

TOWNSHIP COMMITTEE WORKSHOP MEETING – OCTOBER 25, 2021 – 6:00 P.M.

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

ROLL CALL

PRESENT/ABSENT

Keith Cafferty	_____
Robert Lane, Jr.	_____
Nicholas Williams	_____
Tassie D. York	_____
Dr. Michael Brantley	_____

Also present: Vito D. Gadaleta, Business Administrator; Gene Anthony, Township Attorney; and Richard J. Cuttrell, Municipal Clerk.

Mayor Brantley 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 May 27, 2021, 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 is posted on the Township web site (www.neptunetownship.org) and the meeting is being streamed live via townhallstreams.com.

ITEMS FOR DISCUSSION IN OPEN SESSION

1. Discussion - Annual Best Practices Survey.
2. Discussion - Amendments to Personnel Ordinance to include full-time EMTs. (PW)
3. Review Committee calendars.

Res. # 21-364 – Authorize an Executive Session as authorized by the Open Public Meetings Act.

Offered by: _____ Seconded by: _____

Vote: Cafferty, _____; Lane, _____; Williams, _____; York, _____; Brantley, _____.

RESOLUTION #21-364 – 10/25/21

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:

Personnel – Request for Proposals for professionals
Personnel – Vaccination policy for volunteers

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.

Mon.–Sun.				
Custodians*	24 hours daily	8-1/2	1/2 hr. break	2
Emergency Medical Services	24 hours daily	13 to 14	1/2 hr period	3
Police Civilians	6:30 a.m.– 4:30 p.m.	8	1 hr. period	2
Police / Jailers /	24 hours daily		1/2 hr. break	0
Library	In accordance with schedule established by the Library Trustees			
Recreation	Same as Administrative Departments, but may Flex schedule to accommodate program activities.			

9-3.4 Changes in Work Period; Authorized in Advance.

Any permanent change in the standard hourly work period must be authorized in advance by the Township Committee. Regular assigned shifts, for all employees, with the exception of Emergency Medical Service Technicians employees, shall not be altered on less than seventy-two (72) hour notice except in the event of an emergency declared such by the Business Administrator.

The Township retains the right at its discretion to temporarily change the work week by notifying the employee under the following formula:

- a. Seventy-two (72) hour notice for a five (5) day change.
- b. Ten (10) working days notice for a six (6) to twenty (20) day change.
- c. Fifteen (15) working days notice for a twenty-one (21) to sixty (60) day change.
- d. Twenty (20) working days notice for a permanent change.

The employee may waive the notice requirement. (Ord. No. 1035 A. III § 4; New)

9-3.6 Emergency Closings; Compensation When Employee Sent Home.

In the event that an emergency or inclement weather necessitates the closing down of any operation of the Township, all permanent, full-time employees with the exception of essential employees such as Police Officers and Emergency Medical Service Technicians employees, -affected by the closing and who have started their assigned work period shall be paid their normal compensation for that day as if they had performed the normal work assignment. All casual or permanent part-time employees shall not be compensated except for those hours actually worked.

9-3.7 Emergency Closings Before Work; Alternate Day of Work May Be Required.

In the event of an emergency, as determined by the Business Administrator, any employee who is advised not to report to work will be paid for the day, up to two (2) days per calendar year. Employees who are deemed as essential employees by the Business Administrator and are required to work and who do work or employees who are not otherwise notified not to report and who do work, will receive compensatory time off for each hour worked with a minimum of two (2) hours and a maximum of eight (8) hours. Any additional days of emergency which occur within a calendar year and results in an employee being advised not to report, the employee may charge his/her time off to any time on the books, defined as sick time or comp time. This section shall not apply to Police Officers nor Emergency Medical Services employees.

9-4 HOLIDAYS.

9-4.1 Holidays Enumerated.

The following days will be considered as holidays for all eligible Township permanent, full-time employees:

New Year's Day, Martin Luther King's Day, President's Day, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Friday after Thanksgiving and Christmas Day. A "floating holiday" may be observed on another date as approved by the Business Administrator in cooperation with the leadership of the bargaining unit(s) representing administrative and public works employees. It is clearly understood that casual employees shall not receive holiday pay. All Township permanent, full-time employees except members of the Police Department, Communications Operators, Emergency Medical Technicians and Custodial staff shall have the holidays enumerated in this section off with regular pay. Members of the Police Department, Communications Operators, Emergency Medical Technicians and Custodial staff are required to work a full workweek as scheduled by their supervisor, department head or by the Business Administrator and will receive compensation in lieu of time off as set forth in the negotiated agreements between the Township and their respective bargaining units. It is clearly understood that casual employees shall not receive holiday pay, with the exception of Emergency Medical Technician's (EMT's) who work on the following township holidays and will be compensated at time and one-half; ~~New Year's Day, Memorial Day (6:00 a.m. to 6:00 p.m.), Fourth of July, Labor Day (6:00 a.m. to 6:00 p.m.), Thanksgiving Day, Christmas Day, Christmas Eve (6:00 p.m. to 12:00 a.m.), and New Year's Eve (6:00 p.m. to 12:00 a.m.).~~

When a holiday as set forth in subsection 9-4.1 hereof occurs during an employee's vacation, said holiday shall not be charged as a vacation day. It is clearly understood that casual employees shall not receive holiday pay, except as described above for EMTs.

