

Borough of West Long Branch, NJ  
January 3, 2024

The Annual Meeting of the Mayor and Council of the Borough of West Long Branch was held on the above date at 6:30 PM.

Pastor Matthew Cimorelli gave the invocation.

Borough Clerk Santos administered the Oath of Office to:

Christopher Neyhart	Councilman	Three Years
Matthew Sniffen	Councilman	Three Years
Beth Weston-Knotts	EMS Captain	One Year
Jeffrey Newenhouse	EMS 1 <sup>st</sup> Lt.	One Year
Michael Bellack	EMS 2 <sup>nd</sup> Lt.	One Year

Mayor Janet W. Tucci presided.

Mayor Tucci stated in compliance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et. seq., adequate notice of this meeting of the Borough Council was provided.

PRESENT: Stephen A. Bray, Steven Cioffi, James P. Gomez, Christopher Neyhart, Matthew Sniffen

ABSENT: John M. Penta, Jr.,

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Mayor Tucci read her annual message:

RESIDENTS OF WEST LONG BRANCH

Thank you, West Long Branch residents, for the continued support and public trust that you have extended to me as your Mayor. I consider it an honor and privilege to volunteer my time and service to you. I promise to always do my best to uphold your confidence.

Congratulations to recently re-elected Council members Christopher Neyhart and Matthew Sniffen. They both devote countless hours to Borough business and issues. These gentlemen are particularly responsive to the concerns of all residents. They work tirelessly to resolve any problems by communicating with the public, whenever called upon.

I would like to acknowledge and publicly thank our other dedicated council members. Stephen Bray, John Penta, James Gomez and Steven Cioffi who devote countless hours to Borough business with utmost honesty, dedication and commitment. Your governing body is committed to aggressively seeking ways to stabilize our municipal tax rate by continuing to explore ways to save money through shared services and consolidation, without sacrificing quality services to residents. We saw history being made in West Long Branch by the swearing in of our first female Police Chief Marlowe Botti. Now she and I will go down in the archives of West Long Branch as being the first two women to hold the office of Police Chief and Mayor in our town! Chief Botti has risen through ranks replacing recently retired Chief Paul Habermann. Both of these individuals exemplify quality leadership. We wish the best to retired Chief Habermann and know that his replacement will proudly serve our town with dedicated, professional leadership. Best wishes also to Lieutenant Brian Ellis and Corporal Nicholas Ferrugiaro who also retired this past year. We have promoted two new lieutenants, Brian Burton and Michael Paolantonio, as well as two new Sergeants, Scott Rockhill and Robert Knott. Our town has hired three new police officers as well – Alonso Olsen, James Belknap and Angelo Marrone. May God watch over all of the members of our dedicated police department and keep them safe.

We welcome our new Business Administrator Jason Gonter who replaces Stephanie Dollinger who has relocated out of state. He has hit the ground running and is busy dealing with all Boro business. Congratulations to Carolina Santos who was officially appointed as our Borough Clerk in July. Due to voting redistricting in New Jersey, West Long Branch is now in District 13. We will be represented by Senator Declan O'Scanlon and Assembly Members Vicky Flynn and Gerry Scharfenberger. Please reach out to them if needed.

A special thank you to all of our West Long Branch volunteer Board and Commission members who do such wonderful work for our residents of all ages. Our town events are absolutely amazing and keep getting better and better! And to our many residents, as well as Monmouth University, who have made yearly donations for our July 4<sup>th</sup> fireworks, a special “THANK YOU” – your generous financial support is greatly appreciated and helps us to continue this long-time tradition.

Our town has a new ambulance which will be dedicated this weekend. Our EMS volunteer members truly deserve this state of the arts vehicle. We have received a \$100,000 grant from the state for recreational improvements to be used at Valenzano Park. We will also begin construction of a new public works building which is so badly needed. And through the relentless and tireless efforts of Councilman John Penta, we now will begin to see the installation of FIOS in West Long Branch in 2024.

West Long Branch continues to be a great place to live and raise a family. We are so very fortunate to have so many residents who volunteer their time and talents!

In closing as your Mayor, I reaffirm my commitment to keep West Long Branch the wonderful town that it is. I will continue to provide an open line of communication, with problem-solving responsiveness, to all residents.

Wishing everyone a wonderful New Year filled with good health, peace and happiness.

GOD BLESS AMERICA

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RESOLUTIONS:

The Borough Clerk reported that Mayor Tucci submitted the name of Gregory S. Baxter for appointment as Borough Attorney.

Councilmember BRAY offered the following resolution and moved its adoption:

**RESOLUTION APPOINTING BOROUGH ATTORNEY AND APPROVING CONTRACT**

WHEREAS, there exists a need for legal services in the Borough of West Long Branch, County of Monmouth; and

WHEREAS, the Borough solicited proposals for this service in accordance with the fair and open process as required by Ordinance No. O-06-9; and

WHEREAS, funds are, or will be, available for this purpose; and

WHEREAS, the Mayor has submitted the name of GREGORY S. BAXTER for appointment as Borough Attorney; and

WHEREAS, the attached contract for services for calendar year 2024 is submitted for approval by the Borough Council;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of West Long Branch, County of Monmouth, that the appointment for the year 2024 of GREGORY S. BAXTER as Borough Attorney be and the same is hereby confirmed; and

BE IT FURTHER RESOLVED that this appointment is made under the fair and open process as required by Borough Ordinance No. O-06-9; and

BE IT FURTHER RESOLVED that the attached contract for services to be provided by the Borough Attorney be and the same is hereby approved for calendar year 2024, and the Mayor and Borough Clerk are hereby authorized to sign the same; and

BE IT FURTHER RESOLVED that notice of this appointment be published upon adoption as required by law.

Seconded by Councilmember SNIFFEN and carried upon the following roll call vote:

AYES:	BRAY, CIOFFI, GOMEZ, NEYHART, SNIFFEN
NAYS:	NONE
ABSENT:	PENTA
ABSTAIN:	NONE

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January 3, 2024

The Borough Clerk reported that Mayor Tucci submitted the name of John M. Cantalupo, of Archer & Greiner, P.C., for appointment as Bond Attorney.

Councilmember BRAY offered the following resolution and moved its adoption:

**RESOLUTION APPOINTING BOND ATTORNEY AND APPROVING CONTRACT**

WHEREAS, there exists a need for the services of a Bond Attorney for the Borough of West Long Branch, County of Monmouth; and

WHEREAS, the Borough solicited proposals for this service in accordance with the fair and open process as required by Ordinance No. O-06-9; and

WHEREAS, funds are, or will be, available for this purpose; and

WHEREAS, the Mayor has submitted the name of JOHN M. CANTALUPO, of ARCHER & GREINER, P.C., for appointment as Bond Attorney; and

WHEREAS, JOHN M. CANTALUPO, of ARCHER & GREINER, P.C., submitted the attached contract for services for calendar year 2024 for approval by the Borough Council;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of West Long Branch, County of Monmouth, that the appointment for the year 2024 of JOHN M. CANTALUPO, of ARCHER & GREINER, P.C., as Bond Attorney be and the same is hereby confirmed; and

BE IT FURTHER RESOLVED that this appointment is made under the fair and open process as required by Borough Ordinance No. O-06-9; and

BE IT FURTHER RESOLVED that the attached contract for services to be provided by the Bond Attorney be and the same is hereby approved for calendar year 2024, and the Mayor and Borough Clerk are hereby authorized to sign the same; and

BE IT FURTHER RESOLVED that notice of this appointment be published upon adoption as required by law.

Seconded by Councilmember SNIFFEN and carried upon the following roll call vote:

AYES:	BRAY, CIOFFI, GOMEZ, NEYHART, SNIFFEN
NAYS:	NONE
ABSENT:	PENTA
ABSTAIN:	NONE

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The Borough Clerk reported that Mayor Tucci submitted the name of Robert S. Oliwa, of the firm of Oliwa & Company, for appointment as Municipal Auditor.

