RESOLUTION 2025-1

CONFIRMING APPOINTMENT OF TOWNSHIP PROFESSIONALS PURSUANT TO N.J.S.A. 40A:11-5

WHEREAS, there exists a need for specialized professional services for various services provided to Colts Neck Township; and

WHEREAS, appointments in this regard can be made without the need of competitive bidding and public advertising pursuant to N.J.S.A. 40A:11-5; and

WHEREAS, proposed contracts for said services for the year 2025 are on file and available for public inspection in the office of the Township Clerk; and

WHEREAS, appointments in this regard and contracts with all professionals so named by this resolution are contingent upon and will not be executed unless and until all provisions of N.J.S.A. 19:44A-20.8 are fully complied with; and

WHEREAS, funds for said services will be provided in the 2025 Municipal Budget;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of Colts Neck Township that it hereby appoints the following for the year 2025:

1. Associate Humane Society Inc., Animal Control;
2. Meghan Bennett, Esq., Dilworth Paxson, LLP, Alternate Bond Counsel;
3. Meghan Bennett, Esq., Dilworth Paxson, LLP, Township Attorney;
4. Meghan Bennett, Esq., Dilworth Paxson, LLP, Conflict/Alternate Prosecutor
5. Glenn R. Gerken, P.E., P.P., T&M Associates, Township Engineer;
6. Matthew Giacobbe, Cleary, Giacobbe, Alfieri & Jacobs, LLC, Labor Counsel
7. Ronald L. Israel, Chiesa, Shahinian & Giantomasi, Special Counsel, Affordable Housing
8. Elizabeth McManus, Kyle & McManus, Planner Affordable Housing
9. Brian J. Molloy, Wilentz, Goldman & Spitzer, P.A., US Navel Weapons Stating EARLE
10. David Pulchalski, Newfields Companies, LLC, Consultant, Affordable Housing
11. Raymond Sarinelli, Jr., CPA, RMA, PSA, NISIVOCCIA, LLP, Auditor;
12. Michael Steib, Michael B. Steib, P.A., Zoning Board Counsel
13. Michael Steib, Michael B. Steib, P.A., Special Counsel
14. Michael Steib, Michael B. Steib, P.A., Planning Board Counsel
15. T. Andrew Thomas, Thomas Planning Associates, LLC, Consultant, Affordable Housing
16. Valley Medical Group (VMG), Valley Health Systems, Random Drug/Alcohol Testing
17. Anthony J. Vecchio, Law Office of Anthony J. Vecchio, LLC, Prosecutor
18. Visiting Nurse Association, Home Health Services
19. Kevin P. Wigenton, Wigenton Law Firm, Conflict Public Defender
20. Ronald D. Cucchiaro, Weiner Law Group, LLP, Special Counsel
21. Michael Pappa, Rudnick, Addonizio, Pappa & Casazza, PC, Public Defender
22. Anthony Inverso, Phoenix Advisors, Financial Expert and Bond Advisor
23. Christopher Langhart, MS&B, Bond Counsel

BE IT FURTHER RESOLVED that a copy of this Resolution be published in full in the Asbury Park Press; and

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

1. All professionals so appointed; and
2. John Antonides, Chief Financial Officer.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 3rd day of January 2025

_____
Trina Lindsey, Municipal Clerk

RECORD OF VOTE					
	M S	Yes	No	NV	Ab
Mayor Torchia Buss					
Deputy Mayor Viola					
Fitzpatrick					
Buzzetta					
Rizzuto					
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

RESOLUTION 2025-2

CONFIRMING APPOINTMENT OF
SECRETARY TO THE ENVIRONMENTAL COMMISSION

BE IT RESOLVED by the Township Committee of Colts Neck Township that pursuant to the recommendation of the 2025 Environmental Commission, it hereby confirms the appointment of Dina Ryan as the Secretary to the Environmental Commission, Colts Neck Township; and

BE IT FURTHER RESOLVED that pursuant to the terms and conditions of the offer of employment, the Secretary will receive payment of $50 per meeting and $10 per hour, with no benefits; and

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

1. Thomas Hennessy, Chair;
2. Dina Ryan; and
3. John Antonides, Chief Financial Officer.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a resolution passed by the Township Committee of Colts Neck Township during a regular meeting held on the 3rd day of January 2025

_____
Trina Lindsey, Municipal Clerk

RECORD OF VOTE					
	M S	Yes	No	NV	Ab
Mayor Torchia Buss					
Deputy Mayor Viola					
Fitzpatrick					
Buzzetta					
Rizzuto					
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

RESOLUTION 2025-4

CONFIRMING APPOINTMENTS TO THE BOARD OF ADJUSTMENT

BE IT RESOLVED by the Township Committee of Colts Neck Township that pursuant to Chapter 102 of the Code of Colts Neck Township that the following appointments are confirmed to the Board of Adjustment:

ROBERT MAHONEY	TERM EXPIRES 12/31/28
JUSTINE BUZZETTA	TERM EXPIRES 12/31/28
ALBERT YODAKIS, ALTERNATE 2	TERM EXPIRES 12/31/26

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

1. All members listed above;
2. Timothy Anfuso, P.P., Township Planner; and
3. Colts Neck Township Board of Adjustment

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 3rd day of January 2025

_____
Trina Lindsey, Municipal Clerk

RECORD OF VOTE					
	M S	Yes	No	NV	Ab
Mayor Torchia Buss					
Deputy Mayor Viola					
Fitzpatrick					
Buzzetta					
Rizzuto					
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

RESOLUTION 2025-3

CONFIRMING APPOINTMENTS TO THE PLANNING BOARD

BE IT RESOLVED by the Township Committee of Colts Neck Township that pursuant to Chapter 102 of the Code of Colts Neck Township that the following appointments are confirmed to the Planning Board:

CLASS I- TARA TORCHIA BUSS	TERM EXPIRES 12/31/25
CLASS II – MORGAN SAVAGE	TERM EXPIRES 12/31/25
CLASS III – MICHAEL VIOLA	TERM EXPIRES 12/31/25
TOM SULLIVAN	TERM EXPIRES 12/31/28
ROBERT LUTKEWITTE, CLASS IV	TERM EXPIRES 12/31/27
EVAN STIVALA, ALTERNATE 2	TERM EXPIRES 12/31/26

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

1. All members listed above;
2. Timothy Anfuso, P.P., Township Planner; and
3. Colts Neck Township Planning Board Chairman

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 3rd day of January 2025

_____
Trina Lindsey, Municipal Clerk

RECORD OF VOTE					
	M S	Yes	No	NV	Ab
Mayor Torchia Buss					
Deputy Mayor Viola					
Fitzpatrick					
Buzzetta					
Rizzuto					
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

RESOLUTION 2025-5

CONFIRMING APPOINTMENTS
TO THE
BOARD OF HEALTH

BE IT RESOLVED by the Township Committee of Colts Neck Township that pursuant to Chapter 31 of the Code of Colts Neck Township that the following appointments are confirmed to the Colts Neck Board of Health:

TARA TORCHIA BUSS, LIAISON	TERM EXPIRES 12/31/25
JAMES SCHATZLE	TERM EXPIRES 12/31/28
DR. ROHINI SINGH, ALTERNATE 1	TERM EXPIRES 12/31/26
MARK MCCULLUM, ALTERNATE 2	TERM EXPIRES 12/31/26

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

1. Members listed above;
2. Thomas Frank, Health Officer; and
3. Colts Neck Board of Health.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 3rd day of January 2025

_____
Trina Lindsey, Municipal Clerk

RECORD OF VOTE					
	M	S	Yes	No	NV	Ab
Mayor Torchia Buss						
Deputy Mayor Viola						
Fitzpatrick						
Buzzetta						
Rizzuto						

M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent

RESOLUTION 2025-6

CONFIRMING APPOINTMENTS
TO THE
ENVIRONMENTAL COMMISSION

BE IT RESOLVED by the Township Committee of Colts Neck Township that pursuant to Chapter 24 of the Code of Colts Neck Township that the following appointments are confirmed to the Colts Neck Environmental Commission:

MAYOR APPOINTS THOMAS HENNESSEY AS CHAIR FOR 2025

SUE FITZPATRICK, LIAISON	TERM EXPIRES 12/31/25
ALAN RYAN	TERM EXPIRES 12/31/27
TERESA DANILE	TERM EXPIRES 12/31/27

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

1. All members so appointed above; and
2. Colts Neck Environmental Commission

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 3rd day of January 2025

_____
Trina Lindsey, Municipal Clerk

RECORD OF VOTE					
	M S	Yes	No	NV	Ab
Mayor Torchia Buss					
Deputy Mayor Viola					
Fitzpatrick					
Buzzetta					
Rizzuto					
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

RESOLUTION 2025-7

CONFIRMING APPOINTMENTS TO THE RECREATION COMMITTEE

BE IT RESOLVED by the Township Committee of Colts Neck Township that pursuant to Chapter 57 of the Code of Colts Neck Township that the following appointments are confirmed to the Recreation Committee:

DAN BUZZETTA, LIAISON	TERM EXPIRES 12/31/25
KEVIN O'CONNOR	TERM EXPIRES 12/31/27
FRANK SIKORSKAS	TERM EXPIRES 12/31/27
AJ GARITO	TERM EXPIRES 12/31/27
BRIAN MCNALLY	TERM EXPIRES 12/31/27
JOHN MAGUIRE	TERM EXPIRES 12/31/27
JACLYN KRONSTEDT	TERM EXPIRES 12/31/27

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

1. All members so appointed;
2. Colby Marques; Director, Recreation and Parks; and
3. Recreation Committee

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 3rd day of January 2025

_____
Trina Lindsey, Municipal Clerk

RECORD OF VOTE					
	M S	Yes	No	NV	Ab
Mayor Torchia Buss					
Deputy Mayor Viola					
Fitzpatrick					
Buzzetta					
Rizzuto					

M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent

RESOLUTION 2025-8

CONFIRMING APPOINTMENTS
TO THE
FARMLAND AND OPEN SPACE COMMITTEE

BE IT RESOLVED by the Township Committee of Colts Neck Township that pursuant to Chapter 26 of the Code of Colts Neck Township that the following appointments are confirmed to the Farmland and Open Space Committee:

SUE FITZPATRICK, LIAISON	TERM EXPIRES 12/31/25
KEVIN CASEY	TERM EXPIRES 12/31/28
DINA RYAN	TERM EXPIRES 12/31/28
ALISON DENOIA	TERM EXPIRES 12/31/28
THERESA VELARDI, ALTERNATE 1	TERM EXPIRES 12/31/26

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

1. All members so appointed; and
2. Farmland and Open Space Committee.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 3rd day of January 2025

_____
Trina Lindsey, Municipal Clerk

RECORD OF VOTE					
	M S	Yes	No	NV	Ab
Mayor Torchia Buss					
Deputy Mayor Viola					
Fitzpatrick					
Buzzetta					
Rizzuto					
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

RESOLUTION 2025-9

CONFIRMING APPOINTMENTS
TO THE
AGRICULTURAL ADVISORY COMMITTEE

BE IT RESOLVED by the Township Committee of Colts Neck Township that pursuant to Chapter 26 of the Code of Colts Neck Township that the following appointments are confirmed to the Agricultural Advisory Committee:

JENA COSIMO	TERM EXPIRES 12/31/26
THOMAS MORIN	TERM EXPIRES 12/31/25
MICHAEL STIVALA	TERM EXPIRES 12/31/25

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

1. All members so appointed; and
2. Farmland and Open Space Committee.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 3rd day of January 2025