9-4.5 Compensatory Time for Work Required on Holidays.

- a. When a permanent full-time employee other than members of the Police Department, Communications Operators, Emergency Medical Service Technicians and Maintenance staff, is required to work on a holiday in order to maintain certain services, the employee shall be allowed compensatory time off as near to the holiday as can be arranged between the employee and the department head or supervisor. Where the department head or supervisor recommends that the employee be paid compensation in lieu of compensatory time off, the compensation shall be paid at the rate of one and one-half (1 1/2) times the individual's standard hourly pay for each additional hour worked.

9-4.6 Personal Days.

Probationary or permanent full-time employees with the exception of Emergency Medical Technicians and those employees with a bargaining unit or individual employment contract, shall be entitled to four (4) personal days in each twelve (12) month period beginning on the employees' first anniversary date. Probationary or permanent part-time employees are eligible on a prorated basis. Personal days shall not

be accumulated nor shall the personal days be taken on a day immediately prior to or on the day immediately after a holiday or vacation day nor shall payment be made for unused personal days at the end of the year. It is understood that casual employees are not eligible for this benefit. Employees with bargaining unit contracts and/or employment agreements will receive personal days as described therein. Full time Emergency Medical Service Technicians will receive twenty-six (26) hours of personal time and may utilize same as described herein.

Personal days may be used for personal, business, household or family matters described below:

- a. Personal business means an activity that requires the employee's presence during the work day and is of such a nature that it cannot be attended to at a time outside of the work day.
- b. Personal, household, or family matters refer to those situations where an employee's absence from duty is necessary for the welfare of the employee or his/her family. Written request for a personal day shall be made to the department head or supervisor seventy-two (72) hours prior to such leave, unless under emergency conditions it may be granted on request by the department head or supervisor. The prior notification time may be waived in the sole discretion of the Business Administrator under emergency circumstances.

The Business Administrator may deny such request when in his/her sole judgment it will leave the remaining work force below a sufficient number to operate or when the request does not meet the criteria set forth above.

9-5.9 Meals During Emergency Overtime.

Whenever an employee is entitled to emergency overtime as defined in subsection 9-5.5 hereof, the department supervisor shall designate the time when an emergency employee shall take a meal break and the meal break shall not exceed once for every four (4) hours of emergency overtime. The department supervisor also shall designate a convenient location within the Township for the feeding of emergency personnel and the Township shall pay to the proprietor thereof, an allowance in accordance with the following schedule:

Breakfast.....	\$ 8.00
Lunch.....	910.00
Dinner.....	125.00

9-6 ABSENCES, LEAVES AND VACATIONS.

9-6.1 Types of Absences.

Absences from duty shall be classified as sick leave, leave of absence with pay, leave of absence without pay, military leave or vacations and shall be so noted on the employee's time report or such other report as may be directed by the Business Administrator. Sick leave is covered in Section 9-7.

9-6.2 Leave of Absence Without Pay.

With the exception of leaves specifically granted by Federal and/or State law, a leave of absence without pay for a period of time not to exceed ten (10) work days per year, may be granted by the Business Administrator upon a written request from the employee to the Business Administrator and shall be recorded as directed by the Business Administrator.

9-6.2a Leave of Absence With Pay.

The Business Administrator may place an employee on a leave of absence with pay in circumstances necessitated to protect the Township from potential liability. In situations where such a leave is granted for more than five (5) days, the Business Administrator shall present the reason therefor to the Township Committee who may authorize a leave of absence with pay in excess of five (5) days.

9-6.4 Death in Family; Leave of Absence With Pay.

- a. In the case of death in the immediate family, an employee shall be granted leave and suffer no loss of regular straight time pay from the day of death, up to and including the day of the funeral not to exceed twenty-six (26) hours for Emergency Medical Service Technicians and four (4) work days for all other employees not covered by a collective bargaining unit agreement or individual employment contract.
- b. Immediate family shall be defined as the employee's spouse, and the employee's or his/her spouse's child, stepchild, mother, stepmother, father, stepfather, brother, stepbrother, sister, stepsister, grandparents, step-grandparents, son-in-law, stepson-in-law, daughter-in-law, stepdaughter-in-law, grandchildren and step-grandchildren This section shall also apply to those family members who regularly reside in the employee's household.
- c. Reasonable verification of the event may be required by the Township.
- d. Such bereavement leave is not in addition to any holiday, day off, vacation leave, or compensatory time off falling within the time of the bereavement.
- e. An employee may make a request to the Business Administrator for time off to attend a funeral separate and distinct from bereavement leave. Such request, if granted by the Business Administrator, shall be charged at the option of the employee as a personal day, vacation day or against accumulated compensatory time off.

9-6.7 Vacation Allowances.

