

The regular meeting of the Board of Commissioners of the Borough of Harvey Cedars, NJ was called to order by Mayor Oldham at 4:30pm. Commissioners Gerkens and Garofalo were present.

The Mayor asked all to rise for the Pledge of Allegiance.

Pursuant to the applicable portions of the New Jersey Open Public Meetings Act, adequate notice of this meeting has been given. The schedule of this meeting of the Board of Commissioners of the Borough of Harvey Cedars is listed in the notice of meetings posted on the bulletin board located in the Borough Hall and the Borough’s website and was published on December 13, 2018 in the Beach Haven Times and on December 29, 2018 in the Asbury Park Press.

Motion to approve the minutes of the previous meeting held on December 6, 2019 was made by Commissioner Gerkens, seconded by Commissioner Garofalo.

Motion to approve the work session and executive minutes for the year 2019 was made by Commissioner Garofalo, seconded by Commissioner Gerkens.

The Mayor read the following ordinance by title and number and stated that proof of publication is on hand and the ordinance has been posted.

ORDINANCE #2019-16 SECOND READING

AN ORDINANCE OF THE BOROUGH OF HARVEY CEDARS APPROPRIATING THE SUM OF \$50,000 FROM THE GENERAL CAPITAL IMPROVEMENT FUND FOR CERTAIN CAPITAL IMPROVEMENTS IN THE BOROUGH OF HARVEY CEDARS

Motion to open public discussion: Commissioner Gerkens
Second: Commissioner Garofalo

There were no public questions or comments.

Motion to close public discussion: Commissioner Garofalo
Second: Commissioner Gerkens

Motion to adopt: Commissioner Gerkens
Second: Commissioner Garofalo
Vote: Ayes – Oldham, Gerkens, Garofalo
A copy of the full ordinance as adopted is filed in the ordinance book.

The Mayor read the following resolutions by title only and asked for motions to adopt after reading each title. Copies of the full resolutions are attached hereto and made a part hereof:

RESOLUTION #2019-124:

AUTHORIZING THE UTILITY COLLECTOR TO ADJUST CERTAIN WATER/SEWER CHARGES

Motion to adopt: Commissioner Gerkens
Second: Commissioner Garofalo

RESOLUTION #2019-125:

AUTHORIZING THE EXECUTION OF A SHARED SERVICES AGREEMENT WITH THE TOWNSHIP OF LONG BEACH FOR THE ANNUAL MAINTENANCE OF THE POLICE COMPUTER AIDED DISPATCH (CAD) SYSTEM

Motion to adopt: Commissioner Garofalo
Second: Commissioner Gerkens

RESOLUTION #2019-126:

AUTHORIZING THE FILING OF APPEALS AND COMPLAINT FORMS WITH OCEAN COUNTY BOARD OF TAXATION

Motion to adopt: Commissioner Gerkens
Second: Commissioner Garofalo

RESOLUTION #2019-127:

DESIGNATING DEPOSITORIES OF BOROUGH FUNDS FOR THE YEAR 2020

Motion to adopt: Commissioner Gerkens

Second: Commissioner Garofalo

RESOLUTION #2019-128:

DESIGNATING LEGAL ADVERTISING AGENCIES FOR THE YEAR 2020

Motion to adopt: Commissioner Garofalo

Second: Commissioner Gerkens

RESOLUTION #2019-129:

DESIGNATING INTEREST CHARGES ON DELINQUENT TAXES AND WATER/SEWER BILLS FOR THE YEAR 2020

Motion to adopt: Commissioner Gerkens

Second: Commissioner Garofalo

RESOLUTION #2019-130:

CANCELLATION OF TAX/WATER/SEWER REFUNDS OR DELINQUENCIES OF LESS THAN TEN DOLLARS FOR THE YEAR 2020

Motion to adopt: Commissioner Garofalo

Second: Commissioner Gerkens

RESOLUTION #2019-131:

AUTHORIZING THE CLERK'S OFFICE TO MAINTAIN A PETTY CASH FUND IN THE AMOUNT OF \$100.00

Motion to adopt: Commissioner Gerkens

Second: Commissioner Garofalo

RESOLUTION #2019-132:

AUTHORIZING THE POLICE CHIEF TO MAINTAIN A PETTY CASH FUND IN THE AMOUNT OF \$100.00

Motion to adopt: Commissioner Garofalo

Second: Commissioner Gerkens

RESOLUTION #2019-133:

AUTHORIZING A CASH MANAGEMENT PLAN FOR THE BOROUGH OF HARVEY CEDARS FOR THE YEAR 2020

Motion to adopt: Commissioner Gerkens

Second: Commissioner Garofalo

RESOLUTION #2019-134: Bills

Motion to adopt: Commissioner Garofalo

Second: Commissioner Gerkens

PRIVILEGE OF THE FLOOR –

Jim Fritz, West 82nd Street, acknowledged it was the last meeting for Mike and Judy, and thanked them for their time and service to the town. He referred to last meeting's discussion of Block 1 Lot 1; he feels the Borough should not purchase the wetlands property; it's a special interest for only one street, it's a non-buildable property, maybe someday that will change, but it only helps one street of the town and is not a Borough issue. The Mayor stated that is why there is an Open Space Committee, to recommend, and they did recommend to purchase this property. Commissioner Gerkens stated wetlands is very important to the Island, and this is the last piece of wetlands attached to Harvey Cedars; it is protection for those homes and she feels it should be purchased for the protection and for the preservation of open space. John Imperiale, member of the Open Space Committee, added the Committee does not make decisions lightly, there were other properties considered that were turned down, this property was recommended due to its wetlands value.