Councilmember BRAY offered the following resolution and moved its adoption:

**RESOLUTION APPOINTING MUNICIPAL AUDITOR AND APPROVING AGREEMENT**

WHEREAS, there exists a need for the services of a Registered Municipal Accountant to prepare the statutory annual audit for the year 2023 for the Borough of West Long Branch, County of Monmouth; and

WHEREAS, the Borough solicited proposals for this service in accordance with the fair and open process as required by Ordinance No. O-06-9; and

WHEREAS, funds are, or will be, available for this purpose; and

WHEREAS, the Mayor has submitted the name of ROBERT S. OLIVA, of the firm of OLIVA & COMPANY, for appointment as Borough Auditor; and

WHEREAS, ROBERT S. OLIVA, of the firm of OLIVA & COMPANY, submitted the attached engagement letter agreement for services for calendar year 2024 for approval by the Borough Council;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of West Long Branch, County of Monmouth, that the appointment for the year 2024 of ROBERT S.

OLIWA, of the firm of OLIWA & COMPANY, as Municipal Auditor be and the same is hereby confirmed; and

BE IT FURTHER RESOLVED that this appointment is made under the fair and open process as required by Borough Ordinance No. O-06-9; and

BE IT FURTHER RESOLVED that the attached engagement letter agreement for services to be provided by the Borough Auditor be and the same is hereby approved for calendar year 2024, and the Mayor and Borough Clerk are hereby authorized to sign the same; and

BE IT FURTHER RESOLVED that notice of this appointment be published upon adoption as required by law.

Seconded by Councilmember SNIFFEN and carried upon the following roll call vote:

AYES:	BRAY, CIOFFI, GOMEZ, NEYHART, SNIFFEN
NAYS:	NONE
ABSENT:	PENTA
ABSTAIN:	NONE

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The Borough Clerk reported that Mayor Tucci submitted the name of Paul Zager for appointment as Public Defender.

Councilmember BRAY offered the following resolution and moved its adoption:

**RESOLUTION APPOINTING PUBLIC DEFENDER**

WHEREAS, there exists a need for a Public Defender in the Borough of West Long Branch, County of Monmouth; and

WHEREAS, the Borough solicited proposals for this service in accordance with the fair and open process as required by Ordinance No. O-06-9; and

WHEREAS, funds are, or will be, available for this purpose; and

WHEREAS, the Mayor has submitted the name of PAUL ZAGER for appointment as Public Defender;

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Borough Council of the Borough of West Long Branch that the appointment for the year 2024 of PAUL ZAGER as Public Defender be and the same is hereby confirmed; and

BE IT FURTHER RESOLVED that this appointment is made under the fair and open process as required by Borough Ordinance No. O-06-9; and

BE IT FURTHER RESOLVED that a copy of this resolution be published upon adoption as required by law.

Seconded by Councilmember SNIFFEN and carried upon the following roll call vote:

AYES:	BRAY, CIOFFI, GOMEZ, NEYHART, SNIFFEN
NAYS:	NONE
ABSENT:	PENTA
ABSTAIN:	NONE

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January 3, 2024

Councilmember BRAY offered the following resolution and moved its adoption:

**RESOLUTION APPOINTING COMMUNITY DEVELOPMENT  
AND ALTERNATE COMMUNITY DEVELOPMENT REPRESENTATIVES**

WHEREAS, the positions of Community Development and Alternate Community Development Representative for 2024 need to be filled;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of West Long Branch that the Borough Administrator, JASON GONTER, be and is hereby appointed to serve in the position of Community Development Representative for calendar year 2024; and

BE IT FURTHER RESOLVED that COUNCILMAN CHRISTOPHER NEYHART be and is hereby appointed to serve in the position of Alternate Community Development Representative for calendar year 2024.

Seconded by Councilmember SNIFFEN and carried upon the following roll call vote:

AYES:	BRAY, CIOFFI, GOMEZ, NEYHART, SNIFFEN
NAYS:	NONE
ABSENT:	PENTA
ABSTAIN:	NEYHART

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The Borough Clerk reported that Mayor Tucci submitted the name of Francis W. Mullan, of the firm T&M Associates, for appointment as Borough Engineer.

Councilmember BRAY offered the following resolution and moved its adoption:

**RESOLUTION APPOINTING BOROUGH ENGINEER**

WHEREAS, there exists a need for engineering services in the Borough of West Long Branch, County of Monmouth; and

WHEREAS, the Borough solicited proposals for this service in accordance with the fair and open process as required by Ordinance No. O-06-9; and

WHEREAS, funds are, or will be, available for this purpose; and

WHEREAS, the Mayor has submitted the name of FRANCIS W. MULLAN, P.E., C.M.E., of the firm of T&M ASSOCIATES, for appointment as Borough Engineer;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of West Long Branch that the appointment for the year 2024 of FRANCIS W. MULLAN, P.E., C.M.E., of the firm of T&M ASSOCIATES, as Borough Engineer be and the same is hereby confirmed; and

BE IT FURTHER RESOLVED that this appointment is made under the fair and open process as required by Borough Ordinance No. O-06-9; and

BE IT FURTHER RESOLVED that notice of this appointment be published upon adoption as required by law.

Seconded by Councilmember SNIFFEN and carried upon the following roll call vote:

AYES:	BRAY, CIOFFI, GOMEZ, NEYHART, SNIFFEN
NAYS:	NONE
ABSENT:	PENTA
ABSTAIN:	NONE

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The Borough Clerk reported that Mayor Tucci submitted the name of James L. Plosia, Jr., of the firm Plosia Cohen, LLC, for appointment as Special Labor Counsel.

Councilmember BRAY offered the following resolution and moved its adoption:

**RESOLUTION APPOINTING SPECIAL LABOR COUNSEL**

WHEREAS, the Borough of West Long Branch has the necessity of retaining special counsel to provide advice to the Borough and certain of its officials, and also to represent the Borough's interest in labor-related issues; and

WHEREAS, funds are or will be available for this purpose from the budgeted line item for legal representation; and

WHEREAS, the Local Public Contracts Law requires that any resolution awarding a contract for legal services state the supporting reasons and be printed in a newspaper of general circulation; and

WHEREAS, the Mayor submitted the name of JAMES L. PLOSIA, JR., of the firm PLOSIA COHEN, LLC, for appointment as Special Labor Counsel;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of West Long Branch that JAMES L. PLOSIA, JR., of the firm PLOSIA COHEN, LLC, be appointed as Special Labor Counsel to provide advice on an as needed basis to the Borough and certain of its officials and to represent the Borough’s interest in labor-related issues, if necessary; and

BE IT FURTHER RESOLVED that JAMES L. PLOSIA, JR., be compensated in accordance with the terms of Resolution No. R-21-28 (i.e., at the rate of \$165.00 per hour, plus costs); and

BE IT FURTHER RESOLVED this appointment is made without competitive bidding as a “professional service” under the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1, et seq.) because he is a person authorized by law to the practice of the legal profession; and

BE IT FURTHER RESOLVED that a copy of this resolution or its contents be published in an officially approved newspaper as required by law.

Seconded by Councilmember SNIFFEN and carried upon the following roll call vote:

AYES:	BRAY, CIOFFI, GOMEZ, NEYHART, SNIFFEN
NAYS:	NONE
ABSENT:	PENTA
ABSTAIN:	NONE

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The Borough Clerk reported that Mayor Tucci submitted the name of Dominick S. Cinelli, of the firm Brown & Brown Metro, LLC., for appointment as Municipal Risk Manager.