Permanent full-time officers and employees shall receive vacation with pay for each twelve (12) month period in accordance with the following schedule:

- a. From the beginning of the second year of service through the fifth (5th) year of service - ten (10) working days.
- b. From the beginning of the sixth (6th) year of service through the tenth (10th) year of service - fifteen (15) working days.
- c. From the beginning of the eleventh (11th) year of service through the fifteenth (15th) year of service - twenty-two (22) working days.
- d. From the beginning of the sixteenth (16th) year of service through the twentieth (20th) year of service - twenty-four (24) working days.
- e. From the beginning of the twenty-first (21st) year of service - twenty-eight (28) working days.

Probationary or permanent part-time employees are eligible on a prorated basis. No employee shall accumulate vacation benefits those months in which said employee is not performing his/her assigned work assignment.

Emergency Medical Service Technicians shall receive vacation with pay in accordance with the following schedule:

- a. From the beginning of the second year of service through the fifth (5th) year of service – eighty (80) hours.
- b. From the beginning of the sixth (6th) year of service through the tenth (10th) year of service – ninety-six (96) hours.
- c. From the beginning of the eleventh (11th) year of service – one hundred-twenty (120) hours.

9-6.23 Compensation for Federal/State Certifications.

Employees who attain a certain Federal/State Certifications by passing a Federal/State examination and that is directly related to their current position, pre-approved by the Business Administrator will receive a stipend in an amount of one thousand (\$1,000.00) dollars unless otherwise specified by collective bargaining agreement. The number of Certifications Stipends will be limited to a maximum of two (2) per employee, unless additional stipends are approved by the Business Administrator. The list of approved eligible certifications will be available in the Office of the Business Administrator. This will not include certifications that are required to hold a specific position.

9-6.24

9-9 RETIREMENT BENEFITS.

9-9.1 Applicable Retirement Plans.

All Township employees enrolled in the New Jersey Public Employee's Retirement System, the Police and Firemen's Retirement System of New Jersey or any other retirement plan ~~plan~~ authorized by the New Jersey Division of Pensions and Benefits, shall be subject to the requirements and provisions of the respective plans.

9-9.4 Application for Retirement Benefits.

An employee having completed the required number of years of service, and having attained the specified age, under a State authorized retirement program or is retired on approved disability, shall apply for retirement as provided by the Plan and State Law. Said retirees who have completed twenty-five (25) years ~~years~~ of continuous service to the Township of Neptune, will be provided with hospitalization benefits for the employee and his/her dependents under the New Jersey State Health Benefits Program in accordance with State of New Jersey Statute Chapter 88. In the event the Township changes insurance carriers, substantially similar benefits will be provided.

TOWNSHIP COMMITTEE MEETING – OCTOBER 25, 2021 – 7:00 P.M.

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

<u>ROLL CALL</u>	<u>PRESENT/ABSENT</u>
Keith Cafferty	_____
Robert Lane, Jr.	_____
Nicholas Williams	_____
Tassie D. York	_____
Dr. Michael Brantley	_____

Also present at the dais: Gene Anthony, Township Attorney; Vito D. Gadaleta, Business Administrator; and Richard J. Cuttrell, 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 Brantley 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 May 27, 2021, posting the notice on the Board in the Municipal Complex, and filing a copy of said notice with the Municipal Clerk. In addition, the meeting agenda, ordinances, and resolutions are posted on the Township web site (www.neptunetownship.org) and the meeting is being streamed live via townhallstreams.com.

APPROVAL OF MINUTES – Motion offered by _____, seconded by _____, to approve the minutes of meeting of October 7th. (Mayor Brantley not eligible to vote)

COMMENTS FROM THE DAIS - Comments from the Dais regarding business on this agenda or any reports on recent events in their respective departments.

REPORT OF THE BUSINESS ADMINISTRATOR – The Business Administrator will report on capital projects and matters of general interest.

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 - For each ordinance with a public hearing, the public is permitted one visit to the microphone with a limit of five minutes.

ORDINANCE NO. 21-46 – An ordinance to amend Volume I, Chapter VII of the Code of the Township of Neptune by adding a resident only handicapped parking zone on Inskip Avenue – First Reading

Explanatory Statement: This ordinance authorizes a resident only handicapped parking zone in front of 146 Inskip Avenue.

Offered by: _____ Seconded by: _____
Vote: Cafferty, _____; Lane, _____; Williams, _____; York, _____; Brantley, _____.

The Clerk announces that the Public Hearing on Ordinance 21-46 will be held at the next regularly scheduled Township Committee meeting on Monday, November 8, 2021. (Public hearings will also be held November 8th on Ordinances 21-44 and 21-45 which were introduced on October 7th)

CONSENT AGENDA

Res. #21-365 – Authorize Township Engineering Consultant to perform engineering services in connection with the modernization of the Municipal Building elevator.

Res. #21-366 – Accept the resignation of Jon Stocum as a member of the Environmental/Shade Tree Commission.

Res. #21-367 – Approve annual compensation for Fire District Commissioners as established by the Boards of Fire Commissioners.

