

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

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

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

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

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

**ITEMS FOR DISCUSSION IN OPEN SESSION**

1. Discussion – Construction permit fees for storm related repairs/construction.
  
  
  
  
  
  
  
  
  
  
2. Review Committee calendars/follow-up on outstanding issues from previous meeting.
  
  
  
  
  
  
  
  
  
  
3. Outstanding parking lot items. (PW)

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

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

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

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

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

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

Silent Prayer and Flag Salute

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

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

**REPORT OF THE CLERK**

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

Monmouth County Board of Health October 16<sup>th</sup> agenda.

Tax Collector's monthly statement for October.

Senior Beacon for November.

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

**COMMENTS FROM THE DAIS**

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

**PUBLIC COMMENTS ON RESOLUTIONS**

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

**ORDINANCES**

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

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

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

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

**CONSENT AGENDA**

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

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

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

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

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

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

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

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

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

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

Res. # 12-406 – Appoint Business Administrator.

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

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

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

**PRIVILEGE OF THE FLOOR/PUBLIC COMMENTS**

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

**ADJOURNMENT**

ORDINANCE NO. 12-30

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

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

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

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

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

APPROVED ON FIRST READING:

APPROVED, PASSED AND ADOPTED:

ATTEST:

\_\_\_\_\_  
Richard J. Cuttrell,  
Municipal Clerk

\_\_\_\_\_  
J. Randy Bishop,  
Mayor

RESOLUTION #12-398 – 11/8/12

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

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

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

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

1. The Public shall be excluded from discussion of and action upon the hereinafter specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:  
  
No items as of November 7th
3. It is anticipated at this time that the above stated subject matters will be made public when matters are resolved.
4. This Resolution shall take effect immediately.

RESOLUTION #12-399 – 11/8/12

AUTHORIZE THE REFUND OF SEWER RENT (1501 MONROE AVENUE)

WHEREAS, the properties listed below reflect overpayments; and,

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

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

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

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

RESOLUTION #12-400 - 11/8/12

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

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

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

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

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

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

1) The Township Committee does hereby request permission of the Director of the Division of Local Government Services to utilize donated funds received for the Veteran's Memorial Park.

2) The Township Clerk is hereby directed to forward two certified copies of this resolution to the Director of the Division of Local Government Services.

3) The Township Clerk shall forward certified copies of this resolution to the Business Administrator, Chief Financial Officer and Assistant C.F.O.



RESOLUTION #12-401 - 11/8/12

APPROVE THE TRANSFER OF TAXI MEDALLION LICENSE NO. 039

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

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

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

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

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

RESOLUTION #12-402 - 11/8/12

PLACE LIEN ON VARIOUS PROPERTIES

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

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

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

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

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

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

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

RESOLUTION #12-403 - 11/8/12

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

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

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

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

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

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

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

RESOLUTION #12-404 - 11/8/12

ESTABLISH A GRACE PERIOD FOR 4<sup>th</sup> QUARTER PROPERTY TAX PAYMENTS

WHEREAS, Hurricane Sandy has created extraordinary conditions in the Township of Neptune which has made it difficult for property owners to make 4<sup>th</sup> quarter tax payments before the statutory deadline; and,

WHEREAS, the State of New Jersey is permitting municipalities to extend the grace period for 4<sup>th</sup> quarter tax payments for a reasonable amount of time,

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Neptune that the grace period for 4<sup>th</sup> quarter property tax payments be and is hereby extended until Wednesday, November 21, 2012; and,

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

RESOLUTION #12-405 - 11/8/12

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

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

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

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

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

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

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

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

RESOLUTION #12-406 - 11/8/12

APPOINT BUSINESS ADMINISTRATOR

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

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

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

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

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

RESOLUTION #12-407 – 11/8/12

AUTHORIZE THE PAYMENT OF BILLS

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

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

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