Councilmember BRAY offered the following resolution and moved its adoption:

**RESOLUTION APPOINTING MUNICIPAL RISK MANAGER**

WHEREAS, there exists a need for the services of a Risk Manager in the Borough of West Long Branch, County of Monmouth; and

WHEREAS, the Borough solicited proposals for this service in accordance with the fair and open process as required by Ordinance No. O-06-9; and

WHEREAS, funds are, or will be, available for this purpose; and

WHEREAS, the Mayor has submitted the name of DOMINICK S. CINELLI, of the firm of BROWN & BROWN METRO, LLC., for appointment as Borough Risk Manager;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of West Long Branch, County of Monmouth, that the appointment for the year 2024 of DOMINICK S. CINELLI, of the firm of BROWN & BROWN METRO, LLC., as Municipal Risk Manager be and the same is hereby confirmed; and

BE IT FURTHER RESOLVED that this appointment is made under the fair and open process as required by Borough Ordinance No. O-06-9; and

BE IT FURTHER RESOLVED that notice of this appointment be published upon adoption as required by law.

Seconded by Councilmember SNIFFEN and carried upon the following roll call vote:

AYES:	BRAY, CIOFFI, GOMEZ, NEYHART, SNIFFEN
NAYS:	NONE
ABSENT:	PENTA
ABSTAIN:	NONE

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The Borough Clerk reported that Mayor Tucci submitted the name of Sean T. Kean, of the firm Cleary, Giacobbe, Alfieri, Jacobs LLC, for appointment as Municipal Prosecutor.

Councilmember BRAY offered the following resolution and moved its adoption:

**RESOLUTION APPOINTING MUNICIPAL PROSECUTOR**

WHEREAS, there exists a need for a Municipal Prosecutor in the Borough of West Long Branch, County of Monmouth; and

WHEREAS, the Borough solicited proposals for this service in accordance with the fair and open process as required by Ordinance No. O-06-9; and

WHEREAS, funds are, or will be, available for this purpose; and

WHEREAS, the Mayor has submitted the name of SEAN T. KEAN of the firm of CLEARY, GIACOBBE, ALFIERI, JACOBS LLC for appointment as Municipal Prosecutor;

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Borough Council of the Borough of West Long Branch that the appointment for the year 2024 of SEAN T. KEAN of the firm of CLEARY, GIACOBBE, ALFIERI, JACOBS LLC, as Municipal Prosecutor be and the same is hereby confirmed; and

BE IT FURTHER RESOLVED that this appointment is made under the fair and open process as required by Borough Ordinance No. O-06-9; and

BE IT FURTHER RESOLVED that a copy of this resolution be published upon adoption as required by law.

Seconded by Councilmember SNIFFEN and carried upon the following roll call vote:

AYES:	BRAY, CIOFFI, GOMEZ, NEYHART, SNIFFEN
NAYS:	NONE
ABSENT:	PENTA
ABSTAIN:	NONE

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The Borough Clerk read the following on behalf of Mayor Tucci:

BOROUGH COUNCIL  
WEST LONG BRANCH  
NEW JERSEY

Dear Members of the Borough Council:

As Mayor of the Borough of West Long Branch, I do hereby make the following appointments pursuant to the statutes made and provided for same:

PLANNING BOARD		
CLASS IV	RANDY TRIOLO	(2024-2027)
CLASS II	AMANDA FARRELL	(2024)
ALTERNATE NO. 1	BRIAN KRAMER	(2024-2025)
ENVIRONMENTAL COMMISSION	RANDY TRIOLO	(2024-2026)
	MARGARET JOHNSON	(2024-2026)
	NO APPOINTMENT MADE	(2024-2026)
SHADE TREE COMMISSION	NO APPOINTMENT MADE	(2024-2028)
RECREATION COMMISSION		
ALTERNATE NO. 1	BETH GARRIGAL	(Unexpired Term Through 2027)
OFFICE OF AGING REPRESENTATIVE	NO APPOINTMENT MADE	(2024)

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January 3, 2024

Councilmember BRAY offered the following resolution and moved its adoption:

**RESOLUTION**  
**MAYOR’S APPOINTMENTS APPROVED BY COUNCIL**

Members of the West Long Branch Borough Council:

I hereby submit for your approval and confirmation appointments covering various Borough Offices for the terms indicated:

BOROUGH ADMINISTRATOR	JASON GONTER	(2024)
DEPUTY BOROUGH CLERK	NO APPOINTMENT MADE	(2024)
EMERGENCY SERVICES RECORDS ADMINISTRATOR	RONALD GUIDETTI	(2024)
MUNICIPAL HOUSING LIAISON	NO APPOINTMENT MADE	(2024)
PUBLIC AGENCY COMPLIANCE OFFICER	JASON GONTER	(2024)
CHIEF FINANCIAL OFFICER	MICHAEL MARTIN	(2024-2027)
PURCHASING AGENT	DAVID J. SPAULDING, JR.	(2024)
TREASURER	NO APPOINTMENT MADE	(2024)
ASSISTANT TREASURER	JASON GONTER	(2024)
TAX SEARCH OFFICER	LAURA AMADA	(2024)
PUBLIC WORKS DIRECTOR	ANTHONY VALENTI, JR.	(2024)
PUBLIC WORKS DEPUTY DIRECTOR	THOMAS VARRICCHIO	(2024)
ZONING OFFICER	JAMES MILLER	(2024)
CODE ENFORCEMENT OFFICER	JAMES MILLER	(2024)
DEPUTY CODE ENFORCEMENT OFFICER	AMANDA FARRELL	(2024)
HOUSING INSPECTOR	AMANDA FARRELL	(2024)
DEPUTY HOUSING INSPECTOR	JAMES MILLER	(2024)
COMMUNICATIONS COORDINATOR	STEVEN CIOFFI	(2024)
BOROUGH PHYSICIAN	DR. BARRY RUBINO	(2024)
SENIOR CITIZENS HOUSING CORP.	DEBBIE KESZLER	(2024-2028)
SECRETARY – BOARD OF HEALTH	JENNIFER O’SULLIVAN	(2024)
SPECIAL POLICE OFFICERS		
CLASS I	JUSTIN BLAKE	(2024)
CLASS I	JUDE MAYO	(2024)
CLASS I	JAMES MILLER	(2024)
CLASS II	AMANDA FARRELL	(2024)
LOCAL HISTORIAN	ARTHUR GREEN	(2024-2026)

THANK YOU.  
JANET W. TUCCI  
MAYOR

Seconded by Councilmember SNIFFEN and carried upon the following roll call vote:

AYES: BRAY, CIOFFI, GOMEZ, NEYHART, SNIFFEN  
NAYS: NONE  
ABSENT: PENTA  
ABSTAIN: NONE

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January 3, 2024

Councilmember BRAY offered the following resolution and moved its adoption:

**RESOLUTION  
COUNCIL APPOINTMENTS**

Council submits the following appointments for the terms indicated:

ASSESSMENT SEARCH OFFICER	SCOTT IMBRIACO	(2024)
FIRE INSPECTOR	JAMES MILLER	(2024)
ZONING BOARD OF ADJUSTMENT		
	PAMELA HUGHES	(2024-2027)
	ANASTASIOS DIACOGIANNIS	(2024-2027)
	PAUL SANTORELLI, JR.	(2024-2027)
	MARK ENGEL	(Unexpired Term Through 2024)
ALTERNATE NO. 1	JAROSLAW MOCZERNIUK	(2024-2025)
ALTERNATE NO. 2	MATTHEW CLARK	(Unexpired Term Through 2024)
SCHOOL CROSSING GUARDS	ROSE MARIE CIAGLIA	(2024)
	CARMELA FERRARO	(2024)
	MARIANNE SMITH	(2024)

Seconded by Councilmember SNIFFEN and carried upon the following roll call  
vote:

AYES:	BRAY, CIOFFI, GOMEZ, NEYHART, SNIFFEN
NAYS:	NONE
ABSENT:	PENTA
ABSTAIN:	NONE

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January 3, 2024

Councilmember BRAY offered the following resolution and moved its adoption:

**RESOLUTION FIXING TIME AND PLACE OF MEETINGS**

BE IT RESOLVED by the Borough Council of the Borough of West Long Branch that the meetings of the West Long Branch Mayor and Council shall be held at Borough Hall, 965 Broadway, West Long Branch, New Jersey 07764, on the following dates during calendar year 2024:

January 17, 2024	6:30 PM
February 7, 2024	6:30 PM
February 21, 2024	6:30 PM
March 6, 2024	6:30 PM
March 20, 2024	6:30 PM
April 3, 2024	6:30 PM
April 17, 2024	6:30 PM
May 1, 2024	6:30 PM
May 15, 2024	6:30 PM
June 5, 2024	6:30 PM
June 19, 2024	6:30 PM
July 3, 2024	6:30 PM
August 7, 2024	<b>6:00 PM</b>
September 4, 2024	<b>6:00 PM</b>
September 18, 2024	6:30 PM
October 9, 2024	6:30 PM
October 23, 2024	6:30 PM
November 6, 2024	6:30 PM
December 4, 2024	6:30 PM
December 18, 2024	6:30 PM

AND BE IT FURTHER RESOLVED that the meetings will open with a caucus (workshop) and be followed immediately by council (regular) meetings, at which time formal action may be taken; and

BE IT FURTHER RESOLVED that the Reorganization Meeting for 2025 shall be held on Thursday, January 2, 2025, at 6:30 P.M., in Borough Hall Council Chambers, 965 Broadway, West Long Branch, New Jersey 07764; and

BE IT FURTHER RESOLVED that the Borough Clerk shall post a certified copy of this resolution on the bulletin board in Borough Hall and publish same in one issue of the Star Ledger, one issue of the Link, one issue of the Asbury Park Press, and on the Borough of West Long Branch website.

Seconded by Councilmember SNIFFEN and carried upon the following roll call vote:

AYES:	BRAY, CIOFFI, GOMEZ, NEYHART, SNIFFEN
NAYS:	NONE
ABSENT:	PENTA
ABSTAIN:	NONE

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January 3, 2024

Councilmember BRAY offered the following resolution and moved its adoption:

**RESOLUTION BONDING BOROUGH EMPLOYEES**

BE IT RESOLVED by the Borough Council of the Borough of West Long Branch that  
the:

Chief Financial Officer be bonded in the amount of \$95,000.00;

Tax Collector in the amount of \$130,000.00;

Municipal Judge in the amount of \$17,500.00;

All Municipal Employees are covered under a Blanket Bond in the amount of \$250,000.00 per  
loss;

and that the Borough Clerk be and is hereby directed to arrange for the negotiation of said bonds  
for the year 2024 at Borough expense.

Seconded by Councilmember SNIFFEN and carried upon the following roll call vote:

AYES:	BRAY, CIOFFI, GOMEZ, NEYHART, SNIFFEN
NAYS:	NONE
ABSENT:	PENTA
ABSTAIN:	NONE

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Councilmember BRAY offered the following resolution and moved its adoption:

**RESOLUTION TO DETERMINE ORDER OF BUSINESS**

BE IT RESOLVED by the Borough Council of the Borough of West Long Branch that  
the following shall be the order of business to be observed in conducting the regular meetings of  
the Mayor and Borough Council during 2024.

- ROLL CALL
- READING AND APPROVAL OF MINUTES
- REPORTS OF STANDING COMMITTEES
- COMMUNICATIONS
- ORDINANCES
- RESOLUTIONS
- UNFINISHED BUSINESS
- NEW BUSINESS
- BILLS AND CLAIMS
- OPPORTUNITY FOR ANY PERSON TO BE HEARD
- ADJOURNMENT

Seconded by Councilmember SNIFFEN and carried upon the following roll call vote:

AYES:	BRAY, CIOFFI, GOMEZ, NEYHART, SNIFFEN
NAYS:	NONE
ABSENT:	PENTA
ABSTAIN:	NONE

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Councilmember BRAY offered the following resolution and moved its adoption:

**RESOLUTION ELECTING BOROUGH COUNCIL PRESIDENT**

BE IT RESOLVED that Councilmember CHRISTOPHER NEYHART be nominated and  
elected to the office of President of the Borough Council for the year 2024.

Seconded by Councilmember SNIFFEN and carried upon the following roll call vote:

AYES:	BRAY, CIOFFI, GOMEZ, SNIFFEN
NAYS:	NONE
ABSENT:	PENTA
ABSTAIN:	NEYHART

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January 3, 2024

Councilmember SNIFFEN offered the following resolution and moved its adoption:

**RESOLUTION NAMING COUNCIL REPRESENTATIVE TO PLANNING BOARD**

BE IT RESOLVED by the Borough Council of the Borough of West Long Branch that Councilmember STEPHEN A. BRAY be appointed the Class III member of the Planning Board for the year 2024.

Seconded by Councilmember GOMEZ and carried upon the following roll call vote:

AYES:	CIOFFI, GOMEZ, NEYHART, SNIFFEN
NAYS:	NONE
ABSENT:	PENTA
ABSTAIN:	BRAY

Councilmember BRAY offered the following resolution and moved its adoption:

**RESOLUTION APPOINTING 2024 COUNCIL COMMITTEES**

BE IT RESOLVED that the following committees of the West Long Branch Borough Council be appointed for calendar year 2024 with the first named Councilmember to serve as chair:

FINANCE AND ADMINISTRATION -  
Stephen A. Bray, Steven Cioffi, Matthew Sniffen  
PUBLIC WORKS -  
John M. Penta, Jr., James Gomez, Steven Cioffi  
POLICE -  
Christopher Neyhart, Stephen A. Bray, John M. Penta, Jr.  
FIRE AND EMS -  
James Gomez, Stephen A. Bray, Matthew Sniffen  
RECREATION, ENVIRONMENTAL AND SHADE TREE -  
Steven Cioffi, James Gomez, Christopher Neyhart  
PUBLIC PROPERTY -  
Matthew Sniffen, John M. Penta, Jr., Christopher Neyhart  
SHORE REGIONAL HIGH SCHOOL LIAISON -  
John M. Penta, Jr., Matthew Sniffen, James Gomez  
LOCAL SCHOOL LIAISON -  
Stephen A. Bray, Christopher Neyhart, Steven Cioffi  
MONMOUTH UNIVERSITY LIAISON -  
Christopher Neyhart, Matthew Sniffen, John M. Penta, Jr.  
ORDINANCE REVIEW -  
Matthew Sniffen, Christopher Neyhart, John M. Penta, Jr.  
COMMUNITY CENTER LIAISON -  
Christopher Neyhart, Stephen A. Bray, Matthew Sniffen

Seconded by Councilmember SNIFFEN and carried upon the following roll call vote:

AYES:	BRAY, CIOFFI, GOMEZ, NEYHART, SNIFFEN
NAYS:	NONE
ABSENT:	PENTA
ABSTAIN:	NONE

Councilmember BRAY offered the following resolution and moved its adoption:

**RESOLUTION FIXING THE RATE OF INTEREST TO BE CHARGED ON DELINQUENT TAXES OR ASSESSMENTS**

WHEREAS, N.J.S.A. 54:4-67 permits the Governing Body of each municipality to fix the rate of interest to be charged for non-payment of taxes or assessments subject to any abatement or discount for the late payment of taxes as provided by law;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of West Long Branch that:

1. The Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500.00 of taxes becoming delinquent after due date; 18% per annum on any amount of taxes in excess of \$1,500.00 becoming delinquent after due date; and, if a delinquency is in excess of \$10,000.00 and remains in arrears beyond December 31<sup>st</sup>, an additional penalty of 6% shall be charged against the delinquency in excess of \$10,000.00;
2. Effective January 3, 2024, there will be a ten (10) day grace period of quarterly tax payments made by cash, check, or money order;

3. Any payments not made in accordance with paragraph two of this resolution shall be charged interest from the due date as set forth in paragraph one of this resolution;
4. This resolution shall be published in its entirety once in an official newspaper of the Borough of West Long Branch;
5. A certified copy of this resolution shall be provided by the Borough Clerk to the Tax Collector, Chief Financial Officer, Borough Attorney, and Borough Auditor for the Borough of West Long Branch.

