, Sergeant  
Erich Bennett, Corporal  
Andrew Hendricks, Patrolman  
Michael Morgan, Patrolman  
Ty Manning, Patrolman  
Sean Marelli, Patrolman

- **CLASS II SPECIAL POLICE OFFICERS**

Robert Alvator  
Ryan D. Lauer  
Tyler J. Schick  
Hunter J. Manning  
Andrew E. Balina  
Madison E. Taylor  
Nicholas E. Turi  
Alexa N. Susino  
Dana R. McQuade  
Stanley J. Wojdylak  
Kyle P. Walker

- **CLASS I SPECIAL POLICE OFFICER**

Emilee Skillman  
Gianna R. Gonzalez

• **EMERGENCY MANAGEMENT**

**Coordinator: 3-year term**

Brian P. Kelly (08/01/2020 – 12/31/2022)

**Deputy Coordinators: 3-year term**

Daniel Drogin (01/01/20 – 12/31/22)

Ryan B. Murphy (01/01/20 – 12/31/22)

• **LOCAL EMERGENCY MANAGEMENT COUNCIL**

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

**13. ADJOURNMENT**

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Roll Call:** Bieber \_\_\_ Birdsall \_\_\_ Booker \_\_\_ Catalano \_\_\_ Keeler \_\_\_ Lamia \_\_\_

**RESOLUTION NO. 01-2022**  
**APPOINTING 2022 COUNCIL PRESIDENT**  
**WILLIAM J. KEELER**

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, that Councilman William J. Keeler be and is hereby elected as "**President**" of said Council for a one-year term commencing January 1, 2022; and

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

1. William J. Keeler, Council President

Roll Call:     Bieber,   Birdsall,   Booker,   Catalano,   Keeler,   Lamia

January 8, 2022

**CERTIFICATION**

I, Christine Pfeiffer, Borough Clerk do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 8, 2022.

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Christine Pfeiffer, Borough Clerk

**RESOLUTION NO. 02-2022**  
**AWARD OF A FAIR AND OPEN CONTRACT**  
**BOROUGH ATTORNEY, ROGER McLAUGHLIN**  
**McLAUGHLIN STAUFFER & SHAKLEE, PC**

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

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

**WHEREAS**, a request for proposals for Borough Attorney was posted and advertised in the Asbury Park Press to be received on December 10, 2021; and,

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

**WHEREAS**, three proposals for Borough Attorney were received on December 10, 2021 and evaluated by the Governing Body with due consideration as to qualifications, experience, compensation and other factors and criteria; and

**WHEREAS**, the qualifying proposal submitted by McLaughlin, Stauffer & Shaklee, PC, of Wall Township, New Jersey is being considered for the term of one year (January 1, 2022 - December 31, 2022) at a rate not to exceed \$150.00 per hour; and

**CERTIFICATION OF FUNDS**

I, Michael J. Bascom, Chief Financial Officer, hereby certify that based on the amount of funds expended in the prior year for these services, it is estimated that the total 2022 appropriation for this contract will be \$100,000.00, said amount subject to unforeseen decreases or increases in litigation and other legal matters. Funds will be provided for in the 2022 Temporary Budget and in the Budget for the year 2022, when finally adopted, in the appropriation entitled Legal #2-01-20-155-000.

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**Michael J. Bascom**

**NOW THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey do hereby authorize the Mayor and Borough Clerk to execute a contract with **ROGER McLAUGHLIN of the Law Firm of McLAUGHLIN STAUFFER & SHAKLEE, PC** to serve as the Borough Attorney for (1) one-year term commencing January 1, 2022 through December 31, 2022 pursuant to the rate and terms set forth in the submitted proposal; and

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

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

Roll Call: Bieber, Birdsall, Booker, Catalano, Keeler, Lamia

January 8, 2022

**CERTIFICATION**

I, Christine Pfeiffer, do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 8, 2022.

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Christine Pfeiffer, Borough Clerk

**RESOLUTION NO. 03-2022**  
**AWARD OF A FAIR AND OPEN CONTRACT**  
**SPECIAL/CONFLICTS COUNSEL**  
**HILL WALLACK LLP**

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

**WHEREAS**, there exists a need to appoint a qualified individual to serve as Special/Conflicts Council within the Borough of Sea Bright to provide services that cannot be addressed by the Borough Attorney; and

**WHEREAS**, a request for proposals for Special/Conflicts Counsel was posted and advertised in the Asbury Park Press to be received on December 10, 2021; and,

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

**WHEREAS**, in connection therewith, four (4) proposals for Special/Conflicts Counsel were received on December 10, 2021 and evaluated by the Governing Body with due consideration as to qualifications, experience, compensation and other factors and criteria; and

**WHEREAS**, the qualifying proposal submitted by Victoria A. Flynn, Hill Wallack LLP of Red Bank, New Jersey is being considered for the term of one year (January 1, 2022 - December 31, 2022) at a rate not to exceed \$165.00 per hour; and

**CERTIFICATION OF FUNDS**

I, Michael J. Bascom, CFO, hereby certify that funds will be provided for this purpose by resolution at the time special conflict services are required in the appropriation entitled Legal #2-01-20-155-000.

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**Michael J. Bascom**

**NOW THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey do hereby authorize the Mayor and Borough Clerk to execute a contract with **Victoria A. Flynn, Hill Wallack LLP** of Red Bank, New Jersey to serve as the Special/Conflicts Counsel for (1) one-year term commencing January 1, 2022 through December 31, 2022 pursuant to the rate and terms set forth in the submitted proposal; and

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

1. Victoria A. Flynn, Hill Wallack LLP
2. Finance Manager

Roll Call: Bieber, Birdsall, Booker, Catalano, Keeler, Lamia

January 8, 2022

**CERTIFICATION**

I, Christine Pfeiffer, do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 8, 2022.

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Christine Pfeiffer, Borough Clerk



**RESOLUTION NO. 04-2022**  
**AWARD OF A FAIR AND OPEN CONTRACT**  
**SPECIAL COUNSEL FOR EDUCATIONAL ISSUES**  
**Porzio, Bromberg & Newman, P.C.**

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

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

**WHEREAS**, a request for proposals for the above-mentioned professional service was posted and advertised in the Asbury Park Press to be received on December 10, 2021; and,

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

**WHEREAS**, two proposals for Special/Conflicts Counsel for Educational Issues were received on December 10, 2021 and evaluated by the Governing Body with due consideration as to qualifications, experience, compensation and other factors and criteria; and

**CERTIFICATION OF FUNDS:**

I, Michael J. Bascom, Chief Financial Officer, hereby certify that based on the amount of funds expended in the prior year for these services, it is estimated that the total 2022 appropriation for this contract will be \$20,000.00, said amount subject to unforeseen decreases or increases in litigation and other legal matters. Funds will be provided for in the 2022 Temporary Budget and in the Budget for the year 2022, when finally adopted, in the appropriation entitled Legal #2-01-20-155-000.

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**Michael J. Bascom, CFO**

**NOW THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey do hereby authorize the Mayor and Borough Clerk to execute a contract with **KERRI A. WRIGHT of the firm Porzio, Bromberg & Newman, P.C.** for Special Counsel for litigation relating to educational matters for a one (1) year term commencing January 1, 2022 through December 31, 2022 pursuant to the rate and terms set forth in the submitted proposal; and

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

1. Kerri A. Wright
2. Finance Manager

Roll Call: Bieber, Birdsall, Booker, Catalano, Keeler, Lamia

January 8, 2022

**CERTIFICATION**

I, Christine Pfeiffer, Borough Clerk do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 8, 2022.