Res. #21-368 – Authorize an amendment to the 2021 municipal budget to realize monies from the United States Department of Justice – Justice Assistance Grant.

Res. #21-369 – Authorize an amendment to the 2021 municipal budget to realize monies from the United States Department of Justice - Bulletproof Vest Partnership Grant.

Res. #21-370 – Authorize an amendment to the 2021 municipal budget to realize monies from the United States Department of the Treasury – American Rescue Plan Act.

Res. #21-371 – Amend Resolution #21-322 which authorizes the purchase of bulletproof vests for the Police Department through the State Cooperative Purchasing Program.

Res. #21-372 – Accept the resignation of Michael Montenegro as a Special Law Enforcement Officer in the Police Department.

Res. #21-373 – Authorize Township Engineering Consultant to perform construction management services in connection with repairs to the Public Works Garage building.

Res. #21-374 – Authorize replacement of entrance doors at the Municipal Library.

Res. #21-375 – Accept resignation of Pamela Valentine as a Departmental Secretary in the Engineering Department.

Res. #21-376 – Employ Supervising Special Law Enforcement Officer in the Police Department on a part-time basis.

CONSENT AGENDA Offered by: _____ Seconded by: _____

Vote: Cafferty, _____; Lane, _____; Williams, _____; York, _____; Brantley, _____.

Res. #21-377 – Authorize the purchase of two trucks with plow through the Education Services Commission of New Jersey Purchasing Program.

Offered by: _____ Seconded by: _____

Vote: Cafferty, _____; Lane, _____; Williams, _____; York, _____; Brantley, _____.

Res. #21-378 – Award bid for 2021 Road Improvement Program.

Offered by: _____ Seconded by: _____

Vote: Cafferty, _____; Lane, _____; Williams, _____; York, _____; Brantley, _____.

Res. #21-379 – Appoint Gina M. LaPlaca as Business Administrator as of January 1, 2022.

Offered by: _____ Seconded by: _____

Vote: Cafferty, _____; Lane, _____; Williams, _____; York, _____; Brantley, _____.

Res. #21-380 – Authorize the payment of bills.

Offered by: _____ Seconded by: _____

Vote: Cafferty, _____; Lane, _____; Williams, _____; York, _____; Brantley, _____.

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. 21-46

AN ORDINANCE TO AMEND VOLUME I, CHAPTER VII OF THE CODE OF THE TOWNSHIP OF NEPTUNE BY ADDING A RESIDENT ONLY HANDICAPPED PARKING ZONE ON INSKIP AVENUE

BE IT ORDAINED, by the Township Committee of the Township of Neptune that the Code of the Township of Neptune is hereby amended as follows:

SECTION 1

Volume I, Chapter VII, Section 7-21.7 – Resident Handicapped On-Street Parking, is hereby amended by adding the following:

<u>Name of Street</u>	<u>No. of Spaces</u>	<u>Location</u>
Inskip Avenue	1	South side of Inskip Avenue beginning 37 feet east of the southeast intersection of Inskip Avenue and Lawrence Avenue

SECTION 2

This ordinance shall take effect upon publication in accordance with law.

APPROVED ON FIRST READING:

October 25, 2021

APPROVED, PASSED, AND ADOPTED:

Richard J. Cuttrell,
Municipal Clerk

Dr. Michael Brantley,
Mayor

RESOLUTION #21-365 - 10/25/21

AUTHORIZE TOWNSHIP ENGINEERING CONSULTANT TO PERFORM
ENGINEERING SERVICES IN CONNECTION WITH THE MODERNIZATION
OF THE MUNICIPAL BUILDING ELEVATOR

WHEREAS, the Township of Neptune desires to initiate a project to modernize the existing elevator in the Municipal Building; and,

WHEREAS, it is necessary for a Township Engineer Consultant to perform professional engineering services including document preparation, public bidding, drawing review, and construction administration in connection with this project; and,

WHEREAS, the Township Engineer solicited proposals for said services from engineering firms in the 2021 engineering pool; and,

WHEREAS, T&M Associates submitted the lowest quote and has experience in this type of work; and,

WHEREAS, funds for this purpose will be provided in Ordinance No. 19-28, and the Chief Financial Officer has so certified in writing,

THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Neptune hereby authorizes T&M Associates to perform the services as stated herein as Township Engineering Consultant, said proposal on file in the Office of the Municipal Clerk, at an amount not to exceed \$27,500.00, for the modernization of the Municipal Building elevator; and,

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Chief Financial Officer, Assistant C.F.O., Director of Public Works and Building Maintenance Supervisor.

CERTIFICATION
HEREBY CERTIFY THE ABOVE TO BE A TRUE
COPY OF A RESOLUTION ADOPTED BY THE
TOWNSHIP COMMITTEE OF THE TOWNSHIP OF
NEPTUNE ON OCTOBER 25, 2021



Richard J. Cuttrell, Municipal Clerk

RESOLUTION #21-366 - 10/25/21

ACCEPT THE RESIGNATION OF JON STOCUM AS A MEMBER
OF THE ENVIRONMENTAL/SHADE TREE COMMISSION

WHEREAS, the Secretary to the Environmental/Shade Tree Commission has received an email from Jon Stocum resigning as a member of the Environmental/Shade Tree Commission effective October 13, 2021,

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Neptune that the resignation of Jon Stocum as a member of the Environmental/Shade Tree Commission is hereby accepted effective October 13, 2021; and,

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Secretary to the Environmental/Shade Tree Commission.