Seconded by Councilmember SNIFFEN and carried upon the following roll call vote:

AYES:	BRAY, CIOFFI, GOMEZ, NEYHART, SNIFFEN
NAYS:	NONE
ABSENT :	PENTA
ABSTAIN:	NONE

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Councilmember BRAY offered the following resolution and moved its adoption:

**RESOLUTION AUTHORIZING TAX SALE BY TAX COLLECTOR**

WHEREAS, N.J.S.A. 54:5-19 et. seq. provides to the Municipal Tax Collector the power to conduct a tax sale for the purpose of enforcing the collection of delinquent taxes in the Borough against which such delinquent taxes are in arrears for the prior fiscal year, in the manner and form prescribed in said Statute, on or before the 31<sup>st</sup> day of December 2024;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of West Long Branch that the West Long Branch Tax Collector is hereby authorized and directed to conduct a tax sale in the manner and form prescribed in the Statute on or before the 31<sup>st</sup> day of December 2024 for the purpose of enforcing the collection of delinquent taxes in the Borough against which such delinquent taxes are in arrears as of November 11, 2024; and

BE IT FURTHER RESOLVED that the Tax Collector shall provide notices to the property owners and by publication, in accordance with law, and schedule a sale for a date and time during normal business hours during 2024, the exact date to be left to the discretion of the Tax Collector, at which time a tax sale shall be held on all properties on which the reported liens remain outstanding; and

BE IT FURTHER RESOLVED that the Tax Collector shall charge costs to each such property, together with outstanding interest due on such lien.

Seconded by Councilmember SNIFFEN and carried upon the following roll call vote:

AYES:	BRAY, CIOFFI, GOMEZ, NEYHART, SNIFFEN
NAYS:	NONE
ABSENT:	PENTA
ABSTAIN:	NONE

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Councilmember BRAY offered the following resolution and moved its adoption:

**RESOLUTION AUTHORIZING PARTICIPATION IN THE ELECTRONIC TAX SALE PROGRAM**

WHEREAS, N.J.S.A. 54:5-19.1 authorizes electronic tax sales pursuant to rules and regulations to be promulgated by the Director of the Division of Local Government Services; and

WHEREAS, the Director of the Division of Local Government Services has promulgated rules and regulations for an electronic tax sale; and

WHEREAS, the Director of the Division of Local Government Services has approved New Jersey Tax Lien Investors/Real Auctions.com to conduct electronic tax sales; and

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

WHEREAS, the Borough of West Long Branch wishes to participate in the program for an electronic tax sale;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of West Long Branch that the West Long Branch Tax Collector is hereby authorized to take the necessary steps to participate in the electronic tax sale program in 2024.

Seconded by Councilmember SNIFFEN and carried upon the following roll call vote:

AYES:	BRAY, CIOFFI, GOMEZ, NEYHART, SNIFFEN
NAYS:	NONE
ABSENT:	PENTA
ABSTAIN:	NONE

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Councilmember BRAY offered the following resolution and moved its adoption:

**RESOLUTION AUTHORIZING IN LIEU OF ADVERTISING OF NOTICE OF TAX SALE**

WHEREAS, N.J.S.A. 54:5-19.1 authorizes electronic tax sales pursuant to rules and regulations to be promulgated by the Director of the Division of Local Government Services; and

WHEREAS, the rules and regulations require a municipality to send two (2) notices of tax sale to all properties included in said sale; and

WHEREAS, the rules and regulations allow said municipality to charge a fee of \$25.00 per notice for the creation, printing, and mailing of said notice; and

WHEREAS, in an effort to more fairly assign greater fiscal responsibility to delinquent taxpayers, the Borough of West Long Branch wishes to charge \$25.00 per notice mailed, which will be assessed specifically to the delinquent accounts that are causing the need for a tax sale and not to the general tax base;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of West Long Branch that a fee of \$25.00 per notice be established and is hereby authorized and directed to be charged for each notice of tax sale that is sent in conjunction with the 2024 electronic tax sale.

Seconded by Councilmember SNIFFEN and carried upon the following roll call vote:

AYES:	BRAY, CIOFFI, GOMEZ, NEYHART, SNIFFEN
NAYS:	NONE
ABSENT:	PENTA
ABSTAIN:	NONE

-----  
Councilmember BRAY offered the following resolution and moved its adoption:

**RESOLUTION AUTHORIZING MAYOR AND BOROUGH CLERK TO SIGN APPROVED DOCUMENTS**

BE IT RESOLVED by the Borough Council of the Borough of West Long Branch that the Mayor and Borough Clerk be and are hereby authorized to sign all contracts, application forms, and other formal documents in order to carry out the previously adopted actions of the Borough Council during the calendar year 2024.

Seconded by Councilmember SNIFFEN and carried upon the following roll call vote:

AYES:	BRAY, CIOFFI, GOMEZ, NEYHART, SNIFFEN
NAYS:	NONE
ABSENT:	PENTA
ABSTAIN:	NONE

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Councilmember BRAY offered the following resolution and moved its adoption:

**RESOLUTION PERMITTING PRE-PAYMENT OF CERTAIN ITEMS**

WHEREAS, the Borough of West Long Branch has budgeted funds for 2024 for payment of such items as utilities, payroll, vehicle leases, debt service, governmental fees, insurance, and for the printing and mailing costs of the Borough; and

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

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of West Long Branch that the Chief Financial Officer be and is hereby authorized to make pre-payment of the following fixed items prior to the same appearing on the meeting bill list, such funds to be taken from the pre-budgeted amount for each such expense for 2024:

- 1. Utilities (electric, gas, water, sewer, and telephone).
- 2. Payroll.
- 3. Monthly vehicle lease payments.
- 4. Debt service as evidenced by pre-existing notes.
- 5. Health, dental and other insurance premiums.
- 6. Federal, state and county fees.
- 7. Postage for tax bills, newsletters, and other Borough mailings.
- 8. School taxes.
- 9. Bills pertaining to the Community Development Block Grant Program.
- 10. Third Party Tax Lien Redemptions.
- 11. Purchase of Gasoline/Diesel Fuel.
- 12. Municipal Court Lease Payments.
- 13. Purchase of Road Equipment, Vehicle Parts and Repairs, and Road Department Supplies When an Emergent Situation Exists.
- 14. Items Deemed Necessary for Pre-Payment by the C.F.O. Conditioned Upon Consent of the Chair of the Finance and Administration Committee.

Seconded by Councilmember SNIFFEN and carried upon the following roll call vote:

AYES:	BRAY, CIOFFI, GOMEZ, NEYHART, SNIFFEN
NAYS:	NONE
ABSENT:	PENTA
ABSTAIN:	NONE

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Councilmember BRAY offered the following resolution and moved its adoption:

**RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS**

BE IT RESOLVED by the Borough Council of the Borough of West Long Branch that the Asbury Park Press, the Star Ledger, the Link News, and the Monmouth Journal are hereby designated as the official newspapers for the Borough of West Long Branch as required by law.