_____
Trina Lindsey, Municipal Clerk

RECORD OF VOTE					
	M S	Yes	No	NV	Ab
Mayor Torchia Buss					
Deputy Mayor Viola					
Fitzpatrick					
Buzzetta					
Rizzuto					
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

RESOLUTION 2025-10

CONFIRMING APPOINTMENTS
TO
THE HISTORIC PRESERVATION COMMITTEE

BE IT RESOLVED by the Township Committee of Colts Neck Township that pursuant to Chapter 32 of the Code of Colts Neck Township that the following appointments be and are confirmed to the Historic Preservation Committee:

FRANK RIZZUTO, LIAISON	TERM EXPIRES 12/31/25
MARY PAHIRA	TERM EXPIRES 12/31/27
JESSICA TOBIA	TERM EXPIRES 12/31/27
PATRICIA MITCHELL	TERM EXPIRES 12/31/27
TOM SULLIVAN	TERM EXPIRES 12/31/27

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

1. All member so appointed; and
2. Historical Preservation Committee.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 3rd day of January 2025

_____
Trina Lindsey, Municipal Clerk

RECORD OF VOTE					
	M S	Yes	No	NV	Ab
Mayor Torchia Buss					
Deputy Mayor Viola					
Fitzpatrick					
Buzzetta					
Rizzuto					
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

RESOLUTION 2025-11

CONFIRMING APPOINTMENTS
TO THE
LOCAL EMERGENCY PLANNING COMMITTEE

BE IT RESOLVED by the Township Committee of Colts Neck Township that pursuant to Chapter 38 of the Code of Colts Neck Township that the following appointment be and is confirmed to the Local Emergency Planning Committee:

FRANK RIZZUTO, LIAISON	TERM EXPIRES 12/31/25
TYLER BADARRACO	TERM EXPIRES 12/31/27
DANIEL DEVITO	TERM EXPIRES 12/31/27
GREGORY WILLIAMS	TERM EXPIRES 12/31/27

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

1. Members above so appointed; and
2. Local Emergency Planning Committee.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 3rd day of January 2025

_____
Trina Lindsey, Municipal Clerk

RECORD OF VOTE					
	M S	Yes	No	NV	Ab
Mayor Torchia Buss					
Deputy Mayor Viola					
Fitzpatrick					
Buzzetta					
Rizzuto					
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

RESOLUTION 2025-12

CONFIRMING APPOINTMENTS TO
THE COLTS NECK TOWNSHIP PREVENTION ALLIANCE

BE IT RESOLVED by the Township Committee of Colts Neck Township that pursuant to Chapter 42 of the Code of Colts Neck Township that the following appointments are confirmed to the Prevention Alliance:

TARA TORCHIA BUSS, LIAISON	TERM EXPIRES 12/31/25
ANITA DEDALIS, CHAIR	TERM EXPIRES 12/31/27
KEVIN WALSH	TERM EXPIRES 12/31/27
EMORY DEDALIS	TERM EXPIRES 12/31/27
BRITTANY TURI	TERM EXPIRES 12/31/27
JENEVIEVE MANGOLD	TERM EXPIRES 12/31/27
LT. BRIAN CASWELL	TERM EXPIRES 12/31/27
OFFICER ALFRED CAPRIOTTI	TERM EXPIRES 12/31/27

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

1. All members so appointed;

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 3rd day of January 2025

_____
Trina Lindsey, Municipal Clerk

RECORD OF VOTE					
	M S	Yes	No	NV	Ab
Mayor Torchia Buss					
Deputy Mayor Viola					
Fitzpatrick					
Buzzetta					
Rizzuto					
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

RESOLUTION 2025-13

CONFIRMING DESIGNATION OF MUNICIPAL DEPOSITORIES

WHEREAS, Title 17:9-9 and N.J.S.A. 40A:5-14 provide for the designation of depositories for municipal funds by resolution of the Governing Body.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of Colts Neck Township that the following banks be designated for deposit of Township funds:

The Bank of America

Bethpage Federal Credit Union

Citizens Bank

Kearny Bank

Manasquan Bank

Ocean First Bank

PNC Bank

State Street Bank & Trust Company, State of NJ Cash Management Fund

Valley Bank

Wells Fargo Bank

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 3rd day of January 2025

_____

Trina Lindsey, Municipal Clerk

RECORD OF VOTE					
	M S	Yes	No	NV	Ab
Mayor Torchia Buss					
Deputy Mayor Viola					
Fitzpatrick					
Buzzetta					
Rizzuto					
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

RESOLUTION 2025-14

ADOPTION OF A TEMPORARY BUDGET FOR 2025

WHEREAS, N.J.S.A. 40A:4-19 provides that every Municipality must make temporary appropriations during the period January 1 to adoption of the budget sufficient to cover commitments made during the period January 1 to the date of adoption of the 2025 Budget, and

NOW THEREFORE BE IT AND IT IS HEREBY RESOLVED that the following list of appropriations shall constitute the 2025 Temporary Budget for the Township of Colts Neck, Monmouth County, New Jersey.