Mayor Oldham stated this is Mike and Judy's final meeting (as elected officials). He wished Michael well and said it was a pleasure to serve with him. He said this meeting is for Michael, but wanted to say a few things about Judy first. He reminisced how he and Judy have been through a lot... with Harry (former Mayor Harry Marti), Harry's passing, managing the town, and Johnny (John Gerkens), and the fireworks, and the storm, and the turnover of the original employees from when he was a kid growing up... *"you think about all that, and we've been*

through quite a bit here, it's been a long time, you and I were a lot younger back then, I will miss you both." The Commissioners agreed.

Commissioner Judith Gerkens stated that this meeting tonight is really not about herself, *"we planned this for Michael a long time ago, before I knew it was my last meeting too, so push me aside, I'll be around, and we will get together sometime in the future, but right now this is for Michael."*

Commissioner Gerkens read in full a resolution acknowledging the years of service of Commissioner Michael Garofalo, a copy of which is attached.

After a round of applause, Police Chief Robert Burnaford addressed the packed room; he thanked Commissioner Gerkens for her service and support of the Police Department and mentioned there will be a formal send-off for her in the spring. The Chief thanked Commissioner Garofalo for his service and support and on behalf of himself and the Department presented him with a gold badge inscribed with "Department of Public Safety, Michael Garofalo, 2011 – 2019".

On behalf of everyone, Commissioner Gerkens presented to Commissioner Garofalo a personalized NFL Philadelphia Eagles jersey with "Garofalo" and "20 years of service" on front/back and "Harvey Cedars Commissioner" on the sleeves. Commissioner Garofalo stated:

"Thank you so much everybody, it means a lot to me, the people who showed up tonight, means a whole lot that Margaret Ellen is here, Mike and Britt are here and our new granddaughter Chloe. It's been a pleasure; I remember when Jon and Judy asked me to run with them back in '99; I had a conversation at our dinner table with my family of whether I want to do this or not, it would take a lot of time and effort, I want to do a good job; and with that discussion what kept coming back to it, is giving back to the community that had been so good to me, my brother and our family, and... Harvey Cedars is home, you know I started here when I was 18 years old, I'm 63, so its been a long time.

I was really proud that Jon and Judy had asked me to come on board, and it's been nothing but a pleasure, we've gone through so many different things together, so many different projects; I came to learn that things move slowly in government. As opposed to in the private sector, there are different layers of thought that you have to go through, and Jon and Judy were both really helpful in explaining that to me. There's a little bit of a learning curve there, as there will be for the new commissioners coming in, there's a learning curve, you guys are in business and things are little bit different, but Jonathan and Daina and certainly the wonderful staff we have here will guide you, and Harvey Cedars will continue to be a great place to live. Thank you so much, it means a lot to me and I really appreciate it." Applause.

Motion to adjourn: Commissioner Gerkens

Second: Commissioner Garofalo

Meeting adjourned at 4:48pm. Following the adjournment, a toast and refreshments were enjoyed by all.

RESOLUTION #2019-124

**AUTHORIZING THE UTILITY COLLECTOR TO ADJUST CERTAIN
WATER/SEWER CHARGES**

WHEREAS the Utility Collector of the Borough of Harvey Cedars processes quarterly utility bills based on the prior three months of water usage, and the Borough Superintendent reads and maintains monthly meter readings; and

WHEREAS the following property owners had high water usage for the 4th quarter of 2019 due to unforeseen circumstances, and the Borough Superintendent along with the Utility Collector investigated this usage and have agreed to issue credits for this one occasion:

- Damsker Trust, 14 W. Bergen Ave. – leak
- Shaw Trust, 7A East 79th St. – unknown usage; and

WHEREAS the following properties were miscalculated at the time of the final reads for resale transactions:

- LEL Real Estate, 5 West 80th Street
- LEL Real Estate, 6 West 81st Street
- LEL Real Estate, 4 East 80th Street
- LEL Real Estate, 7908 Long Beach Blvd.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Borough of Harvey Cedars that the Utility Collector is authorized to adjust and issue a one-time credit to the following utility account(s) based on average water usage from prior readings:

ACCOUNT#	WATER CREDIT	SEWER CREDIT
27-0	\$368.55	\$92.05
538-0	\$190.62	\$30.02
876-0	\$65.81	\$45.42
877-0	\$108.44	\$45.41
999-0	\$58.29	\$45.41
1111-0	\$459.56	\$162.45

