

BOROUGH OF EATONTOWN

REORGANIZATION MEETING

MAYOR AND COUNCIL



MONDAY, JANUARY 1, 2024, at 10:30 A.M.

**Borough of Eatontown
47 Broad Street
Eatontown, New Jersey 07724**



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Eatontown, New Jersey 07724

REORGANIZATION MEETING
MAYOR AND COUNCIL
MONDAY, JANUARY 1, 2024, at 10:30 A.M.

1. OPEN PUBLIC MEETINGS ACT STATEMENT

This meeting has been advertised in accordance with the Open Public Meetings Act:

Notice of the meeting has been published in the Asbury Park Press, the Star Ledger, and the Link News. Notice of the meeting change time was provided to the Asbury Park Press, the Star Ledger and the Link News. Notices have been posted on the bulletin board in the lobby of Borough Hall and posted to the Borough Website. Public Comment is welcome at any time.

2. FLAG SALUTE

3. COUNCIL - Oaths of Office

Councilmember Danielle M. Jones
Councilmember Carl Lawson
Councilmember Candace Faust

4. ROLL CALL

Mayor Talerico, Jr.
Councilmember Danielle M. Jones
Councilmember David Gindi
Councilmember Meir Araman
Councilmember Virginia M. East
Councilmember Carl Lawson
Councilmember Candace Faust

5. RESOLUTION 01-2024 - Electing The 2024 Council President (rc)

Council President - **Oath of Office**

6. RESOLUTION 02-2024 - Confirming Appointment of Borough Attorney (rc)

Borough Attorney - **Oath of Office**

7. RESOLUTION 03-2024 - Confirming Appointment of Emergency Services (rc)

Eatontown Fire Department- **Oaths of Office**
Eatontown First Aid - **Oaths of Office**
Office of Emergency Management
Fire Prevention Board
Fire Police

8. RESOLUTION 04-2024 - Confirming Appointment of Council Committees (rc)

9. Mayor's Welcome and Annual Address

10. **RESOLUTION 05-2024** - Confirming Appointment of Borough Professionals (rc)
11. **RESOLUTION 06-2024** - Confirming Appointment of Employee Appointed Positions (rc)
12. **RESOLUTION 07-2024** - Confirming Appointments to the Planning and Zoning Boards (rc)
13. **RESOLUTION 08-2024** - Confirming Appointments of Council Committee Liaisons (rc)
14. **RESOLUTION 09-2024** - Confirming Committee Member Appointments (rc)

15. CONSENT AGENDA RESOLUTIONS (vv)

(All matters listed hereunder are considered to be routine in nature and will be enacted in one motion. Any person may request an item be removed for separate consideration).

- A. **RESOLUTION 10-2024** - Fixing Order of Business
- B. **RESOLUTION 11-2024** - Confirming Annual Meeting Schedule, 2024
- C. **RESOLUTION 12-2024** - Designating Official Newspapers (Asbury Park Press, The Link, Atlantic Hub)
- D. **RESOLUTION 13-2024** - Confirming Temporary Budget, 2024
- E. **RESOLUTION 14-2024** - Adopting Cash Management
- F. **RESOLUTION 15-2024** - Fixing Interest
- G. **RESOLUTION 16-2024** - Cancelling Tax Overpayments/Delinquent Amounts Under \$10.00
- H. **RESOLUTION 17-2024** - Auth. Appointment of Qualified Purchasing Agent
- I. **RESOLUTION 18-2024** - Auth. Appointment of Public Agency Compliance Officer
- J. **RESOLUTION 19-2024** - Auth. Certification of Compliance with EEO Guidelines
- K. **RESOLUTION 20-2024** - Declaring Eatontown a Stigma Free Community

16. COUNCIL COMMENTS

17. PUBLIC COMMENTS

18. ADJOURNMENT (vv)

Happy New Year to All

The next meeting of the Governing Body is January 10, 2024 @ 7:00 p.m.

**BOROUGH OF EATONTOWN
COUNTY OF MONMOUTH, STATE OF NEW JERSEY**

BE IT RESOLVED, by the Borough Council of the Borough of Eatontown, in the County of Monmouth, that Virginia M. East be and is hereby elected Borough Council President for 2024.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Councilmember East						
Councilmember Jones						
Councilmember Gindi						
Councilmember Araman						
Councilmember Lawson						
Councilmember Faust						
Mayor Talerico, Jr.						

CERTIFICATION

I, Julie Martin, Borough Clerk of the Borough of Eatontown do hereby certify this to be a true and exact copy of a resolution adopted by the Governing Body of the Borough of Eatontown, County of Monmouth, State of New Jersey at the reorganization meeting held on January 1, 2024.

Julie Martin, RMC, Borough Clerk

**BOROUGH OF EATONTOWN
COUNTY OF MONMOUTH, STATE OF NEW JERSEY**

BE IT RESOLVED that the appointment of Andrew Bayer, Esq. of Pashman Stein Walder & Hayden, P. C. to the professional position of BOROUGH ATTORNEY for the Borough of Eatontown for the one-year term of 1/1/2024 - 12/31/2024, as made by the Mayor, is hereby confirmed.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Council President East						
Councilmember Jones						
Councilmember Gindi						
Councilmember Araman						
Councilmember Lawson						
Councilmember Faust						
Mayor Talerico, Jr.						