Seconded by Councilmember SNIFFEN and carried upon the following roll call vote:

AYES:	BRAY, CIOFFI, GOMEZ, NEYHART, SNIFFEN
NAYS:	NONE
ABSENT:	PENTA
ABSTAIN:	NONE

-----  
Councilmember GOMEZ offered the following resolution and moved its adoption:

**RESOLUTION APPOINTING INSURANCE COMMISSIONER AND ALTERNATE**

WHEREAS, it is necessary to appoint an Insurance Commissioner and an Alternate;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of West Long Branch that JASON GONTER be and is hereby appointed Insurance Commissioner for 2024; and

BE IT FURTHER RESOLVED that COUNCILMAN STEPHEN A. BRAY be and is hereby appointed to serve in the position of Alternate Insurance Commissioner for 2024.

Seconded by Councilmember SNIFFEN and carried upon the following roll call vote:

AYES:	CIOFFI, GOMEZ, NEYHART, SNIFFEN
NAYS:	NONE
ABSENT:	PENTA
ABSTAIN:	BRAY

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January 3, 2024

Councilmember BRAY offered the following resolution and moved its adoption:

**RESOLUTION APPOINTING FUND COMMISSIONER  
AND ALTERNATE TO THE  
CENTRAL JERSEY HEALTH INSURANCE FUND FOR 2024**

WHEREAS, the Borough of West Long Branch is a member of the Central Jersey Health Insurance Fund, a self-insured health fund; and

WHEREAS, the bylaws of the Central Jersey Health Insurance Fund require that each member appoint a Fund Commissioner and may appoint an Alternate;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of West Long Branch that JASON GONTER be and is hereby appointed as Fund Commissioner to the Central Jersey Health Insurance Fund, effective January 3, 2024, to represent the Borough of West Long Branch; and

BE IT FURTHER RESOLVED that Councilman JAMES GOMEZ be and is hereby appointed as the Alternate Commissioner for calendar year 2024.

Seconded by Councilmember SNIFFEN and carried upon the following roll call vote:

AYES:	BRAY, CIOFFI, NEYHART, SNIFFEN
NAYS:	NONE
ABSENT:	PENTA
ABSTAIN:	GOMEZ

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Councilmember BRAY offered the following resolution and moved its adoption:

**RESOLUTION APPOINTING ADA COORDINATOR AND COMPLIANCE OFFICER**

WHEREAS, the Borough of West Long Branch is a participant in the Community Development Block Grant Program as sponsored by the County of Monmouth; and

WHEREAS, in order to comply with the basic Level 4 requirements, the Borough is required to appoint a Coordinator under Section 504 of the Rehabilitation Act of 1973, which provides for the Community Development Block Grant Program;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of West Long Branch that JASON GONTER, the West Long Branch Borough Administrator, be and is hereby appointed to the position of ADA Coordinator for 2024; and

BE IT FURTHER RESOLVED that JAMES MILLER, the West Long Branch Code Enforcement Officer, be and is hereby appointed to the position of ADA Compliance Officer for 2024; and

BE IT FURTHER RESOLVED that a certified copy of this resolution, including the telephone number and address of JASON GONTER and JAMES MILLER, be forwarded to the Monmouth County Community Development Office and the Monmouth County Office on Disabilities.

Seconded by Councilmember SNIFFEN and carried upon the following roll call vote:

AYES:	BRAY, CIOFFI, GOMEZ, NEYHART, SNIFFEN
NAYS:	NONE
ABSENT:	PENTA
ABSTAIN:	NONE

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Councilmember BRAY offered the following resolution and moved its adoption:

**RESOLUTION FIXING LEGAL FEE RATES FOR 2024**

WHEREAS, there is expected to be a need for the Borough to retain the legal services of other than the Borough Attorney for representation in litigated matters during 2024, such representation to be provided by the attorneys for the Zoning Board and Planning Board, the Municipal Prosecutor, or, perhaps, special counsel; and



WHEREAS, it is in the Borough’s best interest to fix a rate for such services for the calendar year in order to promote uniformity in billing and avoid the necessity of contracting for such services on a case-by-case basis; and

WHEREAS, funds are or will be available for the purpose of retaining counsel for representation in litigated matters which may not necessarily involve the Borough of West Long Branch or its boards or officials as a party to such litigation;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of West Long Branch, County of Monmouth, that the rate of \$165.00 per hour for legal services is hereby fixed as the contract rate for the providing of legal services to the Borough of West Long Branch for calendar year 2024; and

BE IT FURTHER RESOLVED that the aforementioned rate shall apply only to legal services incurred in litigation in which the Governing Body, board, or appropriate authority has formally taken action to retain an attorney to perform such services; and this resolution shall not be read in such a way as to conflict with the terms of the Borough Attorney’s contract for 2024, which will provide for a fixed retainer and an hourly rate after a fixed number of litigation hours have been provided.

Seconded by Councilmember SNIFFEN and carried upon the following roll call vote:

AYES:	BRAY, CIOFFI, GOMEZ, NEYHART, SNIFFEN
NAYS:	NONE
ABSENT:	PENTA
ABSTAIN:	NONE

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Councilmember BRAY offered the following resolution and moved its adoption:

**RESOLUTION NAMING OFFICIAL DEPOSITORIES**

BE IT RESOLVED by the Borough Council of the Borough of West Long Branch that TD Bank, Two River Community Bank, Citizens Bank, and Kearny Bank be and are hereby named and designated as the official depositories of the Borough of West Long Branch for the year 2024; and

BE IT FURTHER RESOLVED that, until otherwise changed, all checks, warrants, notes, and other financial papers for the Borough of West Long Branch bank accounts be signed by two of the following officials: the Mayor or Council President; the Chief Financial Officer or Assistant Treasurer; and

BE IT FURTHER RESOLVED that, until otherwise changed, all domestic wire transfers and transfer of funds between Borough of West Long Branch accounts be authorized by the Chief Financial Officer or the Assistant Treasurer; and

BE IT FUTHER RESOLVED that, until otherwise changed, all domestic wire transfers and transfer of funds between Borough of West Long Branch accounts be verified by one of the officials designated above to authorize the transaction; and

BE IT FURTHER RESOLVED that certified copies of this resolution be transmitted to the banking institutions with whom the Borough does business and to the Chief Financial Officer and Assistant Treasurer; and

BE IT FURTHER RESOLVED that a copy of this resolution be published upon adoption as required by law.

Seconded by Councilmember SNIFFEN and carried upon the following roll call vote:

AYES:	BRAY, CIOFFI, GOMEZ, NEYHART, SNIFFEN
NAYS:	NONE
ABSENT:	PENTA
ABSTAIN:	NONE

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January 3, 2024

Councilmember BRAY offered the following resolution and moved its adoption:

**RESOLUTION LIMITING TIME FOR SPEAKERS DURING  
PUBLIC COMMENT SECTIONS OF MEETINGS OF  
THE GOVERNING BODY IN WEST LONG BRANCH**

WHEREAS, the governing body has discussed the prospect of limiting speakers to a fixed amount of time to present their comments or ask their questions; and

WHEREAS, the Borough Council is of a mind that the placement of such limitations should apply to both the public comment portions of the caucus and business meetings, as well as to hearings on ordinances;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of West Long Branch that the following conditions should be met by any persons seeking to speak at public meetings of the governing body:

1. Each person shall identify himself or herself by giving his/her name and address (either complete street address or street name only).
2. Each person shall approach the podium and speak from that location, so that everyone, both the council and the audience, can hear what is being said.
3. Each speaker shall be limited to three (3) minutes.
4. This time limitation shall apply to public comment portions of caucus and council meetings, as well as to hearings on ordinances.
5. If, in the judgment of the Council President, it is deemed that additional time should be granted to a particular speaker, the Council President shall determine the same.

Seconded by Councilmember SNIFFEN and carried upon the following roll call vote:

AYES:	BRAY, CIOFFI, GOMEZ, NEYHART, SNIFFEN
NAYS:	NONE
ABSENT:	PENTA
ABSTAIN:	NONE

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Councilmember BRAY offered the following resolution and moved its adoption:

**RESOLUTION ESTABLISHING CASH MANAGEMENT PLAN  
FOR THE BOROUGH OF WEST LONG BRANCH**

BE IT RESOLVED by the Council of the Borough of West Long Branch, County of Monmouth, that for the year 2024, the following shall serve as the cash management plan of the Borough.