PASSED ON: December 17, 2019

RESOLUTION #2019-125

**AUTHORIZING THE EXECUTION OF A SHARED SERVICES AGREEMENT WITH
THE TOWNSHIP OF LONG BEACH FOR THE ANNUAL MAINTENANCE OF THE
POLICE COMPUTER AIDED DISPATCH (CAD) SYSTEM**

WHEREAS the Uniform Shared Services and Consolidation Act, NJSA 40A:65-1 et. seq., authorizes municipalities to agree to provide shared services when approved by resolution under NJSA 40A:65-5; and

WHEREAS the Township of Long Beach presently provides the Borough of Harvey Cedars general police dispatching services, NCIC Look-up Services, name and address property look-up services, and 911 emergency dispatching services through existing Shared Service Agreements; and

WHEREAS the Township of Long Beach and the Borough of Harvey Cedars shared the cost for the purchase of a Police Computer Aided Dispatch (CAD) System in 2015; and

WHEREAS the Township of Long Beach (Lead Agency), the Boroughs of Ship Bottom and Beach Haven and the Borough of Harvey Cedars have shared the cost for the annual maintenance agreement of the CAD System, said 3-year agreement expiring December 31, 2019.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Borough of Harvey Cedars, that the Mayor and Municipal Clerk are hereby authorized to execute a Shared Services Agreement with the Township of Long Beach for the annual maintenance agreement of the Police Computer Aided Dispatch (CAD) System; and

BE IT FURTHER RESOLVED the maintenance agreement shall have a 3-year duration effective January 1, 2020 through December 31, 2022 totaling Forty-Four Thousand Four Hundred Dollars (\$44,400.00) that shall be paid annually in the following amounts:

Year 2020 – \$14,500

Long Beach Township (55%) - \$7,975.00

Harvey Cedars, Ship Bottom, Beach Haven (15% each) - \$2,175.00 each

Year 2021 – \$14,800

Long Beach Township (55%) - \$8,140.00

Harvey Cedars, Ship Bottom, Beach Haven (15% each) - \$2,220.00 each

Year 2022 – \$15,100

Long Beach Township (55%) - \$8,305.00

Harvey Cedars, Ship Bottom, Beach Haven (15% each) - \$2,265.00 each

pursuant to the Share Service Agreement, a copy of which is attached hereto, in accordance with the provisions of law.

PASSED ON: December 17, 2019

RESOLUTION #2019-126

**AUTHORIZING THE FILING OF APPEALS AND COMPLAINT FORMS WITH
OCEAN COUNTY BOARD OF TAXATION**

WHEREAS from time to time the Tax Assessor discovers an error in calculation, transposing, measurement, or typographical errors, in the tax assessments on the tax list after the time the County Board of Taxation has certified the tax rates for the tax year or a property becomes subject to a roll-back assessment; and

WHEREAS the governing body of the Taxing District of the Borough of Harvey Cedars is desirous that every taxpayer pays his fair share of taxes; and

WHEREAS if the above discovered errors are not corrected or a roll-back assessment not applied, the taxpayers affected would not be paying their fair share of taxes; and

WHEREAS the method for correcting such errors is to file a Petition of Appeal or Complaint with the Ocean County Board of Taxation.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Taxing District of the Borough of Harvey Cedars that the Tax Assessor or Municipal Attorney is hereby authorized to act as the agent for the Taxing District during the year of **2020** and file a Petition of Appeal of Complaint with the Ocean County Board of Taxation to correct such assessments to the proper value and that a copy of any Petition of Appeal or Complaint filed with the Ocean County Board of Taxation under this Resolution be filed with the Municipal Clerk.

BE IT FURTHER RESOLVED that the Tax Assessor or Municipal Attorney is hereby authorized to execute stipulations of settlement on any tax appeal or complaint filed by the taxing district or by a taxpayer in the tax year **2020**; and

that a certified copy of this Resolution be forwarded to the Ocean County Board of Taxation with any such Petition of Appeal.

PASSED ON: December 17, 2019

RESOLUTION #2019-127

DESIGNATING DEPOSITORIES OF BOROUGH FUNDS FOR THE YEAR 2020

BE IT RESOLVED by the Board of Commissioners of the Borough of Harvey Cedars, County of Ocean, that the below listed banking institutions are hereby designated as official depositories for the Borough of Harvey Cedars, wherein all public monies and other funds of the Borough shall be maintained and kept, as provided for by NJSA 40A:5-14.

BE IT FURTHER RESOLVED that said banking and savings institutions be and are hereby authorized to honor and pay checks, drafts, and warrants drawn on the several accounts in said banking institutions, when same are originally signed, or a combination of an original signature or stamped signature in the name of the Borough by the Mayor, the Commissioners, the Chief Financial Officer and the Municipal Clerk. In the case of payroll checks, electronic signatures are authorized.

BE IT FURTHER RESOLVED that investments are to be made by the Chief Financial Officer or his/her designee at any of the below designated depositories.