CERTIFICATION

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Julie Martin, RMC, Borough Clerk

BOROUGH OF EATONTOWN
COUNTY OF MONMOUTH, STATE OF NEW JERSEY

BE IT RESOLVED that the following appointments to Emergency Services for the Borough of Eatontown for the one-year term of 1/1/2024-12/31/2024, unless noted otherwise, as made by the Mayor, are hereby confirmed:

COUNCIL LIAISON	Virginia M. East		
Coordinator	William Mego (1/1/23 – 12/31/25)	Fire	Tanner Shea
Deputy Coordinator	Rudolph Trask	CERT	Barry Roth
Police Dept. Liaisons	Chief William Lucia	EMS	Gary Cummings
	Captain Theresa Healy	Haz. Mat. Coord.	John Sanders

FIRE POLICE

Captain	Robert Phillips
Lieutenant	Khadeem Williams
Members	Glenn Conover, Jr., John Dobrowolski, Charles Kawas, David Kawas, Kevin Kawas, Joseph Piscitelli, John M. Ryan, John Sanders, Sr., Gary Strasser, William Vital, Harold West

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Council President East						
Councilmember Jones						
Councilmember Gindi						
Councilmember Araman						
Councilmember Lawson						
Councilmember Faust						
Mayor Talerico, Jr.						

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Julie Martin, RMC, Borough Clerk

**BOROUGH OF EATONTOWN
COUNTY OF MONMOUTH, STATE OF NEW JERSEY**

PUBLIC WORKS & INSURANCE

BOROUGH OF EATONTOWN
COUNTY OF MONMOUTH, STATE OF NEW JERSEY

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Council President East							
Councilmember Jones							
Councilmember Gindi							
Councilmember Araman							
Councilmember Lawson							
Councilmember Faust							
Mayor Talerico, Jr.							

 Julie Martin, RMC, Borough Clerk

**BOROUGH OF EATONTOWN
COUNTY OF MONMOUTH, STATE OF NEW JERSEY**

BE IT RESOLVED that the following appointments of employees to positions for the Borough of Eatontown for the one-year term of 1/1/24-12/31/24, unless noted otherwise, as made by the Mayor, are hereby confirmed:

Special Law Enforcement Officer I
Special Law Enforcement Officer II
Special Law Enforcement Officer III

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Council President East						
Councilmember Jones						
Councilmember Gindi						
Councilmember Araman						
Councilmember Lawson						
Councilmember Faust						
Mayor Talerico, Jr.						

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Julie Martin, RMC, Borough Clerk

**BOROUGH OF EATONTOWN
COUNTY OF MONMOUTH, STATE OF NEW JERSEY**

BE IT RESOLVED that the following appointments are hereby confirmed for the Planning and Zoning Boards for 2024:

Member Class I	1/1/2023-12/31-2026	Mayor Talerico
Member Class II	1/1/2024-12/31/2024	Barry Roth
Member Class III	1/1/2024-12/31/2024	Council President East
Member Class IV	1/1/2024-12/31/2027	<i>Awaiting Appointment</i>
Member Class IV	1/1/2021-12/31/2024	William Diedrichsen
Member Class IV	1/1/2022-12/31/2025	Mark Regan, Sr.
Member Class IV	1/1/2023-12/31/2025	Deborah Martinock
Member Class IV	1/1/2023-12/31/2026	Mark Woloshin, David Alcott
Alternate Member 1	1/1/2024-12/31/2025	Kathy Silva

Members	1/1/2021-12/31/2024	Seth Mednick, Richard Lizanckie
	1/1/2022-12/31/2025	Robert Gilmore
	1/1/2023-12/31-2026	Salvatore Granata, Ralph Anderson, Pamela Faccone
	1/1/2024-12/31/2027	Kenneth East

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT	CERTIFICATION I, Julie Martin, Borough Clerk of the Borough of Eatontown do hereby certify this to be a true and exact copy of a resolution adopted by the Governing Body of the Borough of Eatontown, County of Monmouth, State of New Jersey at the reorganization meeting held on January 1, 2024. <u>Julie Martin, RMC, Borough Clerk</u>
Council President East							
Councilmember Jones							
Councilmember Gindi							
Councilmember Araman							
Councilmember Lawson							
Councilmember Faust							
Mayor Talerico, Jr.							

**BOROUGH OF EATONTOWN
COUNTY OF MONMOUTH, STATE OF NEW JERSEY**

BE IT RESOLVED that the following appointments be made for the position of liaisons to the Committees of the Borough of Eatontown for the one-year term of 1/1/2024-12/31/2024, are hereby confirmed:

Planning Board
Historical Committee
Senior Citizen Housing Board of Trustees
Fire Prevention
Office of Emergency Management

Health/Human Services Committee
Eatontown Alliance for Prevention of Drug & Alcohol Abuse
Cannabis Industry AdHoc Committee
Library Board of Trustees
Environmental Commission

Tenant Rights Committee
Rent Levelling Board
Street Numbering Committee

Economic Development Advisory Committee
Community Development Block Grant Committee

Shade Tree Commission
Green Team
Beautify Eatontown
Complete Streets Advisory Committee
Traffic Advisory Committee

Recreational Advisory Committee
Community Center Advisory Committee

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Council President East						
Councilmember Jones						
Councilmember Gindi						
Councilmember Araman						
Councilmember Lawson						
Councilmember Faust						
Mayor Talerico, Jr.						

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Julie Martin, RMC, Borough Clerk

RESOLUTION 09-2024

**BOROUGH OF EATONTOWN
COUNTY OF MONMOUTH, STATE OF NEW JERSEY**

CONFIRMING APPOINTMENTS TO BOROUGH COMMITTEES

BE IT RESOLVED that the following appointments to BOROUGH COMMITTEES for the Borough of Eatontown for the one-year term of 1/1/24 - 12/31/24 unless noted otherwise, as made by the Mayor, are hereby confirmed:

BEAUTIFY EATONTOWN

Liaison Councilmember Faust
Members Barbara Stark, Albert Baginski, Tim Staunton

COMMUNITY CENTER ADVISORY COMMITTEE

Liaison Councilmember Lawson
Members William R. Barnshaw, Karen Farrah, Linda Morgan, Joan J. Sobiech, Cordelia Golden
Rec. Director, Community Officer, Juvenile Officer, Senior Programs Supervisor