CERTIFICATION
HEREBY CERTIFY THE ABOVE TO BE A TRUE
COPY OF A RESOLUTION ADOPTED BY THE
TOWNSHIP COMMITTEE OF THE TOWNSHIP OF
NEPTUNE ON OCTOBER 25, 2021



Richard J. Cuttrell, Municipal Clerk

RESOLUTION #21-367 – 10/25/21

APPROVE ANNUAL COMPENSATION FOR FIRE DISTRICT COMMISSIONERS
AS ESTABLISHED BY THE BOARD OF FIRE COMMISSIONERS

WHEREAS, N.J.S.A. 40A:14-88 requires the municipal governing body to review and approve annual compensation for fire district commissioners regarding of whether the amount of compensation is being modified; and,

WHEREAS, the Board of Fire Commissioners in both Fire Districts have submitted their respective resolutions to the Township establishing their compensation for 2022,

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Neptune that the annual compensation for Fire Commissioners in both Neptune Township fire districts for the year 2022, as established by the respective Board of Fire Commissioners, be and is hereby approved as follows:

Fire District #1 – Commissioner - \$5,000.00 (no change versus prior year)
Fire District #2 – Commissioner - \$1,600.00/Chairperson \$2,000.00 (no change versus prior year)

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to Fire Districts #1 and #2.

CERTIFICATION
HEREBY CERTIFY THE ABOVE TO BE A TRUE
COPY OF A RESOLUTION ADOPTED BY THE
TOWNSHIP COMMITTEE OF THE TOWNSHIP OF
NEPTUNE ON OCTOBER 25, 2021



Richard J. Cuttrell, Municipal Clerk

RESOLUTION #21-368 – 10/25/21

AUTHORIZE AN AMENDMENT TO THE 2021 MUNICIPAL BUDGET TO REALIZE
MONIES FROM THE UNITED STATES DEPARTMENT OF JUSTICE –
JUSTICE ASSISTANCE GRANT

WHEREAS, N.J.S. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and,

WHEREAS, said Director may also approve the insertion of an item of appropriation for an equal amount; and,

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Neptune hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget for the year 2021 in the sum of \$12,053.00 which is now available from a United States Department of Justice - Justice Assistance Grant in the amount of \$12,053.00; and,

BE IT FURTHER RESOLVED that the like sum of \$12,053.00 is hereby appropriated under the caption of 2021 JAG Law Enforcement Equipment Grant; and,

BE IT FURTHER RESOLVED, that the above is the result of funds from the United States Department of Justice – FY21 Edward Byrne Memorial Justice Assistance Grant Program in the amount of \$12,053.00; and,

BE IT FURTHER RESOLVED, that the Clerk forward three certified copies of this resolution to the Chief Financial Officer and one copy to the Assistant C.F.O., and Auditor.

Vote:

Cafferty: aye
Lane: aye
Williams: aye
York: aye
Brantley: aye

CERTIFICATION
HEREBY CERTIFY THE ABOVE TO BE A TRUE
COPY OF A RESOLUTION ADOPTED BY THE
TOWNSHIP COMMITTEE OF THE TOWNSHIP OF
NEPTUNE ON OCTOBER 25, 2021



Richard J. Cuttrell, Municipal Clerk

RESOLUTION #21-369 - 10/25/21

AUTHORIZE AN AMENDMENT TO THE 2021 MUNICIPAL BUDGET TO REALIZE
MONIES FROM THE UNITED STATES DEPARTMENT OF JUSTICE -
BULLETPROOF VEST PARTNERSHIP GRANT

WHEREAS, N.J.S. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and,

WHEREAS, said Director may also approve the insertion of an item of appropriation for an equal amount; and,

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Neptune hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget for the year 2021 in the sum of \$6,906.90 which is now available from a United States Department of Justice – Bulletproof Vest Partnership Grant in the amount of \$6,906.90; and,

BE IT FURTHER RESOLVED that the like sum of \$6,906.90 is hereby appropriated under the caption of 2021 Bulletproof Vest Partnership Grant; and,

BE IT FURTHER RESOLVED, that the above is the result of funds from the United States Department of Justice – Bureau of Justice Assistance FY2021 Bulletproof Vest Partnership Grant in the amount of \$6,906.90; and,

BE IT FURTHER RESOLVED, that the Clerk forward three certified copies of this resolution to the Chief Financial Officer and one copy to the Assistant C.F.O., and Auditor.