OceanFirst
Bank of America
Wachovia/Wells Fargo Bank
TD Bank
State of New Jersey Cash Management Fund
New Jersey ARM
Fulton Bank of NJ

PASSED ON: December 17, 2019

RESOLUTION #2019-128

DESIGNATING LEGAL ADVERTISING AGENCIES FOR THE YEAR 2020

BE IT RESOLVED by the Board of Commissioners of the Borough of Harvey Cedars, County of Ocean that the following publications, located and/or circulated in the County of Ocean, are hereby designated as the Borough of Harvey Cedars' legal advertising agencies:

Beach Haven Times
Atlantic City Press
Asbury Park Press
Ocean County Observer
The Sandpaper
The Star Ledger

PASSED ON: December 17, 2019

RESOLUTION #2019-129

**DESIGNATING INTEREST CHARGES ON DELINQUENT TAXES AND
WATER/SEWER BILLS FOR THE YEAR 2020**

BE IT RESOLVED, by the Board of Commissioners of the Borough of Harvey Cedars
that:

- 1) A charge of eight percent (8%) per annum on the first \$1,500.00 of delinquent amounts and eighteen percent (18%) per annum on any amount in excess of \$1,500.00 of delinquencies of tax and water/sewer bills for the year 2020, and if a delinquency is in excess of \$10,000.00 and remains in arrears beyond December 31 of the tax year, an additional penalty of six percent (6%) shall be charged against the delinquency.
- 2) There shall be a ten (10) day grace period for quarterly tax payments and ten (10) day grace period for quarterly water/sewer bills.
- 3) The Tax Collector is hereby authorized to hold a Lien Sale as provided for in N.J.S.A. 54:5 and is hereby authorized to send notification in lieu of two of the normal lien advertisement publications as per N.J.S.A. 54:4-104.48 and to charge \$25.00 per notice sent to each property owner included in said Lien Sale.

PASSED ON: December 17, 2019

RESOLUTION #2019-130

**CANCELLATION OF TAX/WATER/SEWER REFUNDS OR DELINQUENCIES
OF LESS THAN TEN DOLLARS FOR THE YEAR 2020**

WHEREAS NJSA 40A:5-17.1(b) authorizes a governing body to designate an authorized municipal employee to process, without further action on the part of the governing body, the cancellation of any property tax, water and sewer refund or delinquency of less than ten dollars (\$10.00).

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Borough of Harvey Cedars, County of Ocean, State of New Jersey, that the Certified Tax Collector and the Utility Collector of the Borough of Harvey Cedars are hereby authorized to process the cancellation of any property tax, water and sewer refund or delinquency of less than ten dollars (\$10.00) without further action on the part of the governing body.

PASSED ON: December 17, 2019

RESOLUTION #2019-131

**AUTHORIZING THE CLERK'S OFFICE TO
MAINTAIN A PETTY CASH FUND IN THE
AMOUNT OF \$100.00**

WHEREAS N.J.S.A. 40A: 5-21 authorizes the establishment of a Petty Cash Fund for the Clerk's Office of the Borough of Harvey Cedars; and

WHEREAS said Petty Cash Fund was established by resolution dated May 20, 2003 by the Commissioners of the Borough of Harvey Cedars; and

WHEREAS said Petty Cash Fund received approval of the Director of Local Government Services on July 23, 2003; and

WHEREAS it is the desire of the Commissioners that said fund be continued under the direction of the Clerk.

NOW, THEREFORE, BE IT RESOLVED ON THIS 17th day of December, 2019 by the Board of Commissioners of the Borough of Harvey Cedars, County of Ocean, State of New Jersey that:

1. During the year 2020, Daina Dale, Municipal Clerk, be and is hereby authorized and permitted to establish a Petty Cash Fund in the amount not to exceed \$100.00 pursuant to the provisions of N.J.S.A. 40A:5-21. Said Petty Cash Fund will be used by such office or department to pay claims for small miscellaneous expenses.

2. Daina Dale, Municipal Clerk, having custody of the Fund be bonded in an amount not less than \$1,000.00 and will maintain said fund in accordance with the laws and regulations governing its operation.

PASSED ON: December 17, 2019

RESOLUTION #2019-132

**AUTHORIZING THE POLICE CHIEF TO
MAINTAIN A PETTY CASH FUND IN THE
AMOUNT OF \$100.00**

WHEREAS N.J.S.A. 40A: 5-21 authorizes the establishment of a Petty Cash Fund for the Harvey Cedars Police Department; and

WHEREAS said Petty Cash Fund was established by resolution dated March 24, 2015 by the Commissioners of the Borough of Harvey Cedars; and

WHEREAS said Petty Cash Fund received approval of the Director of Local Government Services on December 2, 2015; and

WHEREAS it is the desire of the Commissioners that said fund be continued under the direction of the Police Chief.

NOW, THEREFORE, BE IT RESOLVED ON THIS 17th day of December, 2019 by the Board of Commissioners of the Borough of Harvey Cedars, County of Ocean, State of New Jersey that:

1. During the year 2020, Police Chief Robert Burnaford be and is hereby authorized and permitted to establish a Petty Cash Fund in the amount not to exceed \$100.00 pursuant to the provisions of N.J.S.A. 40A:5-21. Said Petty Cash Fund will be used by such office or department to pay claims for small miscellaneous expenses.