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Christine Pfeiffer, Borough Clerk

**RESOLUTION NO. 05-2022**  
**AWARD OF A FAIR AND OPEN CONTRACT**  
**WILLIAM J. WOLF, ESQ.**  
**SPECIAL COUNSEL FOR REDEVELOPMENT**

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

**WHEREAS**, there exists a need to retain the services of a Special Counsel to provide legal counsel on any area in need of redevelopment within the Borough and on proposals received in connection therewith; and,

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

**WHEREAS**, a request for proposals for the above-mentioned professional service was posted and advertised in the Asbury Park Press to be received on December 10, 2021; and,

**WHEREAS**, two proposals for Special Counsel for Redevelopment issues were received on December 10, 2021 and evaluated by the Governing Body with due consideration as to qualifications, experience, compensation and other factors and criteria; and

**WHEREAS**, the proposal received from William J. Wolf of Bathgate, Wegener & Wolf, P.C. is being considered for the term of one year commencing January 1, 2022 through December 31, 2022 at the rate of \$225.00 per hour; and

**CERTIFICATION OF FUNDS**

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

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**Michael J. Bascom**

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, does hereby award a professional service contract to William J. Wolf of Bathgate, Wegener & Wolf, P.C. of Lakewood, New Jersey to serve as legal counsel on redevelopment and related proposals within the Borough for a one (1) year term commencing January 1, 2022 through December 31, 2022 pursuant to the rate and terms set forth in the submitted proposal; and

**BE IT FURTHER RESOLVED** that the Mayor and Borough Clerk are hereby authorized and directed to execute an agreement for the provision of such professional services, a copy of which shall be maintained by the Borough Clerk; and

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

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

Roll Call: Bieber, Birdsall, Booker, Catalano, Keeler, Lamia

January 8, 2022

**CERTIFICATION**

I, Christine Pfeiffer, Borough Clerk do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 8, 2022.

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Christine Pfeiffer, Borough Clerk

**RESOLUTION NO. 06-2022**  
**AWARD OF A FAIR AND OPEN CONTRACT**  
**BOROUGH AUDITOR - ROBERT W. ALLISON, RMA**  
**HOLMAN FRENIA ALLISON, P.C.**

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

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

**WHEREAS**, a request for proposals for Borough Auditor was posted and advertised in the Asbury Park Press to be received on December 10, 2021; and,

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

**WHEREAS**, one proposal for Borough Auditor was received on December 10, 2021 and evaluated by the Governing Body with due consideration as to qualifications, experience, compensation and other factors and criteria; and

**WHEREAS**, the proposal received from Holman Frenia Allison, P.C. of Freehold, New Jersey is being considered for the term of one year commencing January 1, 2022 through December 31, 2022 at a rate not to exceed \$200.00 per hour; and

**CERTIFICATION OF FUNDS:**

I, Michael J. Bascom, CFO, do hereby certify that funds will be provided in the 2022 Temporary Budget in the Budget for the year 2022, when finally adopted in the amount of \$45,000.00 in the appropriation entitled Audit Service #2-01-20-135-000 and Finance #2-01-20-130-000.

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**Michael J. Bascom**

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, does hereby award a professional service contract to **Robert W. Allison, CPA, RMA, PSA of HOLMAN FRENIA ALLISON, P.C.** to serve as Borough Auditor for one year commencing January 1, 2022 through December 31, 2022 pursuant to the rate and terms set forth in the submitted proposal; and

**BE IT FURTHER RESOLVED** that the Mayor and Borough Clerk are hereby authorized and directed to execute an agreement for the provision of such professional service, a copy of which shall be maintained by the Borough Clerk; and

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

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

Roll Call: Bieber, Birdsall, Booker, Catalano, Keeler, Lamia

January 8, 2022

**CERTIFICATION**

I, Christine Pfeiffer, do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 8, 2022.

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Christine Pfeiffer, Borough Clerk

**RESOLUTION NO. 07-2022**  
**AWARD OF A FAIR AND OPEN CONTRACT**  
**BOROUGH ENGINEER**  
**LEON S. AVAKIAN, INC.**

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

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

**WHEREAS**, a request for proposals for Borough Engineer was posted and advertised in the Asbury Park Press to be received on December 10, 2021; and,

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

**WHEREAS**, five proposals for Borough Engineer were received on December 10, 2021 and evaluated by the Governing Body with due consideration as to qualifications, experience, compensation and other factors and criteria; and

**WHEREAS**, the proposal received from Gregory S. Blash, Leon S. Avakian, Inc. of Neptune, New Jersey is being considered for the term of one year (January 1, 2022 - December 31, 2022) at a rate not to exceed \$170.00 per hour; and

**CERTIFICATION OF FUNDS**

I, Michael J. Bascom, Chief Financial Officer, hereby certify that based on the amount of funds expended in the prior year for these services, it is estimated that the total 2022 appropriation for this contract will be \$65,000.00, said amount subject to unforeseen decreases or increases in engineering matters. Funds will be provided for in the 2022 Temporary Budget and in the Budget for the year 2022, when finally adopted, in the appropriation entitled Engineer #2-01-20-165-000.

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**Michael J. Bascom, CFO**

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, does hereby award a professional service contract to **Gregory S. Blash of Leon S. Avakian, Inc.** to serve as Borough Engineer for one year commencing January 1, 2022 through December 31, 2022 pursuant to the rates and terms set forth in their proposal; and

**BE IT FURTHER RESOLVED** that the Mayor and Borough Clerk are hereby authorized and directed to execute an agreement for the provision of such professional service, a copy of which shall be maintained by the Borough Clerk.

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

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

Roll Call: Bieber, Birdsall, Booker, Catalano, Keeler, Lamia

January 8, 2022

**CERTIFICATION**

I, Christine Pfeiffer, do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 8, 2022.

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Christine Pfeiffer, Borough Clerk

**RESOLUTION NO. 08-2022**  
**AWARD OF A FAIR AND OPEN CONTRACT**  
**BOROUGH PLANNER, LEON S. AVAKIAN, INC.**

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

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

**WHEREAS**, the request for proposals for Borough Planner was posted and advertised in the Asbury Park Press to be received on December 10, 2021; and,

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

**WHEREAS**, five proposals for Borough Planner were received on December 10, 2021 and evaluated by the Governing Body with due consideration as to qualifications, experience, compensation and other factors and criteria; and

**WHEREAS**, the proposal received from Jennifer Beahm, Leon S. Avakian, Inc. of Neptune, New Jersey is being considered for the term of one year commencing January 1, 2022 through December 31, 2022 at the rate of \$155.00 per hour; and

**CERTIFICATION OF FUNDS:**

I, Michael J. Bascom, Chief Financial Officer, hereby certify that based on the amount of funds anticipated for these services, it is estimated that the total 2022 appropriation for this contract will not exceed \$15,000.00. Funds will be provided for in the 2022 Temporary Budget and in the Budget for the year 2022, when finally adopted, in the appropriation entitled Engineer #2-01-21-180-228.

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**Michael J. Bascom, CFO**

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, does hereby award a professional service contract to **Jennifer Beahm of Leon S. Avakian, Inc.** to serve as Borough Planner for one year commencing January 1, 2022 through December 31, 2022 pursuant to the rates and terms set forth in the submitted proposal; and

**BE IT FURTHER RESOLVED** that the Mayor and Borough Clerk are hereby authorized and directed to execute an agreement for the provision of such professional service, a copy of which shall be maintained by the Borough Clerk; and

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

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

Roll Call: Bieber, Birdsall, Booker, Catalano, Keeler, Lamia

January 8, 2022

**CERTIFICATION**

I, Christine Pfeiffer, Borough Clerk do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 8, 2022.

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Christine Pfeiffer, Borough Clerk

**RESOLUTION NO. 09-2022**  
**AWARD OF A FAIR AND OPEN CONTRACT**  
**BOROUGH CONSULTING ENGINEERS**

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

**WHEREAS**, the request for proposals for professional engineering services to provide services that cannot be addressed entirely by the Borough Engineer was posted, and advertised in the Asbury Park Press to be received on December 10, 2021; and,

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

**WHEREAS**, nine proposals for Consulting Borough Engineer were received on December 10, 2021 and evaluated by the Governing Body with due consideration as to qualifications, experience, compensation and other factors and criteria; and

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

**CERTIFICATION OF FUNDS:**

I, Michael J. Bascom, CFO, hereby certify that funds will be provided for this purpose by Resolution at the time engineering services for a specific project are awarded in the appropriation entitled Engineer #2-01-21-165-000.