Vote:

Cafferty: aye
Lane: aye
Williams: aye
York: aye
Brantley: aye

CERTIFICATION
HEREBY CERTIFY THE ABOVE TO BE A TRUE
COPY OF A RESOLUTION ADOPTED BY THE
TOWNSHIP COMMITTEE OF THE TOWNSHIP OF
NEPTUNE ON OCTOBER 25, 2021



Richard J. Cuttrell, Municipal Clerk

RESOLUTION #21-370 - 10/25/21

AUTHORIZE AN AMENDMENT TO THE 2021 MUNICIPAL BUDGET TO REALIZE
MONIES FROM THE UNITED STATES DEPARTMENT OF THE TREASURY –
AMERICAN RESCUE PLAN ACT

WHEREAS, N.J.S. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and,

WHEREAS, said Director may also approve the insertion of an item of appropriation for an equal amount; and,

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Neptune hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget for the year 2021 in the sum of \$1,433,121.85 which is now available from the United States Department of the Treasury – American Rescue Plan Act in the amount of \$1,433,121.85; and,

BE IT FURTHER RESOLVED that the like sum of \$1,433,121.85 is hereby appropriated under the caption of American Rescue Plan Act; and,

BE IT FURTHER RESOLVED, that the above is the result of funds from the United States Department of the Treasury Coronavirus State and Local Fiscal Recovery Funds as authorized by the American Rescue Plan Act in the amount of \$1,433,121.85; and,

BE IT FURTHER RESOLVED, that the Clerk forward three certified copies of this resolution to the Chief Financial Officer and one copy to the Assistant C.F.O., and Auditor.

Vote:

Cafferty: aye
Lane: aye
Williams: aye
York: aye
Brantley: aye

CERTIFICATION
HEREBY CERTIFY THE ABOVE TO BE A TRUE
COPY OF A RESOLUTION ADOPTED BY THE
TOWNSHIP COMMITTEE OF THE TOWNSHIP OF
NEPTUNE ON OCTOBER 25, 2021



Richard J. Cuttrell, Municipal Clerk

RESOLUTION #21-371 - 10/25/21

AMEND RESOLUTION #21-322 WHICH AUTHORIZES THE PURCHASE OF BULLETPROOF VESTS FOR THE POLICE DEPARTMENT THROUGH THE STATE COOPERATIVE PURCHASING PROGRAM

WHEREAS, on September 27, 2021, the Township Committee adopted Resolution #21-322 which authorized the purchase of Armor Express Razor III bulletproof vests utilizing pricing through an authorized vendor under the State of New Jersey Cooperative Purchasing Program 1-NJCP; and,

WHEREAS, the resolution included an authorization of an amount not to exceed \$31,000.00; and,

WHEREAS, the Police Department has requested that an additional \$1,000.00 be authorized in order to outfit an additional officer; and,

WHEREAS, funds for this purpose are available from Federal Bulletproof Vest funds (\$500.00) and NJ Body Armor Replacement Fund (\$500.00) and the Chief Financial Officer has so certified in writing,

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Neptune that Resolution #21-322, which authorized the purchase of Armor Express Razor III bulletproof vests from Lanigan Associates through New Jersey Cooperative Purchasing Program Contract No. 17-FLEET-00763, be and is hereby amended to increase the authorized amount by \$1,000.00 for a total amount not to exceed of \$32,000.00; and,

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

CERTIFICATION
HEREBY CERTIFY THE ABOVE TO BE A TRUE
COPY OF A RESOLUTION ADOPTED BY THE
TOWNSHIP COMMITTEE OF THE TOWNSHIP OF
NEPTUNE ON OCTOBER 25, 2021



Richard J. Cuttrell, Municipal Clerk

RESOLUTION #21-372 - 10/25/21

ACCEPT THE RESIGNATION OF MICHAEL MONTENEGRO AS A SPECIAL LAW
ENFORCEMENT OFFICER IN THE POLICE DEPARTMENT

WHEREAS, the Chief of Police has received a letter from Michael Montenegro resigning as a Special Law Enforcement Officer - Class II in the Police Department effective October 20, 2021,

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Neptune that the resignation of Michael Montenegro as a Special Law Enforcement Officer – Class II in the Police Department is hereby accepted effective October 20, 2021; and,

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

CERTIFICATION
HEREBY CERTIFY THE ABOVE TO BE A TRUE
COPY OF A RESOLUTION ADOPTED BY THE
TOWNSHIP COMMITTEE OF THE TOWNSHIP OF
NEPTUNE ON OCTOBER 25, 2021



Richard J. Cuttrell, Municipal Clerk

RESOLUTION #21-373 - 10/25/21

AUTHORIZE TOWNSHIP ENGINEERING CONSULTANT TO PERFORM
CONSTRUCTION MANAGEMENT SERVICES IN CONNECTION WITH
REPAIRS TO THE PUBLIC WORKS GARAGE BUILDING

WHEREAS, the Township of Neptune awarded a bid for repairs to the Public Works Garage building; and,

WHEREAS, it is necessary for a Township Engineering Consultant to perform part-time construction inspections as necessary to ensure satisfactory completion of the project; and,

WHEREAS, the Township Engineer received a proposal for said services from an engineering firm in the 2021 engineering pool; and,