2. Robert Burnaford, Police Chief, having custody of the Fund be bonded in an amount not less than \$1,000.00 and will maintain said fund in accordance with the laws and regulations governing its operation.

PASSED ON: December 17, 2019

CASH MANAGEMENT PLAN OF THE BOROUGH OF HARVEY CEDARS IN THE COUNTY OF OCEAN, NEW JERSEY

I. STATEMENT OF PURPOSE

This Cash Management Plan (the "Plan") is prepared pursuant to the provisions of N.J.S.A. 40A: 15-4 in order to set forth the basis for the deposits ("Deposits") and investment ("Permitted Investments") of certain public funds of the Borough of Harvey Cedars ("the Borough"), pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest or dividend bearing accounts or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

II. CASH MANAGEMENT POLICY

- A) Objectives: The priority of investing policies shall be, in order of descending importance - **security, liquidity and yield.**

- (1) Security: The safety of principal is the foremost objective of the Plan. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective is to mitigate credit risk and interest rate risk.

- (2) Credit Risk: Credit risk is the risk of loss due to failure of the security issuer or backer. Credit risk may be mitigated by:
 - (a) Limiting investments to the safest types of securities.
 - (b) Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors an entity will do business with.
 - (c) Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

- (3) Interest Rate Risk: Interest rate risk is the risk that the market value of the securities in the portfolio will fall due to changes in general interest rates. Interest rate risk may be mitigated by:
 - (a) Structuring the investment portfolio so the securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and
 - (b) By investing operating funds primarily in shorter-term securities.

- (4) **Liquidity:** The investment portfolio must remain sufficiently liquid to meet all structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity)
- (5) **Yield:** The investment portfolio must be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objective described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. The Chief Financial Officer shall carefully evaluate any investment offering above market yields. Securities shall not be sold prior to maturity with the following exceptions:
- (a) A declining credit security could be sold early to minimize the loss of principal.
 - (b) A security swap would improve the quality, yield, or target duration in the portfolio.
 - (c) Liquidity needs of the local unit require that the security be sold.

B) Standards of Care

(1) Prudence

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio in accordance with written procedures and Plan and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market place changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of the Plan and policy.

Investments shall be made with the judgement and care, under circumstances then prevailing, which person of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

(2) Ethics and Conflicts of Interest

The designated officials involved in the investment process shall not have personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. The Local Government Ethics Law shall govern the actions of individuals administering the Plan. They shall disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. The designated officials shall refrain from undertaking personal investment transactions with the same individual business is conducted with on behalf of the Borough.

(3) Delegation of Authority

Authority to manage the Plan is granted to the Chief Financial Officer pursuant to N.J.S.A. 40A5-14. Responsibility for the operation of the plan is hereby delegated to the Chief Financial Officer. No person may engage in an investment transaction except as provided under the terms of the policy and the written procedures established by the Chief Financial Officer. The Chief Financial Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

III. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN

A. The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Borough.

Current Fund	Water/Sewer Utility Operating Fund
General Capital Account	Utility Capital Account
Recycling Trust Fund	Payroll Account
Special Activities Trust Fund	Dog Trust Account
Tax Collector's Trust Account	Forfeited Funds Trust Account
Drunk Driving Enforcement Account	Alcohol Education Account
Special Trust Account	Public Defender Trust Account
POAA Account	Open Space Trust Account
Green Acres Trust Account	Traffic Control Trust Account
BOHC Health Benefits Account	

IV. DESIGNATION OF OFFICIALS OF THE BOROUGH AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN

The Chief Financial Officer is hereby authorized and directed to deposit and/or invest the funds referred to in the plan. Prior to making any such Deposits or any Permitted Investments, the Chief Financial Officer is directed to supply to all depositories or any other parties Deposits or Permitted Investments are made a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgment kept on file with the Chief Financial Officer and the Municipal Clerk.

V. DESIGNATION OF DEPOSITORIES

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

New Jersey Cash Management Fund
OceanFirst Bank

Also, for purposes of investing any other institution presenting a GUDPA certificate may be used. All such depositories shall acknowledge in writing receipt of this plan by sending a copy of such acknowledgement to the Designated Officials referred to in Section IV above.

VI. BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL

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

New Jersey Cash Management Plan (NJCM)
NJ Asset & Rebate Management Trust (NJARM)
New Jersey Cooperative Liquid Assets Securities System (NJ CLASS)

VII. AUTHORIZED INVESTMENTS

- A. Except as otherwise specifically provided for herein, the Chief Financial Officer is hereby authorized to invest the public funds covered by this plan, to the extent not otherwise held in Deposits, in the following permitted Investments:
- (1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
 - (2) Government money market mutual funds;
 - (3) Any obligation that a federal agency or a federal instrumentality has been issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
 - (4) Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part of within which the school district is located;
 - (5) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;
 - (6) Local government investment pools;
 - (7) Deposits with the State of New Jersey Cash Management Funds established pursuant to section of P.L. 1977, c. 281 (C.52:18A-90.4); or
 - (8) Agreements for the repurchase of fully collateralized securities if:
 - (a) the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;
 - (b) the custody of collateral is transferred to a third party;
 - (c) the maturity of the agreement is not more than 30 days;
 - (d) the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (c.17:9-41); and
 - (e) a master repurchase agreement providing for the custody and security of collateral is executed.