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**Michael J. Bascom**

**NOW THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey that the engineering firms listed below are hereby offered and awarded professional services contracts to serve as Consulting Engineers for 2022 pursuant to the rate schedules provided for in their respective proposals:

**CME Associates, Gregory R. Valesi**  
**Colliers Engineering & Design, William White**  
**French & Parrello Associates, Keith B. Smith**  
**Hoder Associates, David Hoder**  
**Pennoni Associates, Inc. Drew Di Sessa**  
**Remington & Vernick Engineers, James Oris & Jeffery Fedorchak**  
**T&M Associates, Francis Mullan**  
**Van Cleef Engineering Associates, Millis J. Looney**

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

1. All Engineers
2. Finance Manager

Roll Call: Bieber, Birdsall, Booker, Catalano, Keeler, Lamia

January 8, 2022

**CERTIFICATION**

I, Christine Pfeiffer, do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 8, 2022.

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Christine Pfeiffer, Borough Clerk

**RESOLUTION NO. 10-2022**  
**AWARD OF A FAIR AND OPEN CONTRACT**  
**BOROUGH PROSECUTOR – WILLIAM G. MCGUINN, ESQ.**  
**HOAGLAND, LONGO, MORAN, DUNST & DOUKAS, LLP**

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

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

**WHEREAS**, a request for proposals for Borough Prosecutor was posted and advertised in the Asbury Park Press to be received on December 10, 2021; and,

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

**WHEREAS**, three proposals for Borough Prosecutor were received on December 10, 2021 and evaluated by the Governing Body with due consideration as to qualifications, experience, compensation and other factors and criteria; and

**WHEREAS**, the proposal received from William G. McGuinn, Esq., Hoagland, Longo, Moran, Dunst & Doukas, LLP of Red Bank, New Jersey is being considered for the term of one year commencing January 1, 2022 through December 31, 2022 at the rate of \$350.00 per session; and

**CERTIFICATION OF FUNDS:**

I, Michael J. Bascom, Chief Financial Officer, hereby certify that based on the amount of funds expended in the prior year for these services, it is estimated that the total 2022 appropriation for this contract will be \$6,500.00, subject to unforeseen decreases or increases in litigation. Funds will be provided for 2022 Temporary Budget and in the Budget for the year 2022, when finally adopted, in the appropriation entitled Court #2-01-43-490-228.

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**Michael J. Bascom**

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, does hereby award a professional service contract to **William G. McGuinn, ESQ of the Law Firm of Longo, Moran, Dunst & Doukas, LLP** to serve as Borough Prosecutor for one year commencing January 1, 2022 through December 31, 2022 pursuant to the rates and term set forth in the submitted proposal; and

**BE IT FURTHER RESOLVED** that the Mayor and Borough Clerk are hereby authorized and directed to execute an agreement for the provision of such professional service, a copy of which shall be maintained by the Borough Clerk; and

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

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

Roll Call: Bieber, Birdsall, Booker, Catalano, Keeler, Lamia

January 8, 2022

**CERTIFICATION**

I, Christine Pfeiffer, Borough Clerk do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 8, 2022.

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Christine Pfeiffer, Borough Clerk

**RESOLUTION NO. 11-2022**  
**AWARD OF A FAIR AND OPEN CONTRACT**  
**SUSAN L. SOLDA DE SIMONE, ESQ.**  
**ALTERNATE BOROUGH PROSECUTOR**

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

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

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

**WHEREAS**, three proposals were received on December 10, 2021 and evaluated by the Governing Body with due consideration as to qualifications, experience, compensation and other factors and criteria; and

**WHEREAS**, the proposal received from Susan L. Solda De Simone, Esq. is being considered for the term of one year commencing January 1, 2022 through December 31, 2022 at the rate of \$350.00 per session; and

**CERTIFICATION OF FUNDS**

I, Michael J. Bascom, Chief Financial Officer, hereby certify that based on the amount of funds expended in the prior year for these services, it is estimated that the total 2022 appropriation for this contract will not exceed \$6,500.00, subject to unforeseen decreases or increases in litigation and other legal matters. Funds will be provided for in the 2022 Temporary Budget and in the Budget for the year 2022, when finally adopted, in the appropriation entitled Court #2-01-43-490-228.

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**Michael J. Bascom**

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, does hereby award a professional service contract to Susan L. Solda De Simone, Esq. to serve as the Alternate Borough Prosecutor for (1) one-year term commencing January 1, 2022 through December 31, 2022 at the rate \$350.00 per session pursuant to the rates and term set forth in the submitted proposal; and

**BE IT FURTHER RESOLVED** that the Mayor and Borough Clerk are hereby authorized and directed to execute an agreement for the provision of such professional services, a copy of which shall be maintained by the Borough Clerk; and

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

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

Roll Call: Bieber, Birdsall, Booker, Catalano, Keeler, Lamia

January 8, 2022

**CERTIFICATION**

I, Christine Pfeiffer, Borough Clerk do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 8, 2022.

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Christine Pfeiffer, Borough Clerk



**RESOLUTION NO. 12-2022**  
**AWARD OF A FAIR AND OPEN CONTRACT**  
**ROBERT J. HOLDEN, ESQUIRE, LLC**  
**BOROUGH PUBLIC DEFENDER**

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

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

**WHEREAS**, a request for proposals for Borough Public Defender was posted and advertised in the Asbury Park Press to be received on December 10, 2021; and,

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

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

**WHEREAS**, the proposal received from Robert J. Holden, Esquire, LLC is being considered for the term of one year commencing January 1, 2022 through December 31, 2022 at the rate of \$300.00 per assignment; and

**CERTIFICATION OF FUNDS**

I, Michael J. Bascom, Chief Financial Officer, hereby certify that based on the amount of funds expended in the prior year for these services, it is estimated that the total 2022 appropriation for this contract will be \$5,000.00, said amount subject to unforeseen decreases or increases in litigation. Funds will be provided for in the 2022 Temporary Budget and in the Budget for the year 2022, when finally adopted, in the appropriation entitled Public Defender #2-01-43-495-111.

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**Michael J. Bascom**

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, does hereby award a professional service contract to **Robert J. Holden, Esquire, LLC** to serve as Borough Public Defender for one year commencing January 1, 2022 through December 31, 2022 pursuant to the rates and term set forth in the submitted proposal; and

**BE IT FURTHER RESOLVED** that the Mayor and Borough Clerk are hereby authorized and directed to execute an agreement for the provision of such professional service, a copy of which shall be maintained by the Borough Clerk; and

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

1. Robert J. Holden, Esq.
2. Finance Manager
3. Certified Court Administrator

Roll Call: Bieber, Birdsall, Booker, Catalano, Keeler, Lamia

January 8, 2022

**CERTIFICATION**

I, Christine Pfeiffer, Borough Clerk do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 8, 2022.

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Christine Pfeiffer, Borough Clerk

**RESOLUTION NO. 13-2022**  
**AWARD OF A FAIR AND OPEN CONTRACT**  
**BOND COUNSEL - JOHN DRAIKIWICZ, ESQ**  
**GIBBONS, P.C.**

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

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

**WHEREAS**, a request for proposals for Borough Bond Counsel was posted and advertised in the Asbury Park Press to be received on December 10, 2021; and,

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

**WHEREAS**, two proposals for Bond Counsel were received on December 10, 2021 and evaluated by the Governing Body with due consideration as to qualifications, experience, compensation and other factors and criteria; and

**WHEREAS**, the qualifying proposal submitted by Gibbons, P.C. of Newark, New Jersey is being considered for the term of one year commencing January 1, 2022 through December 31, 2022; and

**CERTIFICATION OF FUNDS:**

I, Michael J. Bascom, Chief Financial Officer, hereby certify that based on the amount of funds expended in the prior year for these services, it is estimated that the total 2022 appropriation for this contract will be \$25,000.00, said amount subject to unforeseen decreases or increases in bond issues. Funds will be provided for in the 2022 Temporary Budget and in the Budget for the year 2022, when finally adopted, in the appropriation entitled Legal #2-01-20-155-000.