COMMUNITY DEVELOPMENT BLOCK GRANT

Liaison Councilmember Araman
Members Administrator

COMMUNITY GARDEN ADVISORY COMMITTEE

Members expires 12/31/2024 Carollyn M. Carson
expires 12/21/2026 Michelle Sweider

COMPLETE STREETS ADVISORY COMMITTEE

Liaison Councilmember Faust
Members expires 12/31/2026 Thomas Fary, Barbara Stark, Kevin Halverson,
Pamela Faccone
Advisory expires 12/31/2024 Rec. Director, Zoning Officer, Administrator

EATONTOWN ALLIANCE FOR THE PREVENTION OF DRUG AND ALCOHOL ABUSE

Members expires 06/30/2024 Mayor Talerico, Councilmember Jones

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

Advisory Mayor Talerico
Liaison Councilmember Araman
Members Mary Ellen Gervasina, Hugh J. MaGee, Anna Mayer, Peter J. Corallo, Bob English, Helga Schuette, Jim Staveley, Jamie Pavlis, Ron Wollner, Roy Eisen, Scott Sekuler, Administrator

CANNABIS INDUSTRY SUBCOMMITTEE

Liaison Councilmember Jones
This committee is a subcommittee of the Economic Development Advisory Committee.

ENVIRONMENTAL COMMISSION

Members expires 12/31/2024 Kenneth Kretsch, Aaron Stoler
expires 12/31/2025 Laura Bagwell, Mark W. Regan, Danielle M. Jones
expires 12/31/2026 Jessica Buck
Chairperson expires 12/21/2024 Laura Bagwell
Members of the Environmental Commission are appointed by the Mayor. Associate Members are appointed by the Governing Body.

GREEN TEAM

Liaison Councilmember Faust
Members expires 12/31/2026 Sara Breslow, Tiffany Miller, Roy Eisen, Vanessa Scaramuchich
expires 12/31/2024 Laura Bagwell
expires 12/31/2024 Administrator, Public Works Director
Alt. Member expires 12/31/2024 Gabrielle LePore

HEALTH AND HUMAN SERVICES COMMITTEE

Liaison Councilmember Jones
Members expires 12/31/2024 Administrator

HISTORICAL COMMITTEE

Ex-Officio Members Mayor Talerico, Councilmember East, Liaison
Members Marlene Cain, Joseph Carey, Kathleen English, Thomasine Hammed-Owens
Thomas Fary, Linda M. Ridsen, Sondra Thompson, Phyllis Trask,
Joseph Calandra, Samantha Muccino, Adrienne Hourihan, Maria Escalante, Jessica Buck
Historian & Museum Trustee Agnes Zaorski

LIBRARY BOARD OF TRUSTEES

Liaison Councilmember Jones
Members expires 12/31/2024 Carolyn Newcomb, Debbie Greenfield
expires 12/31/2025 Valerie Sapienza, Teri Bausenwein
expires 12/31/2026 Kathy Accorsi, Kenneth Kretsch, Kathleen Sita

The Library Board of Trustees appoints their own members. The Council Liaison is appointed by the Governing Body.

RECREATION ADVISORY COMMITTEE

Liaison Councilmember Lawson
Members expires 12/31/2024 Leigh Trillhaase, Donald Corcione, Lisa Vasquez, Recreation Director
expires 12/31/2025 Ralph Anderson, Jessica Raggiucci
expires 12/31/2026 Andrew Faccone, Teresa Connelly, Maria Escalante

RENT LEVELING BOARD

Liaison Councilmember Gindi
Members Frederick Dorner, Gary Strasser, Britton Cook, Sondra Thompson, Robin Larsen

SENIOR CITIZEN HOUSING BOARD OF TRUSTEES

Liaison Councilmember East
Members expires 12/31/2024 Richard Farrah, T. Hammed-Owens, Virginia M. East, Coleen Burnett, Linda Morgan
expires 12/31/2025 Ralph Anderson, Theodore Lewis Jr., Sondra Thompson
expires 12/31/2026 William R. Barnshaw, Jennifer Piazza, Thomas Smock

SEWERAGE AUTHORITY

Members expires 1/31/2025 Brian Charnick
expires 1/31/2026 Ken East
expires 1/31/2027 Lori Flynn
expires 1/31/2028 Peter Berkley
expires 1/31/2029 Jeanna Migliaccio

Sewer Authority Terms of Office begin on February 1 and run through January 31.

SHADE TREE COMMISSION

Liaison Councilmember Faust
Members expires 12/31/2024 Eileen Cooper
expires 12/31/2025 David Corcione
expires 12/31/2027 Lisa Wilson, Mark Wilson
expires 12/31/2024 Shade Tree Specialist

Shade Tree Commission Members are appointed by the Mayor. The Council Liaison is appointed by the Governing Body.

Liaison Members

Mayor Talerico, Councilmember Gindi
Construction Official, Police Chief, Housing Official

Liaison Members

Councilmember Gindi
Estella Almeida, Teresa Connelly, Frederick Dorner, Sondra Thompson
Housing Official, Construction Official

Liaison	
Members	expires 12/31/2024
	expires 12/31/2024
	expires 12/31/2025

Councilmember Faust
Traffic Officer
Roy Eisen, William Phillips
Thomas Innace, Kevin Halvorsen

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Council President East						
Councilmember Jones						
Councilmember Gindi						
Councilmember Araman						
Councilmember Lawson						
Councilmember Faust						
Mayor Talerico, Jr.						

CERTIFICATION

I, Julie Martin, Borough Clerk of the Borough of Eatontown do hereby certify this to be a true and exact copy of a resolution adopted by the Governing Body of the Borough of Eatontown, County of Monmouth, State of New Jersey at the reorganization meeting held on January 1, 2024.