WHEREAS, funds for this purpose will be provided in Ordinance No. 21-31, and the Chief Financial Officer has so certified in writing,

THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Neptune hereby authorizes ARH Associates to perform the services as stated herein as Township Engineering Consultant, said proposal on file in the Office of the Municipal Clerk, at an amount not to exceed \$17,290.00, for repairs to the Public Works Garage building; and,

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

CERTIFICATION
HEREBY CERTIFY THE ABOVE TO BE A TRUE
COPY OF A RESOLUTION ADOPTED BY THE
TOWNSHIP COMMITTEE OF THE TOWNSHIP OF
NEPTUNE ON OCTOBER 25, 2021



Richard J. Cuttrell, Municipal Clerk

RESOLUTION #21-374 - 10/25/21

AUTHORIZE REPLACEMENT OF ENTRANCE DOORS AT THE MUNICIPAL LIBRARY

WHEREAS, the Purchasing Agent solicited quotes for the removal of interior and exterior existing doors and the installation of automatic entrance doors at the Municipal Library; and,

WHEREAS, the cost of said item is less than the bid threshold but exceeds \$17,500.00 and therefore must be awarded by Resolution of the governing body; and,

WHEREAS, said quotes were reviewed by the Library Director and the Purchasing Agent who have recommended that the low quote be accepted in accordance with the Open Public Contracts Law; and,

WHEREAS, funds for this purpose will be provided in the 2021 municipal budget in the appropriation entitled Library O.E., and the Chief Financial Officer has so certified in writing,

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Neptune that Stanley Access Technologies be and is hereby authorized to remove the interior and exterior existing doors and install new automatic entrance doors at the Municipal Library pursuant to their quote of \$22,000.00; and,

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

CERTIFICATION
HEREBY CERTIFY THE ABOVE TO BE A TRUE
COPY OF A RESOLUTION ADOPTED BY THE
TOWNSHIP COMMITTEE OF THE TOWNSHIP OF
NEPTUNE ON OCTOBER 25, 2021



Richard J. Cuttrell, Municipal Clerk

RESOLUTION #21-375 - 10/25/21

ACCEPT THE RESIGNATION OF PAMELA VALENTINE AS A DEPARTMENTAL
SECRETARY IN THE ENGINEERING DEPARTMENT

WHEREAS, the Business Administrator has received a letter from Pamela Valentine resigning as a Departmental Secretary in the Engineering Department effective November 5, 2021,

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Neptune that the resignation of Pamela Valentine as a Departmental Secretary in the Engineering Department is hereby accepted effective November 5, 2021; and,

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Chief Financial Officer, Assistant C.F.O., Township Engineer, Human Resources Director and AFSCME Local 1844.

CERTIFICATION
HEREBY CERTIFY THE ABOVE TO BE A TRUE
COPY OF A RESOLUTION ADOPTED BY THE
TOWNSHIP COMMITTEE OF THE TOWNSHIP OF
NEPTUNE ON OCTOBER 25, 2021



Richard J. Cuttrell, Municipal Clerk

RESOLUTION #21-376 - 10/25/21

***** TABLED – NOT ADOPTED *****

EMPLOY SUPERVISING SPECIAL LAW ENFORCEMENT OFFICER
IN THE POLICE DEPARTMENT ON A PART-TIME BASIS

WHEREAS, there is a need for a Supervising Special Law Enforcement Officer – Class II in the Police Department on a part-time hourly basis; and,

WHEREAS, the Chief of Police and Police Command Staff have made their recommendation; and,

WHEREAS, funds will be provided in the 2021 municipal budget, in the appropriation entitled Police S&W, and the Chief Financial Officer has so certified in writing,

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Neptune that Michael Zarro be and is hereby employed as a part-time Supervising Special Law Enforcement Officer – Class II, and to perform such duties as prescribed by the Chief of Police, contingent upon successful completion of a background investigation and medical evaluation, at an hourly rate of \$36.00; and,

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

RESOLUTION #21-377 - 10/25/21

AUTHORIZE THE PURCHASE OF TWO TRUCKS WITH PLOW THROUGH THE EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY PURCHASING PROGRAM

WHEREAS, the Public Works Director wishes to authorize the purchase of two 2022 Chevrolet Silverado 3500HD 4WD trucks with plow (one regular cab and one crew cab) through the Educational Services Commission of New Jersey Purchasing Program; and,

WHEREAS, the purchase of goods and services by local contracting units is authorized by the Local Public Contracts Laws, N.J.S. 40A:11-12; and,

WHEREAS, the Educational Services Commission of New Jersey Purchasing Program has awarded Contract ESCNJ 20/21-09 to Mall Chevrolet for these vehicles; and,

WHEREAS, the Purchasing Agent and Chief Financial Officer recommends the utilization of this contract on the grounds that the price reflects a substantial savings; and,

WHEREAS, the cost to purchase this equipment shall not exceed \$99,500.00; and,

WHEREAS, funds for this purpose are available from Ordinance No. 21-35 and the Clean Communities grant and the Chief Financial Officer has so certified in writing,