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**Michael J. Bascom**

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, does hereby award a professional service contract to **JOHN DRAIKIWICZ, Esq. of the Law Firm of GIBBONS, P.C.** to serve as Bond Counsel for one year commencing January 1, 2022 through December 31, 2022 pursuant to the rates and terms set forth in the submitted proposal; and

**BE IT FURTHER RESOLVED** that the Mayor and Borough Clerk are hereby authorized and directed to execute an agreement for the provision of such professional service, a copy of which shall be maintained by the Borough Clerk; and

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

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

Roll Call: Bieber, Birdsall, Booker, Catalano, Keeler, Lamia

January 8, 2022

**CERTIFICATION**

I, Christine Pfeiffer, Borough Clerk do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 8, 2022.

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Christine Pfeiffer, Borough Clerk

**RESOLUTION NO. 14-2022**  
**AWARD OF A FAIR AND OPEN CONTRACT**  
**BOROUGH LABOR ATTORNEY – BRUCE PADULA, ESQUIRE**  
**CLEARY, GIACOBBE, ALFIERI, JACOBS, LLC**

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

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

**WHEREAS**, a request for proposals for Borough Labor Attorney was posted and advertised in the Asbury Park Press to be received on December 10, 2021; and,

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

**WHEREAS**, two proposals for Borough Labor Attorney were received on December 10, 2021 and evaluated by the Governing Body with due consideration as to qualifications, experience, compensation and other factors and criteria; and

**WHEREAS**, the proposal received from Cleary, Giacobbe, Alfieri, Jacobs, LLC of Matawan, New Jersey is being considered for the term of one year (January 1, 2022 - December 31, 2022) at the rate of \$165.00 per hour; and

**CERTIFICATION OF FUNDS:**

I, Michael J. Bascom, Chief Financial Officer, hereby certify that based on the amount of funds expended in the prior year for these services, it is estimated that the total 2022 appropriation for this contract will be \$5,000.00, said amount subject to unforeseen decreases or increases in litigation and other labor matters. Funds will be provided for in the 2022 Temporary Budget and in the Budget for the year 2022, when finally adopted, in the appropriation entitled Legal #2-01-20-155-000.

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**Michael J. Bascom**

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, does hereby award a professional service contract to **BRUCE W. PADULA of the Law Firm of CLEARY, GIACOBBE, ALFIERI, JACOBS, LLC** to serve as Labor Attorney for one year commencing January 1, 2022 through December 31, 2022 pursuant to the rates and terms set forth in the submitted proposal; and

**BE IT FURTHER RESOLVED** that the Mayor and Borough Clerk are hereby authorized and directed to execute an agreement for the provision of such professional service, a copy of which shall be maintained by the Borough Clerk; and

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

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

Roll Call: Bieber, Birdsall, Booker, Catalano, Keeler, Lamia

January 8, 2022

**CERTIFICATION**

I, Christine Pfeiffer, Borough Clerk do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 8, 2022.

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Christine Pfeiffer, Borough Clerk

**RESOLUTION NO. 15-2022**  
**AWARD OF A FAIR AND OPEN CONTRACT**  
**BOROUGH TAX APPEAL ATTORNEY**  
**SALVATORE ALFIERI, ESQUIRE**

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

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

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

**WHEREAS**, two proposals for Borough Tax Appeal Attorney were received on December 10, 2021 and evaluated by the Governing Body with due consideration as to qualifications, experience, compensation and other factors and criteria; and

**WHEREAS**, the proposal received from Cleary, Giacobbe, Alfieri, Jacobs, LLC of Matawan, New Jersey is being considered for the term of one year (January 1, 2022 - December 31, 2022) at the rate of \$165.00 per hour; and

**CERTIFICATION OF FUNDS**

I, Michael J. Bascom, Chief Financial Officer, hereby certify that based on the amount of funds expended in the prior year for these services, it is estimated that the total 2022 appropriation for this contract will be \$2,500.00, said amount subject to unforeseen decreases or increases in litigation and other tax appeal matters. Funds will be provided for in the 2022 Temporary Budget and the Budget for the year 2022, when finally adopted, in the appropriation entitled Legal #2-01-20-155-000.

\_\_\_\_\_  
**Michael J. Bascom**

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, does hereby award a professional service contract to **SALVATORE ALFIERI, ESQ. of the Law Firm of CLEARY, GIACOBBE, ALFIERI, JACOBS, LLC** to serve as Borough Tax Appeal Attorney for one year commencing January 1, 2022 through December 31, 2022 pursuant to the rate provided in the proposal; and

**BE IT FURTHER RESOLVED** that the Mayor and Borough Clerk are hereby authorized and directed to execute an agreement for the provision of such professional service, a copy of which shall be maintained by the Borough Clerk; and

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

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

Roll Call: Bieber, Birdsall, Booker, Catalano, Keeler, Lamia

January 8, 2022

**CERTIFICATION**

I, Christine Pfeiffer, do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 8, 2022.

\_\_\_\_\_  
Christine Pfeiffer, Borough Clerk

**RESOLUTION NO. 16-2022**  
**AWARD OF A FAIR AND OPEN CONTRACT**  
**SPECIAL TAX APPEAL ATTORNEY - MARTIN ALLEN, ESQUIRE**

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

**WHEREAS**, there exists a need to appoint a qualified individual as Special Tax Appeal Attorney to provide tax appeal services for beach club appeals in the Borough of Sea Bright; and

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

**WHEREAS**, two proposals for Tax Appeal Attorney were received on December 10, 2021 and evaluated by the Governing Body with due consideration as to qualifications, experience, compensation and other factors and criteria; and

**WHEREAS**, the proposal received from **Martin Allen, DeFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C. of Warren, New Jersey**, is being considered for Special Tax Appeal Attorney for Beach Club appeals for the term of one year commencing January 1, 2022 through December 31, 2022 at the rate of \$200.00 per hour; and

**CERTIFICATION OF FUNDS**

I, Michael J. Bascom, Chief Financial Officer, hereby certify that based on the amount of funds expended in the prior year for these services, it is estimated that the total 2022 appropriation for this contract will not exceed \$20,000.00, subject to unforeseen decreases or increases in litigation and other tax appeal matters. Funds will be provided in the 2022 Temporary Budget and in the Budget for the year 2022, when finally adopted, in the appropriation entitled Legal #2-01-20-155-000.

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**Michael J. Bascom**

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, does hereby award a professional service contract to **MARTIN ALLEN, ESQ. of the Law Firm of DeFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.** of Warren, New Jersey to serve as Borough Special Tax Appeal Attorney (Beach Club appeals) for one year commencing January 1, 2022 through December 31, 2022 pursuant to the rate terms set forth in the submitted proposal; and

**BE IT FURTHER RESOLVED** that the Mayor and Borough Clerk are hereby authorized and directed to execute an agreement for the provision of such professional service, a copy of which shall be maintained by the Borough Clerk; and

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

1. Martin Allen, Esq., DeFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.
2. Finance Manager

Roll Call: Bieber, Birdsall, Booker, Catalano, Keeler, Lamia

January 8, 2022

**CERTIFICATION**

I, Christine Pfeiffer, Borough Clerk do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 8, 2022.