The Chief Financial Officer is directed to use this cash management plan as the guide in depositing and investing the Borough of West Long Branch funds.

The following are authorized as suitable investments:

Interest-bearing bank accounts and certificates of deposit in authorized banks, listed below, for deposit of local unit funds.

Government money market mutual funds as comply with N.J.S.A. 40A:5-15. I(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 local unit is a part.

Any other obligations with maturates not exceeding 397 days, as permitted by the Division of Investments.

- Local government investment pools which comply with N.J.S.A. 40A:5-15. I (c) and conditions set by the Division of Local Government Services.  
New Jersey State Cash Management Fund.
- Repurchase agreements (repos) of fully collateralized securities which comply with

N.J.S.A. 40A 5-15 1 (a),

The following Government Unit Depository Protection Act approved banks are authorized depositories for deposit of funds:

- TD Bank
- Citizens Bank
- Two River Community Bank
- Kearny Bank

The above referenced banking and savings institutions are hereby authorized to honor and pay checks, drafts and warrants drawn on the several accounts in said banking institutions, when same are signed in the name of the Borough of West Long Branch by Janet W. Tucci, Mayor; Christopher Neyhart, Council President; Jason Gonter, Administrator/Asst. Treasurer; Michael Martin, Chief Financial Officer; or the Tax Collector.

The approved cash management policy is an integral part of this document.

Any official involved with the selection of depositories, investments, brokers/dealers shall disclose any material business or personal relationship to the governing body and to the Local Finance Board *(or local ethics board if applicable)*.

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

Seconded by Councilmember SNIFFEN and carried upon the following roll call vote:

AYES:BRAY, CIOFFI, GOMEZ, NEYHART, SNIFFEN

NAYS:NONE

ABSENT:PENTA

ABSTAIN:NONE

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Councilmember BRAY offered the following resolution and moved its adoption:

RESOLUTION RENEWING DENTAL INSURANCE AGREEMENT

WHEREAS, the Borough of West Long Branch maintains a group dental policy with DELTA DENTAL OF NEW JERSEY, INC. under Group No. 1582-01 and 1582-02, which policy expired on December 31, 2023; and

WHEREAS, the Borough has investigated this matter and discussed options regarding renewal of the agreement and for what length time period would be in the best financial interest of the Borough; and

WHEREAS, funds are or will be available for purchasing dental insurance, as required by the various union agreements between the Borough and its employees; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1) requires that the resolution awarding the contract shall state the supporting reasons and be printed in a newspaper of general circulation after passage;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of West Long Branch that a contract for dental insurance be awarded to DELTA DENTAL PLAN OF NEW JERSEY, INC. for Group No. 1582-01 and 1582-02 for a term running from January 1, 2024, through December 31, 2024, at the following rates:

Coverage	Monthly Charges01	Monthly Charges02
One Party	\$29.54	\$29.54
Two Party	\$57.49	\$56.73
Three Party	\$98.46	\$94.96

AND BE IT FURTHER RESOLVED that this agreement is made without competitive bidding as an extraordinary unspecifiable service under the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-5(1)(a)(ii)(m)) because insurance contracts are exempted thereunder; and

BE IT FURTHER RESOLVED that a copy of this resolution be published upon adoption as required by law.

Seconded by Councilmember SNIFFEN and carried upon the following roll call vote:

AYES: BRAY, CIOFFI, GOMEZ, NEYHART, SNIFFEN  
NAYS: NONE  
ABSENT: PENTA  
ABSTAIN: NONE

Councilmember BRAY offered the following resolution and moved its adoption:

RESOLUTION - TEMPORARY BUDGET

WHEREAS, the Local Budget Law (N.J.S.A. 40A:4-19) provides that where any contracts or payments are to be made prior to the final adoption of the 2024 Budget, temporary appropriations should be made for the purposes and amounts required in the manner and time therein provided; and

WHEREAS, the date of this resolution is within the first thirty days of January, 2024;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of West Long Branch that the attached temporary appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer.

Seconded by Councilmember SNIFFEN and carried upon the following roll call vote:

AYES: BRAY, CIOFFI, GOMEZ, NEYHART, SNIFFEN  
NAYS: NONE  
ABSENT: PENTA  
ABSTAIN: NONE

2024 - TEMPORARY BUDGET

1/3/24

ADMINISTRATIVE & EXECUTIVE:

Salaries and Wages-----\$90,000.00  
Other Expenses-----\$8,000.00

MUNICIPAL CLERK:

Salaries and Wages-----\$30,000.00  
Other Expenses-----\$3,000.00

FINANCE:

Salaries and Wages-----\$30,000.00  
Other Expenses-----\$10,000.00

AUDIT:

Other Expenses-----\$7,000.00

ASSESSMENT OF TAXES:

Salaries and Wages-----\$10,500.00  
Other Expenses-----\$5,880.00

COLLECTION OF TAXES:

Salaries and Wages-----\$20,000.00  
Other Expenses-----\$4,300.00

LEGAL SERVICES AND COSTS:

Other Expenses-----\$31,500.00

ENGINEERING SERVICES AND COSTS:

Other Expenses-----\$20,000.00

PUBLIC BUILDINGS & GROUNDS:

Other Expenses-----\$22,000.00

PLANNING BOARD:

Salaries and Wages-----\$1,500.00  
Other Expenses-----\$6,000.00

ZONING BOARD OF ADJUSTMENT:

Salaries and Wages-----\$1,500.00  
Other Expenses-----\$4,500.00

ENVIRONMENTAL COMMISSION:		
Salaries and Wages-----		\$250.00
Other Expenses-----		\$5,000.00
SENIOR CITIZEN COMMISSION:		
Salaries and Wages-----		\$250.00
Other Expenses-----		\$250.00
SHADE TREE COMMISSION:		
Salaries and Wages-----		\$150.00
Other Expenses-----		\$2,000.00
INSURANCE:		
Group Plans – Hospitalization/Dental-----		\$350,000.00
Other Premiums-----		\$200,000.00
FIRE:		
Fire Hydrant Service-----		\$21,000.00
Other Expenses-----		\$21,000.00
POLICE:		
Salaries and Wages-----		\$720,000.00
Other Expenses-----		\$55,000.00
TRAFFIC LIGHT MAINTENANCE:		
Other Expenses-----		\$2,100.00
FIRST AID ORGANIZATION CONTRIBUTION-----		\$8,000.00
EMERGENCY MANAGEMENT SERVICE:		
Other Expenses-----		\$1,000.00
PUBLIC WORKS:		
Salaries and Wages-----		\$158,000.00
Other Expenses-----		\$175,000.00
MUNICIPAL COURT:		
Salaries and Wages-----		\$7,000.00
Other Expenses-----		\$850.00
PUBLIC DEFENDER:		
Salaries and Wages-----		\$2,250.00
REGISTRAR:		
Salaries and Wages-----		\$2,840.00
Other Expenses-----		\$600.00
DOG REGULATION:		
Other Expenses-----		\$2,500.00
BOARD OF RECREATION COMMISSIONERS:		
Salaries and Wages-----		\$500.00
Other Expenses-----		\$10,000.00
TRANSPORTATION OF CHILDREN:		
Other Expenses-----		\$5,000.00
LIBRARY:		
Salaries and Wages-----		\$0.00
Other Expenses-----		\$6,065.00
UTILITIES		
Electricity-----		\$23,000.00
Street Lighting-----		\$21,000.00
Telephone-----		\$10,000.00
Water-----		\$3,600.00
Natural Gas-----		\$9,200.00
Sewer-----		\$1,100.00
Gasoline/Diesel-----		\$40,000.00
Community Center -----		\$5,000.00
LANDFILL DUMPING FEES-----		\$60,000.00
STATE UNIFORM CODE:		
Code Enforcement Official:		
Salaries and Wages-----		\$30,000.00
Other Expenses-----		\$600.00