Julie Martin, RMC, Borough Clerk

RESOLUTION 10-2024

BOROUGH OF EATONTOWN COUNTY OF MONMOUTH, STATE OF NEW JERSEY

FIXING ORDER OF BUSINESS

BE IT RESOLVED that the order of business to be observed at all meetings of the Mayor and Council of the Borough of Eatontown to be held in the year 2024, shall be as follows:

1. ROLL CALL AND FLAG SALUTE
2. APPROVAL OF MINUTES
3. COMMUNICATIONS
4. MAYOR'S REPORT
5. REPORTS OF COMMITTEES
6. ADMINISTRATOR REPORT
7. OLD BUSINESS
8. PUBLIC COMMENT ON AGENDA ITEMS
9. BILLS AND CLAIMS
10. NEW BUSINESS
11. REMARKS OF COUNCIL AND CITIZENS
12. CLOSED SESSION
13. ADJOURNMENT

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT	CERTIFICATION I, Julie Martin, Borough Clerk of the Borough of Eatontown do hereby certify this to be a true and exact copy of a resolution adopted by the Governing Body of the Borough of Eatontown, County of Monmouth, State of New Jersey at the reorganization meeting held on January 1, 2024. Julie Martin, RMC, Borough Clerk
Council President East							
Councilmember Jones							
Councilmember Gindi							
Councilmember Araman							
Councilmember Lawson							
Councilmember Faust							
Mayor Talerico, Jr.							

**BOROUGH OF EATONTOWN
COUNTY OF MONMOUTH, STATE OF NEW JERSEY**

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Council President East						
Councilmember Jones						
Councilmember Gindi						
Councilmember Araman						
Councilmember Lawson						
Councilmember Faust						
Mayor Talerico, Jr.						

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Julie Martin, RMC, Borough Clerk

**BOROUGH OF EATONTOWN
COUNTY OF MONMOUTH, STATE OF NEW JERSEY**

BE IT RESOLVED that ASBURY PARK PRESS, THE STAR LEDGER, and THE LINK are hereby designated as the OFFICIAL NEWSPAPERS of the Borough of Eatontown for the year 2024.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Council President East						
Councilmember Jones						
Councilmember Gindi						
Councilmember Araman						
Councilmember Lawson						
Councilmember Faust						
Mayor Talerico, Jr.						

CERTIFICATION

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Julie Martin, RMC, Borough Clerk

RESOLUTION 13-2024

**BOROUGH OF EATONTOWN
COUNTY OF MONMOUTH, STATE OF NEW JERSEY**

RESOLUTION FOR TEMPORARY BUDGET FOR YEAR 2024 PER N.J.S.A. 40A:4-19

WHEREAS, N.J.S.A. 40A:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2024 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided, and

WHEREAS, the date of this resolution is within the first 30 days of the fiscal year, and

WHEREAS, the total appropriations in the 2023 budget, exclusive of any appropriations made of \$27,246,632.27 and

WHEREAS, 26.25% of the total appropriations in the 2023 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement and public assistance in said budget is the sum of \$7,152,240.97

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Eatontown, in the County of Monmouth, State of New Jersey, that the following temporary appropriations be adopted for the year 2024.

Administrative & Executive

Salaries & Wages \$63,131.25

Other Expenses \$29,137.50

Labor Council

Other Expenses \$5,250.00

Mayor and Council

Salaries & Wages \$17,955.00

Other Expenses \$2,362.50

Advertising

Other Expenses \$6,168.75

Beautify Eatontown

Other Expenses \$937.13

Complete Streets

Other Expenses \$262.50

Elections

Salaries & Wages \$-

Other Expenses \$1,575.00

Municipal Clerk

Salaries & Wages	\$56,450.63
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Other Expenses	\$8,006.25
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Information Technology

Other Expenses	\$46,725.00
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Purchasing

Salaries & Wages	\$13,833.75
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Other Expenses	\$8,300.25
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Historical

Other Expenses	\$787.50
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Financial Administration

Salaries & Wages	\$60,375.00
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Other Expenses	\$12,862.50
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Bond Registration - OE	\$1,181.25
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Auditing Services

Other Expenses	\$12,600.00
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Assessment of Taxes

Salaries & Wages	\$27,494.25
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Other Expenses	\$21,202.39
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Collection of Taxes

Salaries & Wages	\$23,887.50
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Other Expenses	\$3,255.00
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Legal Services and Costs

Other Expenses	\$65,625.00
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Municipal Prosecutor

Salaries & Wages	\$13,125.00
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Engineering Services & Costs

Other Expenses	\$27,562.50
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Public Buildings & Grounds

Salaries & Wages	\$59,540.25
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Other Expenses	\$41,606.25
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Planning Board

Other Expenses	\$11,628.75
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Board of Adjustment

Other Expenses	\$6,313.13
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Zoning Officer

Salaries & Wages	\$67,200.00
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Other Expenses	\$7,491.75
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Environmental Commission

Other Expenses	\$862.31
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Green Team

Other Expenses	\$656.25
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Community Garden

Other Expenses	\$2,651.25
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PUBLIC SAFETY

Fire

Salaries & Wages	\$1,739.06
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Fire Hydrant Service	\$52,500.00
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Other Expenses	\$30,643.46
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Insurance

Group Insurance	\$1,030,706.25
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Health Benefit Waiver	\$10,500.00
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Other Insurance Programs	\$400,000.00
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Workmen's Compensation	\$231,000.00
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Uniform Fire Safety

Salaries & Wages	\$38,377.50
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Other Expenses	\$5,446.88
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Police