For purposes of the above language, the terms "government money market mutual fund" and "local government investment pool" shall have the following definitions:

Government Money Market Mutual Fund An investment company or investment trust:

- (a) which is registered with the Securities and Exchange Commission under the "Investment Company Act of 1940," 15 U.S.C. sec. 80a-1 et seq., and operated in accordance with 17 C.F.R. sec. 270.2a-7.

- (b) The portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec. 270a-7 and repurchase agreements that are collateralized by such U.S. Government securities; and
- (c) which has:
 - (I) attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
 - (II) retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the "Investment Advisors Act of 1940," 12 U.S.C. sec. 80b-1 et seq., with experience investing in U.S. Government securities for at least the most recent past 60 months and with assets under management in excess of \$500 million.

Local Government Investment Pool

An investment pool:

- (a) which is managed in accordance with 17 C.F.R. sec. 270.2a-7;
- (b) which is rated in the highest category by a nationally recognized statistical rating organization;
- (c) which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities;
- (d) which is in compliance with rules adopted pursuant to the "Administrative Procedure Act," P.L. 1968, c.410 (C.52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the **safety, liquidity** and **yield** of the investments;
- (e) which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and
- (f) which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9 (C.49: 3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

VIII. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGEMENT OF RECEIPT OF PLAN

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Borough, then such instrument shall be covered by all custodial agreements with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Borough to assure that there is not unauthorized use of the funds or the Permitted Investments for Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to insure that such Permitted Investments are either received by the Borough or by a third party custodian prior to or upon the release of the Borough's funds.

To ensure that all parties the Borough deals with by way of Deposit or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of the Plan in writing, a copy of which shall be on file with the Designated Officials.

IX. REPORTING REQUIREMENTS

On the first day of each month this Plan is in effect the Chief Financial Officer shall supply to the governing body of the Borough a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the Borough as a Deposit of a Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or Permitted Investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- F. The fees incurred to undertake such Deposits or Permitted Investments.
- G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the governing body of the Borough.

X. EFFECTIVE DATE OF PLAN

This Plan shall be effective beginning January 1, 2020. Any prior Plan is hereby rescinded and replaced by this document. Attached to this Plan is a resolution of the governing body of the Borough approving this Plan. The Plan may be amended from time to time. The Chief Financial Officer is directed to supply copies of all amendments adopted by the Commission to all parties who otherwise have received a copy of the originally approved Plan, which amendments shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

**CASH MANAGEMENT PLAN OF THE BOROUGH OF HARVEY CEDARS
RECEIPT OF PLAN AND REVIEW ACKNOWLEDGMENT**

As provided for in the Cash Management Plan of the Borough of Harvey Cedars, Section VIII, page 5, the undersigned hereby acknowledges the receipt and review of the Plan along with a certified copy of the Borough of Harvey Cedars Resolution approving such Cash Management Plan. The undersigned agrees to follow the requirements as dictated in said Plan.

Authorized Representative

Name of Authorized Depository or Brokerage Firm/Dealer

Mailing address of entity listed above

Date of Receipt

Please return two signed copies of this acknowledgement to:

**The Borough of Harvey Cedars
Attn: Rebecca Wessler
P. O. Box 3185
Harvey Cedars, NJ 08008**

RESOLUTION #2019-133

**AUTHORIZING A CASH MANAGEMENT PLAN FOR THE BOROUGH OF
HARVEY CEDARS FOR THE YEAR 2020**

WHEREAS NJSA 40A:5-14 requires that a municipality adopt a cash management plan; and

WHEREAS the Chief Financial Officer has prepared and attached a cash management plan in order to comply with the aforementioned statute.

NOW, THEREFORE, BE IT RESOLVED by the Borough Commission of the Borough of Harvey Cedars, County of Ocean, in the State of New Jersey that the 2020 cash management plan, a copy of which is on file in the Borough Clerk's office, is adopted and the Chief Finance Officer is hereby directed to send a copy of the plan to each approved depository.