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Neptune that the purchase of two 2022 Chevrolet Silverado 3500HD 4WD trucks with plow (one regular cab and one crew cab) for the Public Works Department be and is hereby authorized through the Educational Services Commission of New Jersey Purchasing Program Contract ESCNJ 20/21-09, Mall Chevrolet, at an amount not to exceed \$99,500.00; and,

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

CERTIFICATION
HEREBY CERTIFY THE ABOVE TO BE A TRUE
COPY OF A RESOLUTION ADOPTED BY THE
TOWNSHIP COMMITTEE OF THE TOWNSHIP OF
NEPTUNE ON OCTOBER 25, 2021



Richard J. Cuttrell, Municipal Clerk

RESOLUTION #21-378 - 10/25/21

AWARD BID FOR 2021 ROAD IMPROVEMENT PROGRAM

WHEREAS, on October 13, 2021, the Township Engineering Consultant received bids for the award of a contract for the 2021 Road Improvement Program; and,

WHEREAS, said bids were reviewed by the Township Engineering Consultant who has recommended that a bid be awarded to P & A Construction, Inc. as the lowest bidder; and,

WHEREAS, said bids were advertised, received and awarded in a "fair and open" competitive bidding process in accordance with the Open Public Contracts Law; and,

WHEREAS, funds for this purpose will be provided in Ordinance No 18-19, as amended by Ordinance No. 19-10, and in Ordinance No. 20-19 and the Chief Financial Officer has so certified in writing,

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Neptune that a contract be awarded to P & A Construction, Inc. on their lowest responsible base bid of \$1,692,881.84 for the 2021 Road Improvement Program; and,

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

CERTIFICATION
HEREBY CERTIFY THE ABOVE TO BE A TRUE
COPY OF A RESOLUTION ADOPTED BY THE
TOWNSHIP COMMITTEE OF THE TOWNSHIP OF
NEPTUNE ON OCTOBER 25, 2021



Richard J. Cuttrell, Municipal Clerk

RESOLUTION #21-379 – 10/25/21

APPOINT GINA M. LAPLACA AS BUSINESS ADMINISTRATOR
AS OF JANUARY 1, 2022

WHEREAS, Section 2-5.1 of the Neptune Township Municipal Code creates the office of Business Administrator pursuant to the provisions of N.J.S.A. 40A:9-136, et seq.; and

WHEREAS, Section 2-5.2 (a) of the Neptune Township Municipal Code provides that the Business Administrator is appointed by a majority of the Township Committee; and

WHEREAS, the Township's current Business Administrator, Vito Gadaleta, is retiring and has been removed from his position as Business Administrator effective December 31, 2021; and

WHEREAS, the Township Committee has interviewed a number of candidates for the Business Administrator position; and

WHEREAS, the Township Committee desires to appoint Gina M. LaPlaca to the position of Business Administrator after Mr. Gadaleta's retirement; and

WHEREAS, it is in the best interest of the Township of Neptune to have a reasonable transition period between Business Administrators;

WHEREAS, funds for this purpose are available in the 2021 Municipal Budget in the appropriation entitled General Administration S&W and the Chief Financial Officer has so certified in writing,

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Neptune, County of Monmouth and State of New Jersey, that Gina M. LaPlaca is hereby hired as Business Administrator for the Township of Neptune, effective January 1, 2022; and

BE IT FURTHER RESOLVED that pending the retirement of Vito Gadaleta, Gina M. LaPlaca, shall be the Assistant Business Administrator, and shall commence working for the Township on or about November 15, 2021; and

BE IT FURTHER RESOLVED that the Township Labor Attorney is hereby authorized and directed to prepare a written employment agreement setting forth Ms. LaPlaca's salary at the rate of \$170,000 per year, allowing for 10 vacation and 3 personal days in the first year, providing a Township vehicle for Ms. LaPlaca's use on Township business in accordance with Section 9-26 of the Township Code, and providing such other benefits equal to the benefits provided to the Township Department Heads and Directors; and,

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

CERTIFICATION
HEREBY CERTIFY THE ABOVE TO BE A TRUE
COPY OF A RESOLUTION ADOPTED BY THE
TOWNSHIP COMMITTEE OF THE TOWNSHIP OF
NEPTUNE ON OCTOBER 25, 2021



Richard J. Cuttrell, Municipal Clerk

RESOLUTION #21-380 – 10/25/21

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	4,528,778.68
GRANT FUND	9,066.26
TRUST FUND	46,284.82
GENERAL CAPITAL FUND	131,933.84
SEWER OPERATING FUND	36,834.88
MARINA OPERATING FUND	4,491.48
LIBRARY TRUST	893.11
BILL LIST TOTAL	\$4,758,283.07

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

CERTIFICATION
HEREBY CERTIFY THE ABOVE TO BE A TRUE
COPY OF A RESOLUTION ADOPTED BY THE
TOWNSHIP COMMITTEE OF THE TOWNSHIP OF
NEPTUNE ON OCTOBER 25, 2021



Richard J. Cuttrell, Municipal Clerk