Salaries & Wages	\$1,891,890.00
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Other Expenses	\$102,545.63
First Aid Contribution	
Other Expenses	\$19,260.94
Emergency Management Services	
Salaries & Wages	\$958.13
Other Expenses	\$3,911.25
Road Repairs and Maintenance	
Salaries & Wages	\$572,772.38
Other Expenses	\$357,262.50
Snow Removal	
Other Expenses	\$3,543.75
Municipal Court	
Salaries & Wages	\$14,175.00
Other Expenses	\$9,187.50
Public Defender	
Other Expenses	\$15,750.00
Street Lighting	\$42,000.00
Monmouth County Reclamation – Contractual	\$107,625.00
Solid Waste Collection	
Sanitation Apartment	\$277,725.00
Sanitation Residential	\$-
Health & Welfare	
Salaries & Wages	\$430.50
Other Expenses	\$1,312.50
Housing Inspection	
Salaries & Wages	\$29,119.13
Other Expenses	\$682.50
Animal Control	
Other Expenses	\$5,775.00
Recreation	

Salaries & Wages	\$60,375.00
Other Expenses	\$20,933.06

Celebration of Public Events

Other Expenses	\$11,103.75
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Community Center

Salaries & Wages	\$82,320.00
Other Expenses	\$9,738.75

Youth Committee

Other Expenses	\$590.63
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Senior Programs

Salaries & Wages	\$16,800.00
Other Expenses	\$5,013.75

Inspection of Buildings

Salaries & Wages	\$150,937.50
Other Expenses	\$9,699.38

S/W Adjustment Retire CY buyouts	\$70,000.00
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Business Advisory Committee	\$-
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Tuition Reimbursement	\$13,256.25
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Employee Sick Time Buyback	\$75,000.00
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Accumulated Absences

UTILITIES

Electric	\$44,625.00
Telephone	\$59,062.50
Water	\$10,500.00
Natural Gas	\$21,000.00
Contingent	\$1,050.00

PY BILLS	\$2,630.27
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STATUTORY EXPENSES

PERS

Social Security Expense (O.A.S.I.)	\$163,123.01
PFRS	
Unemployment	\$9,187.50
PERS ERI (Early Retirement Incentive Program)	
Defined Contribution Retirement (DCRP)	\$9,187.50

OUTSIDE CAPS

Library O/S CAPS

Salaries & Wages	\$24,071.25
Other Expenses	\$3,622.50
Telephone	\$-

911 System O/S CAPS **\$6,562.50**
Improvements to Parks

State Recycling Tax O/S CAPS **\$3,885.00**

Tax Appeal Reserve **\$13,125.00**

NJDEP/Storm Water Mgmt O/S CAPS **\$2,625.00**

LOSAP Fire **\$13,125.00**

LOSAP First Aid **\$5,250.00**

Mechanical Garage O/S CAPS

Board of Education Salaries & Wages **\$1,050.00**

Municipal Court

Tinton Falls **\$90,000.00**

Fire Prevention Shared Service Oceanport S/W **\$-**

Matching Funds for Grants **\$7,875.00**

\$6,999,537.99
ALLOWED \$7,152,240.97
\$(152,702.98)

TEMPORARY APPROPRIATIONS NOT SUBJECT TO PROVISIONS OF N.J.S.A. 40A:4-19
Reso 13-2024

DEBT SERVICE	2024
Bond Principal	\$1,450,000.00
Bond Interest	\$726,475.00
Note Interest	\$19,000.00
MCIA Capital Lease Principal	\$43,000.00
MCIA Capital Lease Interest	\$2,150.00
Judgement	
CIF	
RUT	
GRANT W/O MATCH	
TOTAL DEBT	\$2,240,625.00

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT	CERTIFICATION I, Julie Martin, Clerk of the Borough of Eatontown do hereby certify this to be a true and exact copy of a resolution adopted by the Governing Body of the Borough of Eatontown, County of Monmouth, State of New Jersey at a regular meeting held on January 1, 2024. Julie Martin, RMC, Borough Clerk
Council President East							
Councilmember Jones							
Councilmember Gindi							
Councilmember Araman							
Councilmember Lawson							
Councilmember Faust							
Mayor Talerico, Jr.							

RESOLUTION 14-2024

**BOROUGH OF EATONTOWN
COUNTY OF MONMOUTH, STATE OF NEW JERSEY**

ADOPTING CASH MANAGEMENT PLAN OF THE BOROUGH OF EATONTOWN

BE IT RESOLVED by the Council of the Borough of Eatontown, County of Monmouth, State of New Jersey that for the year 2024, the following shall serve as the cash management plan of the Borough of Eatontown. The Chief Financial Officer is directed to use this cash management plan as the guide in depositing and investing the Borough of Eatontown's funds. The following Government Unit Deposit Protection Act (GUDPA) approved banks are authorized depositories for deposit of funds: CITIZENS BANK; STATE OF NEW JERSEY CASH MANAGEMENT FUND; SUN NATIONAL BANK; TD BANK; PNC BANK; CITIBANK; WELLS FARGO; CENTRAL JERSEY BANK, A DIVISION OF KEARNY FEDERAL SAVINGS; FULTON BANK; BANK OF AMERICA; NORTHFIELD BANK, MANASQUAN BANK, OCEAN FIRST BANK, BCB BANK, LAKELAND BANK.

All warrants or checks for the disbursement of money shall be made by any three (3) of the following officials and facsimile signatures may be used: BOROUGH MAYOR, BOROUGH ADMINISTRATOR, BOROUGH CLERK, BOROUGH COUNCIL PRESIDENT, CHIEF FINANCIAL OFFICER

The Borough Administrator and Chief Financial Officer are empowered to invest cash funds as bank balances will allow from time to time in order to realize revenue. The above stated officers are authorized to transfer funds electronically for the purpose of investments, payroll, in between funds, debt service, school taxes and county taxes.