PASSED ON: December 17, 2019

RESOLUTION #2019-134

December 19, 2019
11:28 AM

BOROUGH OF HARVEY CEDARS
Bill List By P.O. Number

Page No: 1

P.O. Type: All
Range: First to Last
Format: Condensed

Open: N Paid: N Void: N
Rcvd: Y Held: Y Aprv: N
Bid: Y State: Y Other: Y Exempt: Y

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
19-00312	04/30/19	CAUSE010	CAUSEWAY FORD	#992 alignment, fan switch	Open	43.52	0.00
19-00351	05/09/19	LBIB0020	LBI BOARD OF EDUCATION	Local School Taxes	Open	146,316.00	0.00 B
19-00352	05/09/19	SREG0020	S REGIONAL BOARD OF EDUCATION	2019-2020 Reg. School Taxes	Open	227,201.90	0.00 B
19-00511	06/20/19	ENGLI005	ENGLISH, DANIEL & JOSEPH	Window Tint	Open	230.00	0.00
19-00652	07/22/19	AMERIO70	AMERICAN WEAR, INC.	DPW uniforms	Open	251.42	0.00 B
19-00653	07/22/19	MRJOH005	MR. JOHN	Porta Potty rentals	Open	38.06	0.00 B
19-00711	08/07/19	ELITE005	ELITE VEHICLE SOLUTIONS	RACKS FOR CARS	Open	1,778.30	0.00
19-00751	08/19/19	ONEC0010	ONE CALL CONCEPTS INC	Mark outs	Open	50.10	0.00 B
19-00805	09/06/19	ATHLE010	ATHLETIC SPORTS SURFACES LLC	Pickleball Court	Open	15,712.00	0.00
19-00881	10/04/19	FITZP010	FITZPATRICK, WILLIAM J	Tax Assessor Property Photos	Open	2,800.00	0.00
19-00912	10/15/19	MARWO010	MARWOOD CONTRACTING COMPANY	Piling Installation ADA Park	Open	4,208.00	0.00
19-00921	10/18/19	JOHNN010	JOHNNY ON THE SPOT, LLC	Porta Potty rental park	Open	62.74	0.00 B
19-00975	11/07/19	HOME0010	HOME DEPOT/GECF	Bldgs & Grnds supplies	Open	862.31	0.00 B
19-01003	11/15/19	LINCO010	LINCOLN FINANCIAL GROUP	2018 LOSAP contribution HPVFC	Open	13,020.00	0.00
19-01015	11/21/19	OXYGE010	OXYGEN SUPPLY COMPANY	oxygen & acetylene rental	Open	49.00	0.00
19-01033	12/02/19	AMAZO005	AMAZON CAPITAL SERVICES, INC	Desk Chair	Open	92.99	0.00
19-01037	12/02/19	SHAMR010	SHAMROCK INC	Police Heat Repair	Open	645.00	0.00
19-01039	12/03/19	SHORE060	SHORE PROMOTIONS	Sweatshirts & Beanies	Open	1,056.00	0.00
19-01040	12/03/19	AMAZO005	AMAZON CAPITAL SERVICES, INC	Vacuum Cleaner	Open	222.86	0.00
19-01048	12/03/19	AMAZO005	AMAZON CAPITAL SERVICES, INC	DPW Supplies	Open	143.93	0.00
19-01055	12/04/19	ERSKI005	ERSKINE, LISA A.	Borough Hall Cleaning	Open	600.00	0.00
19-01064	12/09/19	LACEY005	LACEY COURIER & TRANSPORTATION	Courier Svcs November 2019	Open	267.63	0.00
19-01065	12/09/19	LINCO010	LINCOLN FINANCIAL GROUP	2018 LOSAP contribution HPVFC	Open	620.00	0.00
19-01069	12/10/19	HOME0010	HOME DEPOT/GECF	Bldgs & Grnds supplies	Open	271.95	0.00 B
19-01074	12/10/19	SHORE060	SHORE PROMOTIONS	Beach Buggy Permits	Open	623.50	0.00
19-01076	12/10/19	BERRY005	BERRY, SAHRADNIK, KOTZAS &	Alt. Prosecutor July 22, 2019	Open	550.00	0.00
19-01078	12/12/19	GERKE020	GERKENS, KEVIN	Eyeglass Reimbursement	Open	400.00	0.00
19-01080	12/12/19	AMAZO005	AMAZON CAPITAL SERVICES, INC	Commissioner Name Plates	Open	105.00	0.00
19-01081	12/12/19	WATCH005	WATCHUNG SPRING WATER CO, INC.	Water Bottle Delivery	Open	78.91	0.00
19-01083	12/13/19	LIFEF005	LIFEFORCE USA, INC	First Aid & CPR Certificates	Open	380.57	0.00
19-01084	12/13/19	SHORE020	SHORE BUSINESS SOLUTIONS	Copier Maintenance Fees	Open	104.71	0.00
19-01085	12/13/19	HIERIO10	HIERING, GANNON & MC KENNA	November legal fees	Open	1,188.08	0.00
19-01086	12/13/19	BEACH020	BEACH HAVEN TIMES	annual subscription	Open	29.78	0.00
19-01087	12/13/19	TWPO0010	TWP OF STAFFORD	November animal control	Open	245.00	0.00
19-01088	12/13/19	GRAMC010	GRAMCO	Court recorder maintenance	Open	1,045.00	0.00
19-01094	12/17/19	VERIZ030	VERIZON WIRELESS - CELL	Police Cell Phones	Open	174.05	0.00
19-01095	12/17/19	OWEN0010	OWEN, LITTLE & ASSOCIATES	Monthly Invoice	Open	3,682.50	0.00
19-01096	12/17/19	DELAW030	DELAWARE VALLEY PAYROLL, INC.	Payroll Processing Services	Open	527.65	0.00
19-01097	12/17/19	GANNE010	GANNETT NEW JERSEY NEWSPAPERS	Monthly Advertising	Open	83.08	0.00
19-01098	12/17/19	DECOT010	DECOTIIS, FITZPATRICK & COLE	BAN 2019 Postage	Open	27.05	0.00
19-01099	12/17/19	INDUS010	INDUSTRIAL APPRAISAL COMPANY	Fixed Asset Maintenance	Open	2,790.00	0.00
19-01102	12/17/19	BURNA015	BURNAFORD, ROBERT	Petty Cash Dec 2019	Open	75.40	0.00
19-01103	12/17/19	BURNA010	BURNAFORD, ROBERT	postage	Open	18.70	0.00
19-01104	12/17/19	SNOW0010	SNOW, KEVIN	Clothing Reimbursement	Open	365.00	0.00
19-01105	12/17/19	ADAMS005	ADAMS, STEPHEN	Reimbursement	Open	13.69	0.00
19-01106	12/17/19	VERIZ040	VERIZON WIRELESS MDTs	Police MDT's	Open	152.04	0.00
19-01107	12/19/19	ATLAN030	ATLANTIC CITY ELECTRIC	Monthly Invoices	Open	4,313.16	0.00
19-01108	12/19/19	ATLAN030	ATLANTIC CITY ELECTRIC	Monthly Invoice	Open	3,375.36	0.00