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Christine Pfeiffer, Borough Clerk

**RESOLUTION NO. 17-2022**  
**AWARDING PROFESSIONAL SERVICES CONTRACT**  
**FOR RISK MANAGEMENT CONSULTANT**  
**BROWN AND BROWN METRO, LLC**

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

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

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

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

**WHEREAS**, a request for proposals for Risk Management Consultant was posted and advertised in the Asbury Park Press to be received on December 10, 2021; and

**WHEREAS**, two proposals were received on December 10, 2021 and evaluated by the Governing Body with due consideration as to qualifications, experience and other factors and criteria; and

**WHEREAS**, the proposal received from Brown & Brown Metro, LLC, Public Risk Advisor of New Jersey, 56 Livingston Avenue, Roseland, New Jersey New Jersey is being considered for the term of one year commencing January 1, 2022 through December 31, 2022 to provide risk management insurance related services

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

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey does hereby authorize the Mayor and Borough Clerk to execute a one (1) year contract (January 1, 2022 through January 1, 2023) with **Brown & Brown Metro, LLC**, of Roseland, NJ to serve as the Borough's Risk Management Consultant; and

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

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

Roll Call:        Bieber,    Birdsall,    Booker,    Catalano,    Keeler,    Lamia

January 8, 2022

**CERTIFICATION**

I, Christine Pfeiffer, Borough Clerk do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 8, 2022.

\_\_\_\_\_  
Christine Pfeiffer, Borough Clerk

**RESOLUTION NO. 18-2022**  
**AWARDING PROFESSIONAL SERVICES CONTRACT**  
**FOR FLOOD INSURANCE**  
**E.F. MASON AGENCY**

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

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

**WHEREAS**, a request for proposals for the above-mentioned professional service was posted and advertised in the Asbury Park Press to be received on December 10, 2021; and,

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

**WHEREAS**, three proposals were received on December 10, 2021 and evaluated by the Governing Body with due consideration as to qualifications, experience and other factors and criteria; and

**WHEREAS**, the proposal received from E.F. Mason Agency, located at 1102 Ocean Avenue, Sea Bright is being considered for the term of one year commencing January 1, 2022 through December 31, 2022; and

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

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey does hereby authorize the Mayor and Borough Clerk to execute a one (1) year contract (January 1, 2022 through December 31, 2022) with **E.F. Mason Agency** of Sea Bright, NJ to serve as the Borough's flood insurance broker; and

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

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

Roll Call: Bieber, Birdsall, Booker, Catalano, Keeler, Lamia

January 8, 2022

**CERTIFICATION**

I, Christine Pfeiffer, Borough Clerk do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 8, 2022.

\_\_\_\_\_  
Christine Pfeiffer, Borough Clerk

**RESOLUTION NO. 19-2022**  
**COUNCIL LIAISON TO THE PLANNING BOARD**

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

**WHEREAS**, it is necessary that a member of the Council be appointed as liaison to the Sea Bright Planning/Zoning Board to represent the Governing Body as a Class III - Member for a one-year term commencing January 1, 2022 through December 31, 2022.

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

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

1. Erwin Bieber, Council Liaison
2. Planning Board Secretary

**Roll Call:** Bieber, Birdsall, Booker, Catalano, Keeler, Lamia

January 8, 2022

**CERTIFICATION**

I, Christine Pfeiffer, Borough Clerk do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 8, 2022.

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Christine Pfeiffer, Borough Clerk



**RESOLUTION NO. 20-2022**  
**BOROUGH OF SEA BRIGHT**  
**2022 BOROUGH COUNCIL MEETING SCHEDULE**

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

**WHEREAS**, in accordance with the Open Public Meetings Act, Chapter 231, P.L. 1975, it is necessary for the Borough Council of the Borough of Sea Bright to post and maintain a schedule of meetings of the Borough Council that will be held during the year 2022; and

**WHEREAS**, the following meetings will be held by the Borough Council of the Borough of Sea Bright for the year 2022:

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

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

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

**NOW THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Sea Bright that the 2022 Meeting Schedule, as noted below, for the Borough Council is hereby approved and the Borough Clerk is hereby authorized to:

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

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

1. Governing Body
2. All Borough Employees

Roll Call: Bieber, Birdsall, Booker, Catalano, Keeler, Lamia

January 8, 2022

**Certification**

I, Christine Pfeiffer, do hereby certify that this is a true copy of a Resolution approved by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council Meeting held on January 8, 2022.

\_\_\_\_\_  
Christine Pfeiffer, Borough Clerk

**BOROUGH OF SEA BRIGHT  
2022 MEETING SCHEDULE**

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

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

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

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

**2022 MEETING SCHEDULE**

<b>REGULAR/CLOSED SESSION – 7:00pm</b>	<b>WORKSHOP/CLOSED SESSION – 8:30am</b>
January 8, 2022 (Re-Org: Saturday @ 10:30 am)	January 13, 2022
January 18, 2022	
February 1, 2022	February 10, 2022
February 15, 2022	
March 1, 2022	March 10, 2022
March 15, 2022	
April 5, 2022	April 14, 2022
April 19, 2022	
May 3, 2022	May 12, 2022
May 17, 2022	
June 21, 2022	June 16, 2022
July 19, 2022	July 14, 2022
August 16, 2022	August 11, 2022
September 6, 2022	September 15, 2022
September 20, 2022	
October 18, 2022	October 13, 2022
November 14, 2022 (Monday)	November 10, 2022
December 20, 2022	December 15, 2022
January 7, 2023 (Re-Org: Saturday @ 10:30 am)	

**RESOLUTION NO. 21-2022**  
**COMMUNITY DEVELOPMENT REPRESENTATIVES & ALTERNATES**  
**Mayor Brian P. Kelly & William J. Keeler**

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

**WHEREAS**, there exists a need for the appointment of a 2022 **Community Development Block Grant Representative** for the Borough of Sea Bright, County of Monmouth, State of New Jersey; and,

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, that **Mayor Brian P. Kelly** is appointed **Community Development Block Grant Representative** and **William J. Keeler** is appointed **Alternate Representative** for the year 2022.

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

1. Monmouth County Community Development

Roll Call:     Bieber,     Birdsall,     Booker,     Catalano,     Keeler,     Lamia

January 8, 2022

**CERTIFICATION**

I, Christine Pfeiffer, Borough Clerk do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 8, 2022.

\_\_\_\_\_  
Christine Pfeiffer, Borough Clerk

**RESOLUTION NO. 22-2022**  
**APPOINTMENTS TO THE BOROUGH SPECIAL EVENTS COMMITTEE**

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

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

**WHEREAS**, the Mayor has chosen to appoint **MELISSA D'ANNA** as the aforesaid business representative and **SUSANA MARKSON** as the aforesaid residential representative on the Borough's Special Events Committee for 2022; and

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

**WHEREAS**, the Borough Council have chosen **JOHN M. LAMIA, JR.** as its regular representative and **KEVIN BIRDSALL** as its alternate representative for 2022; and

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

**NOW THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, that the above-named individuals be and are hereby appointed as members of the Borough's Special Events Committee in the capacities stated for a one year (January 1, 2022 – December 31, 2022).

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

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

Roll Call:       Bieber,   Birdsall,   Booker,   Catalano,   Keeler,   Lamia

January 8, 2022

**CERTIFICATION**

I, Christine Pfeiffer, Borough Clerk do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council Meeting held on January 8, 2022.

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Christine Pfeiffer, Borough Clerk

**RESOLUTION NO. 23-2022**  
**DESIGNATING PUBLIC AGENCY COMPLIANCE OFFICER**  
**BOROUGH OF SEA BRIGHT**  
**JOSEPH L. VERRUNI**

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

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey that the Borough Administrator, Joseph L. Verruni is hereby designated as the Borough's Public Agency Compliance Officer for the calendar year 2022; and

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

Roll Call: Bieber, Birdsall, Booker, Catalano, Keeler, Lamia

January 8, 2022

**CERTIFICATION**

I, Christine Pfeiffer, Borough Clerk, do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council Meeting held on January 8, 2022.