The following are authorized as suitable investments:

- Interest-bearing bank accounts in banks as authorized above for deposit of local unit funds (GUDPA approved).
- Certificates of deposit in GUDPA approved banking institutions.
- Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America. This includes instruments such as Treasury Bills, Notes and Bonds.
- Government money market mutual funds that comply with N.J.S.A. 40A:5-15.1 (e).
- Any federal agency or instrumentality obligation authorized by Congress that matures within 397 days from the date of purchase, and has a fixed rate of interest not dependent on any index or external factors.
- Bonds or other obligations of the local unit or school district of which the Borough is a part.
- Any other obligation with maturities not exceeding 397 days, as permitted by the State Division of Investments.
- Local government investment pools which comply with N.J.S.A. 40A:5-15.1 (e) and conditions set by the Division of Local Government Services.
- New Jersey Cash Management Fund.
- Repurchase agreements (repos) of fully collateralized securities which comply with N.J.S.A. 40A:5-15.1 (e).
- New Jersey Asset & Rebate Management Program.
- New Jersey CLASS.

There are no approved security brokers/dealers. In the event that a security broker/dealer should be approved during the year, the registered principal of said brokerage firm so approved shall be provided with and sign an acknowledgement that they have seen and reviewed the cash management plan.

Each month, the Chief Financial Officer shall prepare a report for the Administrator that consists of the following:

- A summary of all investments made or redeemed for the month.
- A listing of any and all financial institutions holding local unit funds.
- The class or type of securities purchased or funds deposited.
- Income earned on deposits and investments.
- Market value of investments and disclosure as to how the value was determined, if applicable.
- A listing of accounts or deposits that do not earn interest.

The Chief Financial Officer is required to include the entire Best Practices for Wire Transfer, ACH Payments and Check Issuance Protocol as part of the Annual Cash Management pursuant to NJSA 40A:5-14, which is attached hereto as Appendix A.

This document shall constitute the cash management plan of the Borough. Any official involved with the selection of depositories, investments, brokers/dealers shall disclose any material business or personal relationship to the Administrator and to the Local Finance Board or Local Ethics Board as applicable.

Any official who, in the course of his or her duties, deposits or invests in accordance with this plan shall be relieved of any liability for loss.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT	CERTIFICATION I, Julie Martin, Borough Clerk of the Borough of Eatontown do hereby certify this to be a true and exact copy of a resolution adopted by the Governing Body of the Borough of Eatontown, County of Monmouth, State of New Jersey at the reorganization meeting of January 1, 2024. Julie Martin, RMC, Borough Clerk
Council President East							
Councilmember Jones							
Councilmember Gindi							
Councilmember Araman							
Councilmember Lawson							
Councilmember Faust							
Mayor Talerico, Jr.							

MEMORANDUM

Appendix A

TO: All Members of the Municipal Excess Liability Fund

FROM: Fred Semrau, Fund Attorney
Dave Grubb, Executive Director
Joe Hrubash, Executive Director
Paul Shives, Safety Director
Pauline Kontomanolis, Chief Accounting Officer
Ed Cooney, Underwriting Manager

DATED: December 2023

RE: MEL's JCMI Banking Best Practices - Wire Transfers, ACH Payments
(Automatic Clearing House) and Check Issuance.

Dear Covered Entity:

Wire transfer fraud cyber-attacks cost U.S. businesses billions of dollars each year. A number of covered entities have experienced breaches to their information systems related to wire transfers with financial institutions that have resulted in losses that far exceed their crime and cyber insurance coverage. Many of these events could have been avoided by applying vigilant oversight and compliance with "best practice" guidelines.

The following is a list of best practices that the MEL JCMI requires the JCMI and MEL affiliated members to review and implement with their Administration, Chief Financial Officer, and lending institution to ensure all necessary protections are in place. Failure to adhere to these required practices may lead to an increase in deductible, denial of claim or termination of coverage.

Best Practices for Wire Transfers and ACH Payments

1. **Review contracts with financial institutions** – Your entity's legal counsel must immediately review all agreements and be certain that the "presumptive liability" is placed on financial institutions that process wire transfers and ACH payments.
2. **Confirm receipt of Best Practices** – Verify that your Chief Financial Officer has reviewed each of these practices and provides specific "no exception guidelines" as to wire transfer and ACH payment policy and procedures.
3. **Include Best Practices in Annual Cash Management Plan** – Require that your Chief Financial Officer includes the entire Best Practices for Wire Transfer, ACH Payments, and Check Issuance protocol as part of the Annual Cash Management Plan pursuant to N.J.S.A. 40A:5-14, which is required to be adopted annually by the governing body.
4. **Establish specific wire transfer and ACH payment requirements** – Wire transfers payments are completed the same day while ACH payments take 1-2 business days for the transaction to be completed. Banking institutions have

indicated that ACH payments are more secure than wire transfers. The following requirements must be part of your wire transfer and ACH payments policy:

- a. Identify at least two authorized individuals in the covered entity who are authorized to execute and confirm wire transfers and ACH payments respectively. The Official with financial administrative rights that is tasked with this process is required to have an appropriate level of responsibility. This official will set up the wire transfer or the ACH payment and the other official, also with an appropriate level of responsibility will authorize the release of the wire or ACH payment directly with the bank utilizing a separate platform other than the electronic platform utilized to initiate the wire, i.e., Telephone call or Phone Text, not an email on the same network.
- b. Free form wire transfers and ACH payments must be blocked in the banking system. Only wire transfers where an approved wire or ACH template is authorized are allowed. Wire and ACH Template authorizations should go through the same approval process as noted in a. above, wherein the Finance office initiates and the Administrative office confirms. Also, any changes to a template must be authorized using this same process. A wire transfer or ACH payment requires at least two forms of verification from the vendor bank before a transfer can be authorized. The verification should include: (i) Multi-factor authentication for each authorized user; (ii) user verbal authorization and verbal confirmation using phone contact information on file, not the phone number in an email; and (iii) a limited email exchange to confirm the wire transfer. The additional factor(s) can be a text with a code sent to an authorized user's smartphone, a hard token, or biometrics. The email exchange shall never contain specific information relating to the actual contents of the transfer.
- c. For all wire/ACH transfer of funds, the following information is required:
 - i. Must create a template for all transactions.
 - ii. Name of person spoken to, including the recipient vendor title and telephone number.
 - iii. Name of the two individuals from the covered entity that verbally and in writing confirmed the authorization of the transfer, and the receiving bank information, including routing number, account number and dollar amount.
 - iv. Confirming telephone call to vendor/receiving entity verifying transfer authorization, receiving bank information including routing number, account number and dollar amount.
 - v. Memorialization of the transfer and confirmation of completion of the transaction.
 - vi. Exception to the above is when a recurring transaction with an established template is transacted, steps iii-v will not have to be completed.
- d. Memorialization of each transfer/payment must be filed with the Chief Financial Officer/JIF treasurer and made available for audit.