Current Fund	2025 TEMPORARY BUDGET
Administrative and Executive:	
Salaries and Wages	$ 60,000.00
Other Expenses	15,000.00
Mayor and Committee:	
Salaries and Wages	2,000.00
Municipal Clerk:	
Salaries and Wages	30,000.00
Elections:	
Other Expenses	200.00
Financial Administration(Treasury):	
Salaries and Wages	35,000.00
Other Expenses	25,000.00
Audit Services:	
Other Expenses	7,500.00
Revenue Administration(Tax Collection):	
Salaries and Wages	62,500.00
Other Expenses	2,000.00
Tax Assessment Administration:	
Salaries and Wages	12,000.00
Other Expenses	3,000.00
Legal Services:	
Other Expenses	80,000.00
Engineering Services:	
Other Expenses	10,000.00
Farmland/Open Space Commission:	
Other Expenses	500.00
Historic Preservation:	
Salaries and Wages	200.00
Other Expenses	500.00
Planning Board:	
Salaries and Wages	37,500.00
Other Expenses	3,000.00
Architectural Review:	
Salaries and Wages	200.00
Zoning Board of Adjustment:	
Other Expenses	1,500.00
Code Enforcement Official:	
Salaries and Wages	20,000.00
Other Expenses	500.00
Insurance:	
Liability Insurance	196,000.00
Other Insurance Premiums	250,000.00
Workers Compensation Insurance	179,500.00

Police Department:	
Salaries and Wages	850,000.00
Other Expenses	40,000.00
Office of Emergency Management:	
Other Expenses	500.00
Aid to Volunteer Fire Companies	50,000.00
First Aid Organization-Contribution	7,000.00
Fire Prevention Bureau:	
Salaries and Wages	8,000.00
Other Expenses	900.00
Streets and Road Maintenance:	
Salaries and Wages	200,000.00
Other Expenses	75,000.00
Snow Removal:	
Salaries and Wages	5,000.00
Other Expenses	25,000.00
Shade Tree Commission:	
Salaries and Wages	250.00
Other Expenses	250.00
Recycling:	
Salaries and Wages	750.00
Other Expenses	175,000.00
Buildings and Grounds:	
Salaries and Wages	1,250.00
Other Expenses	75,000.00
Public Health Services(Board of Health):	
Salaries and Wages	40,000.00
Other Expenses	7,500.00
Environmental Commission:	
Other Expenses	25.00
Animal Control Services:	
Other Expenses	7,000.00
Recreation Services and Programs:	
Salaries and Wages	40,000.00
Other Expenses	30,475.00
Electricity	9,000.00
Street Lighting	10,000.00
Telephone	20,000.00
Fuel Oil/Natural Gas	12,000.00
Gasoline	50,000.00
Social Security System	100,000.00
Municipal Court:	
Salaries and Wages	86,000.00
Other Expenses	5,000.00
Aid to Library:	
Other Expenses	5,500.00
Capital Improvement Fund	30,000.00
	$ 3,000,000.00

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 3rd day of January 2025

Trina Lindsey, Municipal Clerk

RECORD OF VOTE					
	M S	Yes	No	NV	Ab
Mayor Torchia Buss					
Deputy Mayor Viola					
Fitzpatrick					
Buzzetta					
Rizzuto					
M - Moved S - Seconded X - Indicates Vote NV - Not Voting Ab - Absent					

RESOLUTION 2025-15

AUTHORIZING ESTABLISHMENT OF
FEES, PENALITIES AND INTEREST RATES FOR 2025

BE IT RESOLVED that upon the recommendations of the Township Tax Collector:

1. Taxes shall be collected quarterly on February 1, May 1, August 1 and November 1, 2025.

2. There shall be a ten (10) day grace period on the quarterly taxes, after which unpaid taxes will be charged interest back to the due date.

3. Interest shall be charged and calculated at the rate of eight (8) % per annum on the first $1,500.00 of the delinquency, and eighteen (18) % per annum on any amount in excess of $1,500.00 to be calculated from the date the tax is payable until the date the actual payment is received.

4. There shall be a six (6) % penalty for a delinquency over $10,000.00 if not paid prior to the end of the calendar year. Delinquency is defined to mean the sum of all taxes and municipal charges due on a given parcel of property covering any number of quarters.

5. Redemption fee for Tax Sale Certificates, as follows:

   Two (2) % on certificates $200.00 to $4,999.99.
   Four (4) % on certificates $5,000.00 to $9,999.99.
   Six (6) % on certificates over $10,000.00.

6. A service charge of $20.00 will be charged for each returned check used to make any payment to the Township of Colts Neck for insufficient funds.

7. A fee of $5.00 will be charged for the first duplicate copy of the tax bill requested by a mortgage servicing organization and a fee of $25.00 will be charged to each subsequent duplicate copy of the same bill in the same tax year.

8. All tax sale certificate redemption amounts shall be obtained from the Tax Collector. In addition, a $25.00 fee will be charged for each additional request after the second, for a redemption calculation.

9. A fee of $100.00 will be charged for the issuance of a Duplicate Tax Sale Certificate.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 3rd day of January 2025

_____
Trina Lindsey, Municipal Clerk

RECORD OF VOTE					
	M S	Yes	No	NV	Ab
Mayor Torchia Buss					
Deputy Mayor Viola					
Fitzpatrick					
Buzzetta					
Rizzuto					
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

RESOLUTION 2025-16

AUTHORIZING PRE-PAYMENT
OF CERTAIN ITEMS

WHEREAS, Colts Neck Township has budgeted funds for 2025 for payment of utilities, payroll, debt service, governmental fees, and insurance, and for the printing and mailing costs of the Township; and

WHEREAS, the payment of these items frequently arrives out of time for placement on the next available bills list, and in several months of the year the Governing Body does not meet for a period of one month, thereby inadvertently placing these bills and mailings in arrears because of the schedule of meetings.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of Colts Neck Township that the Chief Financial Officer be and is hereby authorized to make pre-payment of the following fixed items prior to the same appearing on the Township Committee meeting bills list, such funds to be taken from the pre-budgeted amount for each such expense for 2025:

1. Utilities (electric, gas, water, sewer, cable and telephone);
2. Payroll;
3. Debt services, as evidenced by pre-existing bonds and notes;
4. Health, dental and other insurance premiums;
5. Federal, state, county fees and taxes; and
6. Postage for tax bills, newsletters, and other Township mailings.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 3rd day of January 2025

_____
Trina Lindsey, Municipal Clerk

RECORD OF VOTE					
	M S	Yes	No	NV	Ab
Mayor Torchia Buss					
Deputy Mayor Viola					
Fitzpatrick					
Buzzetta					
Rizzuto					
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