\_\_\_\_\_  
Christine Pfeiffer, Borough Clerk

**RESOLUTION NO. 24-2022**  
**OFFICIAL NEWSPAPERS**  
**January 1, 2022 through December 31, 2022**

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Sea Bright, in the County of Monmouth, State of New Jersey that the following newspapers be and are hereby designated as the "official newspapers" in the Borough of Sea Bright for the year 2022 in which any and all legal notices of the Borough are authorized to be published:

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

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

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

Roll Call:     Bieber,    Birdsall,    Booker,    Catalano,    Keeler,    Lamia

January 8, 2022

**CERTIFICATION**

I, Christine Pfeiffer, Borough Clerk do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 8, 2022.

\_\_\_\_\_  
Christine Pfeiffer, Borough Clerk

**RESOLUTION NO. 25-2022**  
**AWARD OF A FAIR AND OPEN CONTRACT**  
**MUNICIPAL FINANCIAL ADVISOR**  
**NW FINANCIAL GROUP, LLC**

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

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

**WHEREAS**, a request for proposals for Municipal Financial Advisor was posted and advertised in the Asbury Park Press to be received on December 10, 2021; and,

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

**WHEREAS**, three proposals for Municipal Financial Advisor were received on December 10, 2021 and evaluated by the Governing Body with due consideration as to qualifications, experience, compensation and other factors and criteria; and

**WHEREAS**, the qualifying proposal submitted by NW Financial Group, LLC, with offices at 2 Hudson Place, Hoboken, New Jersey is being considered for the term of one year commencing January 1, 2022 through December 31, 2022; and

**CERTIFICATION OF FUNDS:**

I, Michael J. Bascom, Chief Financial Officer, hereby certify that based on the amount of funds expended in the prior year for these services, it is estimated that the total 2022 appropriation for this contract will not exceed \$1,500.00. Funds will be provided for in the 2022 Temporary Budget and in the Budget for the year 2022, when finally adopted, under the budget line item No. 0-01-20-100-228.

\_\_\_\_\_  
Michael J. Bascom

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, does hereby award a professional service contract to **NW Financial Group, LLC**, Hoboken, New Jersey, to serve as Municipal Financial Advisor for one year commencing January 1, 2022 through December 31, 2022 pursuant to the rates and terms set forth in the submitted proposal; and

**BE IT FURTHER RESOLVED** that the Mayor and Borough Clerk are hereby authorized and directed to execute an agreement for the provision of such professional service, a copy of which shall be maintained by the Borough Clerk; and

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

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

Roll Call: Bieber, Birdsall, Booker, Catalano, Keeler, Lamia

January 8, 2022

**CERTIFICATION**

I, Christine Pfeiffer, Borough Clerk, do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council Meeting held on January 8, 2022.

\_\_\_\_\_  
Christine Pfeiffer, Borough Clerk

**RESOLUTION NO. 26-2022**  
**2022-2023 SHARED SERVICE AGREEMENT**  
**FIRE OFFICIAL/CODE ENFORCEMENT VEHICLE**

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

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

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

**WHEREAS**, the entities have an agreement whereby, the Borough of Sea Bright will pay to the Township of Ocean Fire District No. 2, an annual rental fee for the use of the fire vehicle which expires December 31, 2021; and

**WHEREAS**, the Borough of Sea Bright and Township of Ocean Fire District No. 2 wish to enter into a two-year shared-service agreement (January 1, 2022 through December 31, 2023); and

**WHEREAS**, under the terms of the Agreement, the Borough of Sea Bright will pay to the Township of Ocean Fire District No. 2, \$1,400.00 annually; and

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

**CERTIFICATION OF FUNDS:**

I, Michael J. Bascom, CFO, hereby certify that funds will be provided for the first three months of 2022 in the 2022 Temporary Budget and funds for the balance of 2022 and 2023 will be provided in the Budgets for those years, when finally adopted, in an amount of \$1,400 per year in the appropriation entitled Inter-local Municipal Services Agreement #20-01-42-200-000.

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**Michael J. Bascom**

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, that the Mayor and Borough Clerk are hereby authorized to execute a two-year shared services agreement with the Township of Ocean Fire District No. 2, as outlined above for the years 2022 and 2023; and

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

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

Roll Call: Bieber, Birdsall, Booker, Catalano, Keeler, Lamia

January 8, 2022

**CERTIFICATION**

I, Christine Pfeiffer, Borough Clerk, do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council Meeting held on January 8, 2022.

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Christine Pfeiffer, Borough Clerk



**RESOLUTION NO. 27-2022**  
**OFFICIAL DEPOSITORIES**

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

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

**WHEREAS,** on the 8<sup>th</sup> day of January 2022, by the Mayor and Council of the Borough of Sea Bright, County of Monmouth, New Jersey, that:

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

be, and hereby are, designated as depositories for the Borough of Sea Bright for the year 2022. Prior to the deposit of any municipal funds in the above-mentioned depositories, the bank shall file with the Chief Financial Officer a statement indicating that the bank is covered under the Government Units Deposit Protection Act (R.S. 17:9-41).

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

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

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

Roll Call: Bieber, Birdsall, Booker, Catalano, Keeler, Lamia

January 8, 2022

**CERTIFICATION**

I, Christine Pfeiffer, Borough Clerk do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 8, 2022.

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Christine Pfeiffer, Borough Clerk

**RESOLUTION NO. 28-2022**  
**2022 INTEREST RATE ON DELINQUENT TAXES,  
SEWER AND OTHER MUNICIPAL CHARGES**

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

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

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

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

1. The Tax/Sewer Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500.00 of taxes, sewer and other municipal charges becoming delinquent after the due date and 18% per annum on any amount of taxes, sewer and other municipal charges in excess of \$1,500.00 becoming delinquent after the due date and if a delinquency is in excess of \$10,000.00 and remains in arrears beyond December 31<sup>st</sup>, an additional penalty of 6% shall be charged against the delinquency.
2. Effective January 1, 2022, there will be a ten (10) day grace period of quarterly tax/sewer payments made by cash, check or money order.
3. Any payments not made in accordance with paragraph two, shall be charged interest from the due date as set forth in paragraph one of this Resolution.

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

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

Roll Call:     Bieber,   Birdsall,   Booker,   Catalano,   Keeler,   Lamia

January 8, 2022

**CERTIFICATION**

I, Christine Pfeiffer, Borough Clerk do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 8, 2022.

\_\_\_\_\_  
Christine Pfeiffer, Borough Clerk

**RESOLUTION NO. 29-2022**  
**2022 BOROUGH FEE SCHEDULE**

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

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

**WHEREAS**, the Borough Council wish to approve the following fee schedules for the year 2022 as referenced below:

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

**Fees:**

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

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

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

**ANNUAL FEE: \$100.00**

**SECTION III**  
**CHAPTER 172 – "Sidewalk Cafes and Restaurants"**

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

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

**SECTION IV**  
**CHAPTER 178 - "Solid Waste"**

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

**Subsection (2)(b):**

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

**COLLECTION FEE: \$25.00**

**SECTION V**  
**CHAPTER 179 - "Special Events"**

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

Application Fee \$25.00

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

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

- Pay to Park: Monday - Friday \$ 1.00/per hour  
Saturday & Sunday \$ 2.00/per hour

**SECTION VII**  
**LIBRARY**

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

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, that the above fees for the year 2022 are hereby approved effective immediately.

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

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

Roll Call: Bieber, Birdsall, Booker, Catalano, Keeler, Lamia

January 8, 2022

**CERTIFICATION**

I, Christine Pfeiffer, Borough Clerk do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 8, 2022.

\_\_\_\_\_  
Christine Pfeiffer, Borough Clerk

**RESOLUTION NO. 30-2022**  
**Chapter 39 "Police Department"**  
**Article III Special Duty Assignments**  
**2022 Special Duty Assignments Rates for Police Officers**

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

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

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

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

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

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

**39-17. Payments for services.**

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

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

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

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

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

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

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

1. Police Department
2. Finance Manager

Roll Call: Bieber, Birdsall, Booker, Catalano, Keeler, Lamia

January 8, 2022

**CERTIFICATION**

I, Christine Pfeiffer, Borough Clerk do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 8, 2022.