Total Purchase Orders: 48 Total P.O. Line Items: 0 Total List Amount: 436,891.94 Total Void Amount: 0.00

December 19, 2019
11:28 AM

BOROUGH OF HARVEY CEDARS
Bill List By P.O. Number

Page No: 2

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
------	---------	--------	----------------	--------	--------	-------------	---------

Totals by Year-Fund		Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
Fund Description	Fund						
Current Fund	8-01	17,848.00	0.00	17,848.00	0.00	0.00	17,848.00
Utility Operating	8-09	3,682.50	0.00	3,682.50	0.00	0.00	3,682.50
	Year Total:	21,530.50	0.00	21,530.50	0.00	0.00	21,530.50
Current Fund	9-01	410,350.21	0.00	410,350.21	0.00	0.00	410,350.21
Utility Operating	9-09	3,955.23	0.00	3,955.23	0.00	0.00	3,955.23
	Year Total:	414,305.44	0.00	414,305.44	0.00	0.00	414,305.44
Trust Fund	T-17	1,056.00	0.00	1,056.00	0.00	0.00	1,056.00
Total of All Funds:		436,891.94	0.00	436,891.94	0.00	0.00	436,891.94

BE IT RESOLVED by the Commissioners of the Borough of Harvey Cedars, County of Ocean, State of New Jersey, that the foregoing bill list dated December 17, 2019 be paid upon verification by the Chief Financial Officer that sufficient funds are available for the payment of the same.

PASSED ON: December 17, 2019



RESOLUTION #2019-135

**A RESOLUTION
ACKNOWLEDGING YEARS OF SERVICE AS
COMMISSIONER FOR THE BOROUGH OF
HARVEY CEDARS**

WHEREAS

In 1999 Michael Garofalo agreed to join “the Home Team” and run for the position of Commissioner, NOW, 20 years later, we get to say goodbye and thank him for his years of exemplary service.

WHEREAS

An enthusiastic Mike jumped into his responsibilities as Commissioner of Revenue & Finance by carrying his “Penske File” to every meeting and keeping it up to date with notes and thoughts.

WHEREAS

Mr. Penske soon became too cumbersome as Mike adapted to the scope of the job he had taken on and that “file” probably resides today in a secret, but incredibly neat, space in the office of his house.

WHEREAS

Over the course of his 20 years in office, while Mike’s signature on the voluminous borough paperwork became shorter and smaller, his experiences and knowledge became greater. Mike may have been the only Harvey Cedars Commissioner ever to be in charge of each department, starting out in Revenue and Finance (1999-2007), moving to Public Works (2008-2010), and then becoming the Commissioner of Public Safety (2011-2019).

WHEREAS

During the summer season Mike always had an early warning system to let the Borough office workers know when he had arrived. The very astute women know most of us by our footsteps, however Mike’s arrival was always preceded by the aroma of freshly prepped fish.

WHEREAS

Everyone who knows Mike is familiar with his special jokes and “stories” which often involve his “life” experiences and usually relate in some way to the subject at hand. We certainly have wondered how so many bizarre things can happen to one individual but he has always kept us entertained.

WHEREAS

No matter where Mike goes, he is sure to run into an “old friend” and his sense of humor and camaraderie is second to none.

THEREFORE

Be it resolved at this final Borough meeting of Mike’s tenure, we want to thank him for the hard work and common sense he has brought to the position of Commissioner.

On behalf of the Borough Employees, Jon and Judy, and the citizens of Harvey Cedars, we say a heartfelt thank you for being you, and wish you all the best in your future endeavors.

Congratulations & Thank you!!