RESOLUTION 2025-17

AUTHORIZING COLTS NECK TOWNSHIP CASH MANAGEMENT PLAN

WHEREAS, N.J.S.A. 40A:5-14 mandates the Governing Body shall, by resolution passed by a majority of the membership thereof, approve a Cash Management Plan;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of Colts Neck Township as follows:

1. The attached updated Cash Management Plan will guide the investment of idle cash of Colts Neck Township;

2. The attached updated Cash Management Plan includes a Policy Statement to guide its implementation;

3. The Chief Financial Officer will administer the Plan; and

4. The Plan is subject to annual audit.

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

1. Township Chief Financial Officer;

2. Township Auditor;

3. All depositories named in Section IV of the attached updated Cash Management Plan; and

4. All dealers and brokerage firms in Section V of the attached Cash Management Plan.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 3rd day of January 2025

_____
Trina Lindsey, Municipal Clerk

RECORD OF VOTE					
	M S	Yes	No	NV	Ab
Mayor Torchia Buss					
Deputy Mayor Viola					
Fitzpatrick					
Buzzetta					
Rizzuto					
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

CASH MANAGEMENT PLAN OF COLTS NECK TOWNSHIP, IN THE COUNTY OF MONMOUTH, NEW JERSEY

I. STATEMENT OF PURPOSE

This Cash Management Plan (the "Plan") is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order forth the basis for the deposits ("Deposits") and investment ("Permitted Investments") of certain public funds of Colts Neck Township, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits, if permitted, or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety and preservation of principal value, the liquidity (regarding its availability for the intended purposes) and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates 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.

II. 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 Colts Neck Township:

Current Fund
Trust Funds
General Capital Fund
Payroll Funds
Grant Funds

III. DESIGNATION OF OFFICIALS OF COLTS NECK TOWNSHIP AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN

The Chief Financial Officer of Colts Neck Township(and the Treasurer and Administrator) are hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making such Deposits or any Permitted Investments, such officials of Colts Neck Township are directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of the Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgement kept on file with such officials.

IV. DESIGNATION OF DEPOSITORIES

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

Bank of America (and/or its Successors)
Bethpage Federal Credit Union
Citizens Bank
Kearny Bank
Manasquan Bank

Ocean First Bank
PNC Bank
Valley Bank
Wells Fargo Bank

All such depositories shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Officials referred to in Section III above.

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

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

State of New Jersey Cash Management Fund/State Street Bank

VI. AUTHORIZED INVESTMENTS

A. Except as otherwise specifically provided for herein, the Designated Officials are 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 an act of Congress, which security has a maturity date not greater than 397 days from the date or 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.52:18A-90.4) or

8. Agreements for the repurchase of fully collateralized securities if:

a. the underlying securities are permitted investments pursuant to paragraphs (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 had:

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 investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably by 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.

B. Notwithstanding the above authorization, the moves on hand in the following funds and accounts shall be further limited as to maturities, specific investments or otherwise as follows:

Grant
Public Assistance

VII. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEGEMENT OF RECEIPT OF PLAN

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by Colts Neck Township, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of Colts Neck Township to assure that there is no unauthorized use of the funds or 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 Colts Neck Township or by a third party custodian prior to or upon the release of Colts Neck Township's funds.

To assure that all parties with whom Colts Neck Township deals either by way of Deposits or Permitted Investments are aware of the Authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of the Plan in writing and all such parties shall acknowledge the receipt of the Plan in writing, a copy of which shall be on file with the Designated Officials.

VIII. REPORTING REQUIREMENTS

Each month during which this Plan is in effect, the Designated Official referred to in Section III hereof shall supply to the governing body of Colts Neck Township a written report of any Deposits or Permitted Investments made Pursuant to this Plan, which shall include, at a minimum, the following information:

A. The name of any institution holding funds of Colts Neck Township as a Deposit or a Permitted Investment.

B. The amount of securities or Deposits purchased or sold during the immediately preceding month.

C. The class or type of securities purchased or Deposits made.

D. The book value of such Deposits or Permitted Investments.

E. The earned income on such Deposits or Permitted Investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.

F. The fees incurred to undertake such Deposits or Permitted Investments

G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.

H. All other information which may be deemed reasonable from time to time by the governing body of the Township of Colts Neck.

XI. TERM OF PLAN

This Plan shall be in effect from January 1, 2025 to December 31, 2025. Attached to this Plan is a Resolution of the Governing Body of Colts Neck Township approving this Plan for such period of time. This Plan may be amended from time to time. To the extent that any amendment is adopted by the Township Committee, the Designated Officials are directed to supply copies of the amendments to all of the parties who otherwise have received the 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 2025-18

CONFIRMING APPOINTMENT
OF
COMMUNITY DEVELOPMENT REPRESENTATIVE
KATHLEEN CAPRISTO

BE IT RESOLVED by the Township Committee of Colts Neck Township that it hereby appoints Ms. Kathleen Capristo as the Colts Neck Community Development Representative, with the County of Monmouth; and

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

1. Ms. Kathleen Capristo; and
2. Monmouth County Community Development Program.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 3rd day of January 2025

_____
Trina Lindsey, Municipal Clerk

RECORD OF VOTE					
	M S	Yes	No	NV	Ab
Mayor Torchia Buss					
Deputy Mayor Viola					
Fitzpatrick					
Buzzetta					
Rizzuto					
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

RESOLUTION 2025-19

CONFIRMING DESIGNATION OF
PUBLIC AGENCY COMPLIANCE OFFICER
KATHLEEN CAPRISTO

BE IT RESOLVED by the Township Committee of Colts Neck Township that it hereby designates Ms. Kathleen Capristo as the Public Agency Compliance Officer (P.A.C.O); and

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

1. Kathleen Capristo; and
2. State of New Jersey, EEO Monitoring Program.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 3rd day of January 2025