Zoning Official:	
Salaries and Wages-----	\$30,000.00
Other Expenses-----	\$210.00
Life Hazard Fire Protection:	
Salaries and Wages-----	\$7,000.00
Other Expenses-----	\$1,000.00
Housing Inspector:	
Salaries and Wages-----	\$2,250.00
Other Expenses-----	\$500.00
MUNICIPAL COURT SHARED SERVICE-----	\$40,000.00
FINANCIAL ADMINISTRATION SHARED SERVICE-----	\$23,500.00
INFORMATION TECHNOLOGY SHARED SERVICE-----	\$10,000.00
CONTINGENT-----	\$315.00
STATUTORY EXPENDITURES:	
Other Expenses:	
Social Security & Medicare-----	\$43,000.00
DCRP-----	\$2,000.00
SDI-----	\$2,700.00
MUNICIPAL DEBT SERVICE	
Green Trust Loan Repayments -----	\$10,000.00
Payment of Principal -----	\$125,000.00
Interest on Bonds -----	\$80,000.00
CONDO SERVICES-----	\$2,300.00

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ORDINANCES:

ORDINANCE NO. O-24-1

AN ORDINANCE AMENDING ORDINANCE NO. O-23-1  
REGARDING SALARIES OF VARIOUS MUNICIPAL EMPLOYEES  
AND SETTING THE 2024 SALARIES OF VARIOUS MUNICIPAL  
OFFICERS, EMPLOYEES AND APPOINTEES

WHEREAS, the Borough Council adopted Ordinance No. O-23-1 during calendar year 2023, the contents of which set forth salaries of certain municipal employees within the Borough; and

WHEREAS, upon further review, it appears that there are certain positions in those ordinances which either no longer exist, or are incorrectly stated, or there are provisions which contradict Borough policy;

NOW, THEREFORE, BE IT ORDAINED by the Borough Council of the Borough of West Long Branch as follows:

SECTION 1.

That Section 2 of Ordinance No. 277 entitled “AN ORDINANCE TO ESTABLISH THE SALARY RANGE OF VARIOUS MUNICIPAL OFFICERS, EMPLOYEES AND APPOINTEES”, and Ordinance No. O-20-3, which is an amendment to Ordinance No. 277, be amended and supplemented to set the annual salaries for 2024, which shall be paid semi-monthly, unless otherwise stated, of the officers, employees and appointees shall be as follows:

- BOROUGH ADMINISTRATOR  
\$45,000 - \$110,000
- BOROUGH CLERK  
\$45,000 - \$105,000
- TAX COLLECTOR  
\$15,000 - \$90,000
- REGISTRAR  
\$2,000 - \$5,000
- DEPUTY REGISTRAR  
\$1,000 - \$3,000

ASSISTANT TREASURER  
\$35,000 - \$50,000

FINANCE CLERK/BOOKKEEPER  
\$50,000 - \$65,000

EMERGENCY SERVICES RECORDS ADMINISTRATOR  
\$2,000 - \$5,500

PART-TIME OFFICE PERSONNEL  
Compensation ranges from \$14.13 to \$30.00/hour

FULL-TIME OFFICE PERSONNEL  
\$35,000 - \$50,000

JUDGE - MUNICIPAL COURT  
\$15,000 - \$30,000

SCHOOL CROSSING GUARDS  
Compensation ranges from \$25.00 per shift to \$35.00 per shift

SUPERINTENDENT OF PUBLIC WORKS  
\$80,000 - \$100,000

DEPUTY DIRECTOR OF PUBLIC WORKS  
\$50,000 - \$78,000

RECYCLING COORDINATOR  
\$2,000 - \$6,000

PUBLIC WORKS - PART-TIME/TEMPORARY  
Compensation ranges from \$14.13 to \$21.00/hour

HOUSING INSPECTOR  
\$50,000 - \$75,000

DEPUTY HOUSING INSPECTOR  
\$4,000 - \$5,000

FIRE OFFICIAL  
\$19,000 - \$27,000

FIRE INSPECTOR  
\$4,300-\$17,000

ZONING OFFICER  
\$20,000 - \$60,000

CODE ENFORCEMENT OFFICER  
\$20,000 - \$60,000

DEPUTY CODE ENFORCEMENT OFFICER  
\$36,400 - \$45,000

TAX ASSESSOR  
\$45,000 - \$65,000

SECRETARY - PLANNING AND ZONING BOARDS  
\$5,000 - \$10,000 for each Board

SECRETARY - RECREATION  
\$750 - \$2,000

SECRETARY - ENVIRONMENTAL  
\$750 - \$2,000

SECRETARY - SHADE TREE  
\$250 - \$1,000

SPECIAL POLICE  
Compensation ranges from \$25.00 to \$35.00/hour

MAYOR  
\$3,000 - \$3,300

COUNCIL MEMBERS  
\$2,000 - \$2,200

CHIEF OF POLICE  
\$100,000 - \$190,000

SUMMER RECREATION

    DIRECTOR  
    \$5,400 - \$8,000

    ASSISTANT DIRECTOR  
    \$2,600 - \$4,500

    COUNSELOR  
    Compensation ranges from \$14.13 to \$19.00/hour

SECTION 2.

This ordinance shall take effect immediately upon passage and publication according to law.

Councilmember BRAY moved to pass O-24-1 on first reading by title only and to set the public hearing date for January 17, 2024, at 6:30 PM. Seconded by Councilmember SNIFFEN and carried upon the following roll call vote:

AYES:	BRAY, CIOFFI, GOMEZ, NEYHART, SNIFFEN
NAYS:	NONE
ABSENT:	PENTA
ABSTAIN:	NONE

ORDINANCE NO. O-24-2

2024 SALARY ORDINANCE OF VARIOUS MUNICIPAL EMPLOYEES

BE IT ORDAINED by the Borough Council of the Borough of West Long Branch:

SECTION 1. That Section 2 of Ordinance No. 277 entitled “AN ORDINANCE TO ESTABLISH THE SALARY RANGE OF VARIOUS MUNICIPAL OFFICERS, EMPLOYEES AND APPOINTEES”, and Ordinance No. O-20-2, which is an amendment to Ordinance No. 277, be amended and supplemented as follows:

SECTION 2. The annual salaries for 2024, which shall be paid semi-monthly, unless otherwise stated, of the employees, as set forth in Section 1 hereof, shall be as follows:

	<u>01/01/24</u>
RECORDS CLERK	2,000.00
PUBLIC WORKS EMPLOYEES \$36,375.00 -	70,000.00
PUBLIC WORKS MECHANIC \$36,375.00 -	75,000.00
PUBLIC WORKS ROAD FOREMAN	2,000.00
PARKS FOREMAN	3,200.00
GENERAL FOREMAN	4,200.00
POLICE RECORDS CLERK/SECRETARY \$36,000.00 -	55,000.00

Councilmember BRAY moved to pass O-24-2 on first reading by title only and to set the public hearing date for January 17, 2024, at 6:30 PM. Seconded by Councilmember SNIFFEN and carried upon the following roll call vote:

AYES:	BRAY, CIOFFI, GOMEZ, NEYHART, SNIFFEN
NAYS:	NONE
ABSENT:	PENTA
ABSTAIN:	NONE

Mayor Tucci opened the meeting to the public.

There being no one wishing to speak, on motion made by Councilman Neyhart, seconded by Councilman Bray, and carried unanimously, the public hearing was closed, and the meeting was adjourned at 6:58 PM.

  
BOROUGH CLERK