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Christine Pfeiffer, Borough Clerk

**RESOLUTION NO. 31-2022**  
**2022 PETTY CASH FUNDS AND CHANGE FUNDS**  
**BOROUGH OF SEA BRIGHT**

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

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

**NOW, THEREFORE, BE IT RESOLVED,** by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, that application be made to the Director, Division of Local Government Services, for approval to maintain the following **Petty Cash Funds** for the year 2022 for the following department in the following amount:

**Finance Department:**

Petty Cash    \$ 100.00

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

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

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

1. Finance Manager
2. Director, Local Government Services

Roll Call:     Bieber,     Birdsall,     Booker,     Catalano,     Keeler,     Lamia

January 8, 2022

**CERTIFICATION**

I, Christine Pfeiffer, Borough Clerk do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 8, 2022.

\_\_\_\_\_  
Christine Pfeiffer, Borough Clerk

**RESOLUTION NO. 32-2022**  
**2022 CASH MANAGEMENT PLAN**  
**BOROUGH OF SEA BRIGHT**

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

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, approve and adopt the 2022 Cash Management Plan; and

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

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

Roll Call: Bieber, Birdsall, Booker, Catalano, Keeler, Lamia

January 8, 2022

**CERTIFICATION**

I, Christine Pfeiffer, Borough Clerk do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 8, 2022.

\_\_\_\_\_  
Christine Pfeiffer, Borough Clerk



**Borough of Sea Bright**  
**2022 Cash Management Plan**

Michael J. Bascom, CMFO, CTC  
Chief Financial Officer

## I. Objective

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

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

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

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

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

The Borough will work to increase non-tax revenues by keeping idle funds in interest bearing accounts at all times. The Borough Finance Department will monitor and project cash flows and schedule expenditure plans accordingly as well as maintaining familiarity with the short-term investment market.

## II. Protection of Borough Assets

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

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

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

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

**Safekeeping Risk** - The rise of electronic funds transfers and creative investment instruments has spawned a new process of investing in which the cash manager may never see the instrument in which they are investing. Many banks, brokers and dealers prefer to issue a safekeeping certificate or use another simple method to evidence receipt of the principal. The most common use of safekeeping certificates is in repurchase agreements, in which the Borough purchases certain securities and the broker agrees to repurchase them with interest at a later date. The broker often issues a certificate that the securities are on hand and being held against the

investment. The Borough may protect itself against the external safekeeping risk by demanding collateral securities be physically delivered to the Borough as a condition of making the investment. This practice may reduce yields but provides an important form of protection. The internal safekeeping risks of lost monies can be reduced by practicing sound internal controls.

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

### III. Liquidity

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

### IV. Financial Reports

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

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

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

The Borough Cash Management Plan shall be provided to all elected officials of the Borough of Sea Bright as well as all appointed officials whom are affected by same.

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

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

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

#### V. Debt Management

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

#### VI. Audit and Review

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

#### VII. Operational Cash Management Objectives

1. Increase non-tax revenue when it is not needed for current obligations
  - A. Where possible, schedule due dates for licenses during the first three months of the calendar year.
  - B. Schedule contractual payments to be made monthly
2. Keep idle funds working even at a lower interest rate when necessary
  - Invest all available monies in overnight investments such as the New Jersey State Cash Management Fund or an interest bearing investment account

3. Understand present cash flow

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

4. Estimate pattern of future cash flows

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

B. The Borough shall schedule payments and obligations in a manner as such as the majority of obligations that can be scheduled will be made payable after a period of increased collections as described above.

5. Identify and become familiar with the short-term money market.

The Borough will maintain analysis of available investment terms at the point that each investment decision is made. Where practical, the Borough shall invest in the product that is most beneficial to the Borough both by yield and availability. The Borough shall maintain a relationship with all of the brokers, dealers, bank officers and investment officials outlined in the cash management resolution adopted annually by the Borough Council.

6. Bidding specifications for banking relationships shall be adopted so as to compare banking practices when deemed necessary or appropriate.

The Chief Financial Officer shall maintain an analysis of banking proposals and information concerning the basis for which a banking relationship has been established.

7. The Borough of Sea Bright shall project a knowledgeable image to the banking firms with which it established relationships. A knowledgeable cash manager will gain the respect of banking officers who will work harder to offer conditions desirable to the Borough.

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

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

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

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

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

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

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

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

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

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

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

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

1. Utilities
2. Payroll
3. Debt service
4. Health, dental and other insurance premiums
5. Federal, state and county taxes and fees
6. Postage

7. School and Fire District taxes
8. Contractual obligations for awarded contracts
9. Contractual obligations for shared services
10. Items deemed necessary by the Chief Financial Officer

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

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

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

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

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

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

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

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

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

A. Tax bills and delinquent notices shall be mailed promptly.

B. The Borough will remain aggressive in its strategies to collect delinquent charges.

C. All funds collected before 2:30 PM will be posted and deposited the same day they are collected. Funds collected after 2:30 PM will be posted and deposited by 2:30 PM on the following business day.



D. The Tax Collector will prove the daily cash receipts report to the bank deposits before the deposit is sent to the bank.

E. A police officer shall be made available to transport all municipal funds to the proper depository.

17. Discretion of Chief Financial Officer will be permitted in allowing some variance in the policies outlined herein, when, said variances are caused by unforeseen circumstances, emergency situations and other situations where the CFO feels that conformance with the policy would be detrimental to the financial operation of the municipality.

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

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

**Bank Accounts**

*Valley National Bank*

**Checking Accts.**

Current  
Payroll  
Beach Capital Fund  
Beach Utility Checking  
Affordable Housing  
Animal  
General Capital Fund  
Health Insurance Fund  
Law Enforcement (Mac)  
Law Enforcement Trust  
NJ Unemployment  
Petty Cash  
Sewer Capital Fund  
Sewer Utility  
Trust Other  
Redemption  
Municipal Court  
Municipal Court Bail Fund

**Escrow Accounts:**

Developer's Escrow

**Investment Accounts:**

N J Cash Management

N J Cash Mgt–Beach

N J Cash Mgt–Sewer

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

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

X. DESIGNATION OF DEPOSITORIES.

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

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

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

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

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

MBIA, TD Bank, US Bank

## XII. AUTHORIZED INVESTMENTS.

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

- (1.) Bonds or other obligations of the United States of America or Obligations guaranteed by the United States of America;
- (2.) Government money market mutual funds;
- (3.) Any obligation that a federal agency or a federal instrumentality has issued in accordance with any act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
- (4.) Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located;
- (5.) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;
- (6.) Local government investment pools;
- (7.) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c. 281 (C. 52:18 A-90.4); or
- (8.) Agreements for the repurchase of fully collateralized securities if:
  - (a.) the underlying securities are permitted investments pursuant to Paragraph to (1) and (3) of this subsection a;
  - (b.) the custody of collateral is transferred to a third party;
  - (c.) the maturity of the agreement is not more than 30 days;
  - (d.) The underlying securities are purchased through a public depository As defined in section 1 of P.L. 1970, c. 236 (C.17:9-41); and
  - (e.) a master repurchase agreement providing for the custody and security of collateral is executed.

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

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

- (a.) which is registered with the Securities and Exchange Commission under The “Investment Company Act of 1940,” 15 U.S.C. sec. 80a-1 et seq., and operated in accordance with 17 C.F.R. sec, 270. 2a-7.
- (b.) the portfolio of which is limited to U.S. Government securities that meet The definition of any eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; and
- (c.) which has:
  - (i) attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
  - (ii) retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission Pursuant to the “Investment Advisors Act of 1940,” 15 U.S.C. sec. 80b-1 et seq., with experience investing in U.S. Government securities for at least the most recent past 60 months and with assets under management in excess of \$500 million.