_____
Trina Lindsey, Municipal Clerk

RECORD OF VOTE					
	M S	Yes	No	NV	Ab
Mayor Torchia Buss					
Deputy Mayor Viola					
Fitzpatrick					
Buzzetta					
Rizzuto					
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

RESOLUTION 2025-20

CONFIRMING APPOINTMENT OF
MID JERSEY JOINT INSURANCE FUND COMMISSIONER
KATHLEEN CAPRISTO

BE IT RESOLVED by the Township Committee of Colts Neck Township that it hereby appoints Ms. Kathleen Capristo as Commissioner of the Mid Jersey Joint Insurance Fund; and

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

1. Kathleen Capristo; and
2. Mid Jersey Joint Insurance Fund.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 3rd day of January 2025

_____
Trina Lindsey, Municipal Clerk

RECORD OF VOTE					
	M S	Yes	No	NV	Ab
Mayor Torchia Buss					
Deputy Mayor Viola					
Fitzpatrick					
Buzzetta					
Rizzuto					
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

RESOLUTION 2025-21

CONFIRMING APPOINTMENT OF
RECYCLING COORDINATOR
JEANIE ROSETI

BE IT RESOLVED by the Township Committee of Colts Neck Township that pursuant to Chapter 195 of the Code of Colts Neck Township that it hereby confirms the appointment of Ms. Jeanie Roseti as Recycling Coordinator, Colts Neck Township, County of Monmouth, for a one-year term, expiring on December 31, 2025; and

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

1. Ms. Jeanie Roseti;
2. Mr. John Antonides, Chief Financial Officer; and
3. Ms. Fran Metzger, Monmouth County Recycling Coordinator.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 3rd day of January 2025

_____
Trina Lindsey, Municipal Clerk

RECORD OF VOTE					
	M S	Yes	No	NV	Ab
Mayor Torchia Buss					
Deputy Mayor Viola					
Fitzpatrick					
Buzzetta					
Rizzuto					
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

RESOLUTION 2025-22

APPROVING USE OF
ROBERT'S RULES OF ORDER
FOR
TOWNSHIP COMMITTEE MEETINGS

WHEREAS, the Township Committee of Colts Neck Township hereby approves the use of Robert's Rules of Order for the conducting of Township Committee Meetings; and

WHEREAS, it is the intent of the Township Committee to provide each member of the public an equal opportunity to be heard; and

WHEREAS, public comment is intended to give citizens the right to discuss items on the agenda as well as to make comments on other related Township services. It is not intended to be a question and answer period. The Township Committee's response to the public is at the Committee's discretion.

WHEREAS, the Township Committee maintains the discretion to end a participant's comment if the comment becomes repetitive and/or the participant has had a fair and equal opportunity to be heard; and

BE IT RESOLVED by the Township Committee of Colts Neck Township that it hereby approves the use of Robert's Rules of Order for the conducting of Township Committee Meetings.

BE IT RESOLVED by the Township Committee of Colts Neck Township that it hereby approves the use of Robert's Rules of Order for the conducting of Township Committee Meetings to include the limitation to public comments to four (4) minutes per person.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 3rd day of January 2025

_____
Trina Lindsey, Municipal Clerk

RECORD OF VOTE					
	M S	Yes	No	NV	Ab
Mayor Torchia Buss					
Deputy Mayor Viola					
Fitzpatrick					
Buzzetta					
Rizzuto					
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

RESOLUTION 2025-23

DESIGNATION OF
OFFICIAL TOWNSHIP NEWSPAPERS

BE IT RESOLVED by the Township Committee of Colts Neck Township that it hereby designates The Star Ledger, Asbury Park Press, and the Two River Times as the official Township newspapers.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 3rd day of January 2025

_____
Trina Lindsey, Municipal Clerk

RECORD OF VOTE					
	M S	Yes	No	NV	Ab
Mayor Torchia Buss					
Deputy Mayor Viola					
Fitzpatrick					
Buzzetta					
Rizzuto					
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

RESOLUTION 2025-24

REQUIRING DIRECT DEPOSIT OF PAYROLL CHECKS

WHEREAS, P.L.1981, c. 385 (C.52:14-15a) was amended by the Senate and General Assembly of the State of New Jersey to provide that municipalities (along with other State entities) may provide for mandatory direct deposit of net pay for all employees on or after July 1, 2014; and

WHEREAS, the Chief Financial Officer of Colts Neck Township recommends the municipality adopt this requirement for mandatory direct deposit of net pay as it provides an increase in the productivity of the Finance department, a decrease in the cost of producing and replacing lost checks, and the elimination of the cost of delivery of checks; and

WHEREAS, the employees of the municipality shall indicate, in writing to the Chief Financial Officer, the specific banking institution(s) and designated checking account(s), savings account(s) or share account(s) to which the deposit shall be made on behalf of the employee; and

WHEREAS, the Chief Financial Officer of Colts Neck Township may determine special exceptions to this policy for paychecks for terminated employees and seasonal employees; and

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of Colts Neck Township that, effective January 1, 2023, mandatory direct deposit of net pay for all employees of Colts Neck Township shall be made to the specific banking institution(s) provided by each employee.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 3rd day of January 2025

_____
Trina Lindsey, Municipal Clerk

RECORD OF VOTE					
	M S	Yes	No	NV	Ab
Mayor Torchia Buss					
Deputy Mayor Viola					
Fitzpatrick					
Buzzetta					
Rizzuto					
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

RESOLUTION 2025-25

AUTHORIZING CANCELLATION OF TAX DEBIT AND CREDIT BALANCES OF LESS THAN $5.00

WHEREAS, properties reflecting tax and credit balances of less than $5.00, and

WHEREAS, it is deemed unfeasible to incur the cost of collecting or refunding tax balances of less than $5.00.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of Colts Neck Township that the Tax Collector, pursuant to N.J.S.A. 40A:5-17.1a, is authorized and directed to cancel any tax and credit balances of less than $5.00.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 3rd day of January 2025

_____
Trina Lindsey, Municipal Clerk

RECORD OF VOTE					
	M S	Yes	No	NV	Ab
Mayor Torchia Buss					
Deputy Mayor Viola					
Fitzpatrick					
Buzzetta					
Rizzuto					
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

RESOLUTION 2025-26

PAYMENT OF CLAIMS, CLAIMANT'S SIGNATURE FOR PAYMENT

WHEREAS, NJSA 40A:5-16 requires that the governing body of any local unit shall not pay out of its monies unless

(a) the person claiming or receiving payment first presents a detailed bill of items or demand, specifying particularly how the bill or demand is made up (the Invoice), with the certification of the party claiming payment that the bill or demand is correct (the Claimant Certification).