- e. A detailed description of all wire transfers and ACH payments must be filed with the Chief Administrative Officer and the Clerk.
- f. Verbally confirm, within 24 hours, with receiving vendor/entity that the funds were credited to their account.
- g. Entities are required to establish a policy restricting the frequency of wire transfers to infrequent or emergent matters, and real estate transactions, rather than for routine payments to vendors. The frequency of fraudulent transactions for wire transfers is far greater than for checks. Templates must be set up for wire transfers and ACH payments.
- h. Entities are required to placing a dollar limit on wire transfers and ACH payments that is reasonable to your size entity but recognize when setting that limit that your coverage is limited to the maximum coverage of the crime policy and your entity will be responsible for any losses between the coverage limits and the wire limit you set.
- i. Establish on-line banking alerts for all wires & ACHs changes to a template. The online banking policy must include a requirement that the wire/ACH is not released until the recipient of the alert approves it.
- j. Covered entities are required to restrict all permissions on international wires. Authorized users are required to set up the restrictions on the banking institution's on-line system.
- k. Each Chief Financial Officer must utilize blocks and alerts in their banking system to ensure that any transactions not specifically authorized will be flagged by the banking system, and the Chief Financial Officer must authorize each flagged transaction. **The use of a Payee Positive Pay system for all checks and ACH transactions is required.** Additionally, daily review of overnight transactions and balances to identify any unusual transactions or events is strongly recommended.
- l. Notify the bank and Chief Financial Officer/Treasurer/Responsible individual immediately if suspicious activity is detected.

Cyber Insurance and Wire Transfers

Generally speaking, wire transfer fraud is considered a theft and there may be limits of up to \$250,000 depending on the incident. That leaves a potential gap for significant exposure to . There are important coverage contingencies in many policies, such as that the coverage will apply only if you "**properly verify the instructions to transfer such assets by following a prearranged procedure to authenticate the request.**" The bottom line is, insurers have been moving to restrict or eliminate coverage altogether, especially if proper controls are not in place. Many of the losses that we are seeing today throughout government agencies are easy to prevent, but also easy to create significant losses. Prudent controls must be implemented to protect our members and covered entities and minimize exposure, as well as to qualify for coverage.

Conclusion

In conclusion, we would ask that you thoroughly review this memorandum and ensure that your legal counsel, Administration and Chief Financial Officer have, at a minimum, adhered to these best practices.

If you have any questions, please do not hesitate to contact the undersigned.

RESOLUTION 15-2024

**BOROUGH OF EATONTOWN
COUNTY OF MONMOUTH, STATE OF NEW JERSEY**

FIXING INTEREST

BE IT RESOLVED that the interest to be charged on delinquent taxes during the year 2024 be and the same is hereby fixed at eight (8) per centum per annum on the first \$1,500.00 of delinquency and eighteen (18) per centum on any amount in excess of \$1,500.00, to be calculated from the date the tax was payable until the date of actual payment, provided, however, no interest shall be charged if the payment of the taxes due is made within the tenth (10) calendar day following the date upon which the same became payable.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT	CERTIFICATION I, Julie Martin, Borough Clerk of the Borough of Eatontown do hereby certify this to be a true and exact copy of a resolution adopted by the Governing Body of the Borough of Eatontown, County of Monmouth, State of New Jersey at the reorganization meeting held on January 1, 2024. Julie Martin, RMC, Borough Clerk
Council President East							
Councilmember Jones							
Councilmember Gindi							
Councilmember Araman							
Councilmember Lawson							
Councilmember Faust							
Mayor Talerico, Jr.							

RESOLUTION 16-2024

**BOROUGH OF EATONTOWN
COUNTY OF MONMOUTH, STATE OF NEW JERSEY**

CANCELLING TAX OVERPAYMENTS OR DELINQUENT AMOUNTS UNDER \$10.00

WHEREAS, N.J.S.A. 40A:5-17 allows for the cancellation of property tax refunds or delinquent amounts in the amounts of less than \$10.00; and

WHEREAS, the Governing Body of the Borough of Eatontown may authorize a municipal employee chosen by said body to process without further action on their part, any cancellation of property tax refunds or delinquencies of less than \$10.00.

NOW, THEREFORE BE IT RESOLVED, that the Mayor and Council of the Borough of Eatontown hereby authorizes the Tax Collector of the Borough of Eatontown to cancel said tax amounts as deemed necessary.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT	CERTIFICATION I, Julie Martin, Borough Clerk of the Borough of Eatontown do hereby certify this to be a true and exact copy of a resolution adopted by the Governing Body of the Borough of Eatontown, County of Monmouth, State of New Jersey at the reorganization meeting held on January 1, 2024. Julie Martin, RMC, Borough Clerk
Council President East							
Councilmember Jones							
Councilmember Gindi							
Councilmember Araman							
Councilmember Lawson							
Councilmember Faust							
Mayor Talerico, Jr.							

**BOROUGH OF EATONTOWN
COUNTY OF MONMOUTH, STATE OF NEW JERSEY**

WHEREAS, the Borough of Eatontown desires to take advantage of the bid threshold of \$44,000.00.