Local government investment Pool. An investment pool:

- (a.) which is managed in accordance with 17 C.F.R. sec. 270,2a-7;
- (b.) which is rated in the highest category by a nationally recognized statistical rating organization;
- (c.) which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec 270,2a-7 and repurchase agreements that are collateralized by such U.S. Government securities;
- (d.) which is in compliance with rules adopted pursuant to the “Administrative” Procedure Act, P.L. 1968,c .410 (c.52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and Yield of the investments;

- (e.) which does not permit investment in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and
  
- (f.) which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

#### XIII. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN.

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

To assure that all parties with whom the Borough deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official(s).

#### XIV. AUTHORIZED SIGNATURES

The following persons are authorized, and their signature is required, to withdraw funds from the below listed, existing bank accounts. Facsimile signatures of the Mayor and Borough

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

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

***Valley National Bank***

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

**X. TERM OF PLAN.**

This Plan shall be in effect from January 1, 2022 to December 31, 2022. Attached to this Plan is a resolution of the governing body of the Borough of Sea Bright, approving this plan for such period of time. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Council, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received that copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

**RESOLUTION NO. 33-2022**  
**RESOLUTION TO ADOPT THE REGULATIONS OF PL 2016,**  
**CH 29 – ELECTRONIC FUNDS TRANSFER AND VENDOR CERTIFICATIONS**  
**(N.J.A.C 5:30-PA.6)**

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

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

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

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

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

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

**NOW, THEREFORE BE IT RESOLVED** by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey that the above vendor claimant circumstances recommended by the Chief Financial Officer be enacted effective January 1, 2022; and

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

1. Fiscal Officer
2. Finance Manager

Roll Call: Bieber, Birdsall, Booker, Catalano, Keeler, Lamia

January 8, 2022

**CERTIFICATION**

I, Christine Pfeiffer, Borough Clerk, do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council Meeting held on January 8, 2022.

\_\_\_\_\_  
Christine Pfeiffer, Borough Clerk



**RESOLUTION NO. 34-2022**  
**2022 Temporary Budget**  
**BOROUGH OF SEA BRIGHT**

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

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

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

**WHEREAS**, the total amount of the appropriations attached hereto and made a part thereof in the amount of **\$1,325,870 (Current Fund), \$214,800 (Sewer Utility) and \$196,300 (Beach Utility)** do not exceed twenty-six and one-quarter (26.25) percent of the Local Budget Appropriations of the Borough of Sea Bright for the year 2021 exclusive of any appropriations made for Debt Service, Capital Improvement Fund, and Public Assistance; and

**Attached hereto: 2022 Temporary Budget Annexed Schedules**

**NOW, THEREFORE IT RESOLVED** by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey that the attached Temporary Budget for the year 2022 be adopted; and

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

1. Director of Finance
2. Borough Auditor

Roll Call: Bieber, Birdsall, Booker, Catalano, Keeler, Lamia

January 8, 2022

**CERTIFICATION**

I, Christine Pfeiffer, Borough Clerk do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on January 8, 2022.

\_\_\_\_\_  
Christine Pfeiffer, Borough Clerk

**BOROUGH OF SEA BRIGHT  
CURRENT FUND - TEMPORARY BUDGET  
JANUARY 8, 2022**

		<u>TEMPORARY BUDGET</u>
ADMIN	S&W	\$ 30,400.00
ADMIN	O/E	23,400.00
CLERK	S&W	34,000.00
CLERK	O/E	2,600.00
FINANCE	S&W	14,200.00
FINANCE	O/E	4,000.00
AUDIT SERVICE	O/E	7,800.00
COMPUTERIZED INFORMATION SYSTEMS	O/E	8,000.00
TAX COLLECTOR	S&W	16,500.00
TAX COLLECTOR	O/E	2,700.00
TAX ASSESSOR	S&W	7,700.00
TAX ASSESSOR	O/E	2,200.00
LEGAL	O/E	43,000.00
ENGINEERING	O/E	16,500.00
PLANNING BOARD	S&W	14,500.00
PLANNING BOARD	O/E	5,500.00
CODE ENFORCEMENT	S&W	39,000.00
CODE ENFORCEMENT	O/E	2,500.00
FIRE MARSHALL	S&W	3,200.00
FIRE MARSHALL	O/E	250.00
LIABILITY INSURANCE	O/E	32,700.00
WORKMAN'S COMPENSATION INSURANCE	O/E	34,940.00
EMPLOYEE HEALTH INSURANCE	O/E	126,000.00
HEALTH INSURANCE WAIVER	S&W	625.00
UNEMPLOYMENT INSURANCE	O/E	2,100.00
POLICE	S&W	342,500.00
POLICE	O/E	57,700.00
PARKING	O/E	17,750.00
EMERGENY MANAGEMENT	S&W	945.00
EMERGENY MANAGEMENT	O/E	3,100.00
VOLUNTEER FIRE	O/E	18,500.00
FIRE HYDRANT RENTAL	O/E	8,500.00
STREETS AND ROADS	S&W	60,200.00
STREETS AND ROADS	O/E	30,000.00
SOLID WASTE	O/E	69,000.00
BUILDINGS AND GROUNDS	S&W	1,900.00
BUILDINGS AND GROUNDS	O/E	25,000.00
BEAUTIFICATION OF BORO	O/E	250.00
HEALTH DEPARTMENT	O/E	16,000.00

BOROUGH OF SEA BRIGHT  
 CURRENT FUND - TEMPORARY BUDGET  
 JANUARY 8, 2022  
 (Continued)

		<u>TEMPORARY BUDGET</u>
ANIMAL CONTROL	O/E	1,900.00
PARKS & RECREATION	S&W	1,550.00
PARKS & RECREATION	O/E	1,800.00
CELEBRATION OF PUBLIC EVENTS	O/E	650.00
LIBRARY	S&W	12,000.00
LIBRARY	O/E	3,300.00
ELECTRIC	O/E	13,650.00
STREET LIGHTING	O/E	9,450.00
TELEPHONE	O/E	8,700.00
WATER	O/E	1,600.00
NATURAL GAS	O/E	6,000.00
GASOLINE	O/E	19,000.00
LANDFILL	O/E	30,000.00
RECYCLING TAX	O/E	1,300.00
FICA	O/E	30,000.00
DCRP	O/E	260.00
INTERLOCAL - C/O FIRE MARSHALL VEH.	O/E	315.00
INTERLOCAL - 911	O/E	22,400.00
INTERLOCAL - MUNICIPAL COURT	O/E	20,475.00
INTERLOCAL - HOLMDEL TOWNSHIP	O/E	5,800.00
MUNICIPAL COURT	S&W	6,800.00
MUNICIPAL COURT	O/E	3,000.00
PUBLIC DEFENDER	O/E	260.00
TOTAL CURRENT FUND		\$ <u><u>1,325,870.00</u></u>

**BOROUGH OF SEA BRIGHT  
SEWER OPERATING FUND - TEMPORARY BUDGET  
JANUARY 8, 2022**

			<b>TEMPORARY BUDGET</b>
SEWER	S&W	\$	44,500.00
SEWER	O/E		41,000.00
TWO RIVER WATER RECLAMATION	O/E		127,000.00
FICA	O/E		2,300.00
 TOTAL SEWER OPERATING		 \$	 214,800.00

**BOROUGH OF SEA BRIGHT  
BEACH OPERATING FUND - TEMPORARY BUDGET  
JANUARY 8, 2022**

			<b>TEMPORARY BUDGET</b>
BEACH	S&W	\$	124,000.00
BEACH	O/E		60,800.00
DUNE MAINTENANCE	O/E		2,500.00
JUNIOR LIFEGUARD	O/E		2,500.00
FICA	O/E		6,500.00
 TOTAL BEACH OPERATING		 \$	 196,300.00