(b) the payment carries a written or electronic certification of some officer or duly designated employee of the local unit having knowledge of the facts that the goods have been received by, or the services rendered to, the local unit (certification of the user department).

WHEREAS, NJAC 5:30-9A.6 gives local units discretion to not require claimant certification by enacting a standard policy by resolution for vendors or claimants who do not provide such certification as part of its normal course of business; and

WHEREAS, generally, vendors do NOT provide such certification as part of the normal course of business which has created unnecessary confusion and delay in processing claims for payment; and

WHEREAS, the Claimant certification cannot be waived for reimbursement of employee expenses, or for services provided exclusively and entirely by an individual; and

WHEREAS, the Chief Financial Officer has communicated internal accounting controls as follows and has determined same to be sufficient to avoid errors and fraud in the processing of claims for payment

1) No goods or services will be procured without a valid Purchase Order containing the signature of the Township's Purchasing Agent.
2) Except for contract items approved by resolution of the Township Committee of Colts Neck Township, all procurement transactions must originate by way of a requisition in the Township's Finance System. Requisitions will not be processed without a digital signature of the Department Head (or, in certain limited situations, a designee approved by the CFO)

3) In processing Purchase Orders from Requisitions, Purchasing staff review for
    a. Department Head approval
    b. Legal Compliance (Local Public Contracts Law)
    c. Compliance with any relevant Township policy
    d. Reasonable business purpose
4) Questions regarding requisitions are reviewed with user departments. As necessary, certain issues are escalated to review by the Township's Purchasing Agent.
5) Requisitions that exceed the Pay-to-Play threshold ($17,500) or the bid threshold (currently $44,000) are forwarded to the Township's Purchasing Agent for processing.
6) Requisitions that exceed 15% of the bid threshold (currently $6,600) require at least 2 quotes (3 quotes are preferred). Quotes obtained by user departments are attached to the requisition (digital/scanned copy). Purchasing staff review all quotes or solicit quotes if or when needed.
7) Properly completed requisitions are converted to Purchase Orders by Finance Office staff.
8) Department Heads are actively engaged in preparing and monitoring their annual budgets. Clerical assistance is available for most departments. Regular reviews are performed to assure that activity posted to the department's budget, such as Purchase Orders, is valid, proper and authorized by the Department Head.
9) Claims for payment are submitted to Finance Office by each department. Invoices are reviewed to verify that work was performed as authorized and that prices are consistent with original proposals.
10) Invoices attached to the Purchase Order are submitted to Finance Office for payment. A responsible person with direct knowledge that the work was performed or goods received signs the Purchase Order to authorize payment.
11) In processing Purchase Orders (and invoices) for payment, Finance Office staff review for
    a. Certification by responsible person attesting that services were performed or goods delivered.
    b. Verify that payment is applied to proper contract, if applicable

c. Verify that the invoice does NOT pre-date the Purchase Order (Legal Compliance). (from item 1 above) No goods or services will be procured without a valid Purchase Order containing the signature of the Township's Purchasing Agent.

d. Review for proper accounting treatment (proper budget account and proper budget year).

e. Compliance with any relevant Township's policy

f. Reasonable business purpose

12) Questions regarding Purchase Orders / Invoices are reviewed with user departments. As necessary, certain issues are escalated to review by the CFO.

13) In preparing the annual Township Budget, the CFO reviews trends and query detail as considered necessary. All unusual items are researched.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP COMMITTEE OF COLTS NECK TOWNSHIP, that the internal accounting controls presented above by the CFO are adopted as Township Policy for Payment of Claims

BE IT FURTHER RESOLVED that pursuant to NJAC 5:30-9A.6 the Township exercises its discretion to not require claimant certifications except as required for reimbursement of employee expenses, or for services provided exclusively and entirely by an individual

BE IT FURTHER RESOLVED that this resolution is effective upon its adoption for all claims paid subsequent to January 1, 2024.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 3rd day of January 2025

_____

Trina Lindsey, Municipal Clerk

RECORD OF VOTE					
	M S	Yes	No	NV	Ab
Mayor Torchia Buss					
Deputy Mayor Viola					
Fitzpatrick					
Buzzetta					
Rizzuto					
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

RESOLUTION 2025-27

AUTHORIZES THE TAX COLLECTOR TO CONDUCT AN ELECTRONIC TAX SALE ON DELINQUENT PROPERTY TAXES

WHEREAS, N.J.S.A.54:5-19.1 et seq. permits municipalities to conduct electronic tax sales pursuant to rules and regulations promulgated by the Director of the Division of Local Government Services, and,

WHEREAS, the rule thus promulgated requires a municipality to authorize said electronic tax sale by resolution of the governing body, and,

WHEREAS, an electronic tax sale is innovative and provides a greater pool of potential lien buyers, thus creating the environment for a more effective tax sale process.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of Colts Neck Township does hereby authorize and direct the Tax Collector to conduct an electronic tax sale.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 3rd day of January 2025

_____
Trina Lindsey, Municipal Clerk

RECORD OF VOTE					
	M S	Yes	No	NV	Ab
Mayor Torchia Buss					
Deputy Mayor Viola					
Fitzpatrick					
Buzzetta					
Rizzuto					
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