NOW THEREFORE BE IT RESOLVED, that the Mayor and Borough Council of the Borough of Eatontown, County of Monmouth, State of New Jersey appoints Julie Martin, Q-1224, as Qualified Purchasing Agent at an annual salary of \$10,645.29 to exercise the duties of a purchasing agent to N.J.S.A. 40A:11-2(30), with specific relevance to the authority, responsibility and accountability of the purchasing activity of the contracting unit; and increases its bid threshold, the amount of which shall not exceed the statutory maximum bid threshold; and

BE IT FURTHER RESOLVED, that in accordance with N.J.A.C. 5:34-5.2 the office of the Borough Clerk is hereby authorized and directed to forward a certified copy of this resolution and a copy of Julie Martin's certification to the Director of the Division of Local Government Services.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT	CERTIFICATION I, Julie Martin, Borough Clerk of the Borough of Eatontown do hereby certify this to be a true and exact copy of a resolution adopted by the Governing Body of the Borough of Eatontown, County of Monmouth, State of New Jersey at the reorganization meeting held on January 1, 2024. <u>Julie Martin, RMC, Borough Clerk</u>
Council President East							
Councilmember Jones							
Councilmember Gindi							
Councilmember Araman							
Councilmember Lawson							
Councilmember Faust							
Mayor Talerico, Jr.							

**BOROUGH OF EATONTOWN
COUNTY OF MONMOUTH, STATE OF NEW JERSEY**

WHEREAS, Section 17:27-3.3 of the New Jersey Administrative Code requires the annual appointment of a Public Agency Compliance Officer to ensure that municipal contracts comply with the policy of the State of New Jersey to promote equal employment opportunity and affirmative action with regard to public contracts; and

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED, by the Borough Council of the Borough of Eatontown, in the County of Monmouth, that DENA AMODEA be and is hereby appointed Public Agency Compliance Officer for the Borough of Eatontown at an annual salary of \$2,100.00 to exercise the duties of a Public Agency Compliance Officer.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT	CERTIFICATION I, Julie Martin, Borough Clerk of the Borough of Eatontown do hereby certify this to be a true and exact copy of a resolution adopted by the Governing Body of the Borough of Eatontown, County of Monmouth, State of New Jersey at the reorganization meeting held on January 1, 2024. <u>Julie Martin, RMC, Borough Clerk</u>
Council President East							
Councilmember Jones							
Councilmember Gindi							
Councilmember Araman							
Councilmember Lawson							
Councilmember Faust							
Mavor Talerico, Jr.							

**BOROUGH OF EATONTOWN
COUNTY OF MONMOUTH, STATE OF NEW JERSEY**

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c. 183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964" as amended, 42 U.S.C. § 2000e et seq., (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

NOW, THEREFORE BE IT RESOLVED, that the Governing Body of the Borough of Eatontown, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c. 183, by certifying that the local unit's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Council President East						
Councilmember Jones						
Councilmember Gindi						
Councilmember Araman						
Councilmember Lawson						
Councilmember Faust						
Mayor Talerico, Jr.						

CERTIFICATION

I, Julie Martin, Borough Clerk of the Borough of Eatontown do hereby certify this to be a true and exact copy of a resolution adopted by the Governing Body of the Borough of Eatontown, County of Monmouth, State of New Jersey at the reorganization meeting held on January 1, 2024.

Julie Martin, RMC, Borough Clerk

**GOVERNING BODY CERTIFICATION OF COMPLIANCE
WITH THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S
"ENFORCEMENT GUIDANCE ON THE CONSIDERATION OF ARREST AND CONVICTION RECORDS IN EMPLOYMENT
DECISIONS UNDER TITLE VII OF THE CIVIL RIGHTS ACT OF 1964"**

GROUP AFFIDAVIT FORM FOR MUNICIPALITIES AND COUNTIES

NO PHOTOCOPIES OF SIGNATURES

STATE OF NEW JERSEY
COUNTY OF MONMOUTH

We, members of the governing body of the Borough of Eatontown being duly sworn according to law, upon our oath depose and say:

1. We are duly elected (or appointed) members of the Governing Body of the Borough of Eatontown in the County of Monmouth
2. Pursuant to P.L. 2017, c. 183, we have familiarized ourselves with the contents of the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012);
3. We are familiar with the local unit's hiring practices as they pertain to the consideration of an individual's criminal history;
4. We certify that the local unit's hiring practices comply with the above-referenced enforcement guidance.

MAYOR ANTHONY TALERICO, JR.	_____ (L.S.)
COUNCIL PRESIDENT VIRGINIA M.EAST	_____ (L.S.)
COUNCILMEMBER DANEILLE M. JONES	_____ (L.S.)
COUNCILMEMBER DAVID GINDI	_____ (L.S.)
COUNCILMEMBER MEIR ARAMAN	_____ (L.S.)
COUNCILMEMBER CARL LAWSON	_____ (L.S.)
COUNCILMEMBER CANDACE M. FAUST	_____ (L.S.)

Sworn to and subscribed before me this
1st day of January 2024

Julie Martin, R.M.C., Borough Clerk

The Municipal Clerk (or Clerk of the Board of Chosen Freeholders as the case may be) shall set forth the reason for the absence of signatures of any members of the governing body.

IMPORTANT: This certificate must be executed before a municipality or county can submit its approved budget to the Division of Local Government Services. The executed certificate and the adopted resolution must be kept on file and available for inspection.

**BOROUGH OF EATONTOWN
COUNTY OF MONMOUTH, STATE OF NEW JERSEY**

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Council President East						
Councilmember Jones						
Councilmember Gindi						
Councilmember Araman						
Councilmember Lawson						
Councilmember Faust						
Mayor Talerico, Jr.						

CERTIFICATION

I, Julie Martin, Borough Clerk of the Borough of Eatontown do hereby certify this to be a true and exact copy of a resolution adopted by the Governing Body of the Borough of Eatontown, County of Monmouth, State of New Jersey at the reorganization meeting held on January 1, 2024.

Julie Martin, RMC, Borough Clerk