RESOLUTION 2025-28

CONFIRMING 2025 TOWNSHIP COMMITTEE MEETING SCHEDULE

WHEREAS N.J.S.A. 10:4-18 provides for "ANNUAL NOTICE" which means at least once each year, within seven (7) days following the annual organization or reorganization meeting of a public body, every public body shall adopt, post and distribute a schedule of its regular meetings for the coming year. The schedule must contain the date, time and location of the meeting. In addition, it shall be mailed, telephoned, telegraphed or hand delivered to at least two (2) newspapers which newspapers shall be designated by the public body to receive such notices.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of Colts Neck Township, County of Monmouth, and State of New Jersey, that Regular Meetings of the Township Committee will be held at 7:00pm during the year 2025, at the Colts Neck Municipal Building, 1 Veterans Way, Colts Neck, NJ 07722 on the following dates:

Regular Meetings shall be held on the following dates:

January 8, 2025	January 29, 2025
February 12, 2025	February 26, 2025
March 12, 2025	March 26, 2025
April 9, 2025	April 30, 2025
May 14, 2025	May 28, 2025
June 11, 2025	June 25, 2025
July 9, 2025	July (NO MEETING)
August 13, 2025	August (NO MEETING)
September 10, 2025	September 24, 2025
October 8, 2025	October 29, 2025
November 12, 2025	November (NO MEETING)
December 10, 2025	December (NO MEETING)

Formal action will be taken at all Regular Meetings. Public comments will be permitted at designated periods during all meetings. Executive Sessions, which are closed to the public, may be held to discuss matters authorized for closed sessions under N.J.S.A. 10:4-12. Prior to each Executive Session, the Township Committee will convene in open session at which time a resolution will be adopted in accordance with N.J.S.A. 10:4-13. Regular, or Special Meetings may be adjourned, rescheduled or held on different dates providing such are duly noticed as provided by law.

The Municipal Clerk shall post this "Annual Notice" on the official bulletin board in the Municipal Building, transmit it to the Asbury Park Press and The Two River Times, and file this notice in the Office of the Municipal Clerk of Colts Neck Township, all in accordance with the "Open Public Meetings Law."

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 3rd day of January 2025

_____

Trina Lindsey, Municipal Clerk

RECORD OF VOTE					
	M S	Yes	No	NV	Ab
Mayor Torchia Buss					
Deputy Mayor Viola					
Fitzpatrick					
Buzzetta					
Rizzuto					
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

RESOLUTION 2025-29

APPOINTING CUSTODIAN OF RECORDS
FOR THE COLTS NECK POLICE DEPARTMENT

BE IT RESOLVED, by the Township Committee of Colts Neck Township, County of Monmouth, State of New Jersey, as follows:

WHEREAS, N.J.S.A. 47:1A-1.1 of the Open Public Records Act names the Municipal Clerk as the Records Custodian of the Municipality; and

WHEREAS, N.J.S.A. 47:1A-1.1 of the Open Public Records Act (OPRA) does not preclude the Municipality from developing reasonable and practical measures for responding to OPRA requests, which measures may include the designation of a Custodian of Record for particular types of records.

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

- The Secretary to the Colts Neck Police Chief, Colts Neck Police Department is hereby appointed as the Custodian of Record for Police Department records.

- The designated Custodian of Record for the Colts Neck Police Department, to the extent so advised, shall follow any instructions given by the Township Clerk regarding the handling of such records.

BE IT FURTHER RESOLVED that the above listed Custodian of Record shall appear on the official Colts Neck Township website together with the Colts Neck Township OPRA Request Form for the Police Department.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 3rd day of January 2025

_____
Trina Lindsey, Municipal Clerk

RECORD OF VOTE					
	M S	Yes	No	NV	Ab
Mayor Torchia Buss					
Deputy Mayor Viola					
Fitzpatrick					
Buzzetta					
Rizzuto					
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

RESOLUTION 2025-30

CONFIRMING APPOINTMENT OF
MUNICIPAL JUDGE
HONORABLE NICOLE SONNENBLICK

WHEREAS, N.J.S.A. 2B:12-1 provides that each municipality in this State shall establish a municipal court; and

WHEREAS, pursuant to that statute, Section 43-4 of the Code of Colts Neck Township establishes a municipal court for the Township; and

WHEREAS, N.J.S.A. 2B:12-4 and Township Code Section 43-4 provides that the Municipal Judge shall be appointed by the Mayor, with the advice and consent of the Township Committee, for a term of three years from the date of appointment and until a successor is appointed and qualified; and

WHEREAS, the term of the Honorable Nicole Sonnenblick, who currently serves as the Municipal Judge for the Municipal Court of Colts Neck, expired on December 31, 2024; and

WHEREAS, the Mayor has reappointed Judge Sonnenblick for another three-year term; and

WHEREAS, the Township Committee wishes to confirm the reappointment of Judge Sonnenblick.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of Colts Neck Township, that the nomination of Nicole Sonnenblick to be reappointed as the Municipal Court Judge for Colts Neck Township is hereby confirmed; and

BE IT FURTHER RESOLVED that Judge Nicole Sonnenblick shall serve a three-year term as Municipal Court Judge of Colts Neck Township from January 1, 2025 through December 31, 2027 and shall be compensated pursuant to the Township's applicable salary ordinance.

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

1. Hon. Nicole Sonnenblick;
2. Hon. Lisa P. Thornton, A.J.S.C.;
3. Ms. Kathryne Bradach, Court Administrator; and
4. Mr. John Antonides, Chief Financial Officer.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 3rd day of January 2025

_____
Trina Lindsey, Municipal Clerk

RECORD OF VOTE					
	M S	Yes	No	NV	Ab
Mayor Torchia Buss					
Deputy Mayor Viola					
Fitzpatrick					
Buzzetta					
Rizzuto					
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					