

**MINUTES OF THE PEAPACK & GLADSTONE BOROUGH COUNCIL
JANUARY 26, 2016, COUNCIL CHAMBERS 7:30 PM
REGULAR MEETING**

The Borough Council of the Borough of Peapack & Gladstone, County of Somerset, State of New Jersey, convened in a regular session meeting on Tuesday, January 26, 2016, at 7:30 p.m., in council chambers located in the Municipal Complex, located at 1 School Street, Peapack, New Jersey 07977.

NOTICE OF MEETING

The following statement was read by the Borough Clerk:

Adequate notice of this meeting of the Mayor and Borough Council of the Borough of Peapack & Gladstone was given to the Courier News, Newark Star Ledger and the Bernardsville News on December 10, 2015, was posted at the Municipal Complex, School Street, the Peapack Post Office, Main Street, Peapack & the Gladstone Post Office, Main Street, Gladstone, New Jersey on December 10, 2015, and was mailed on December 10, 2015, to all those people who have requested individual notice and paid the required fee.

FLAG SALUTE

Mayor William Muller led the salute to the flag.

ROLL CALL

On the call of the roll, the following were present:

William Muller, Mayor
Gian Paolo Caminiti
Mark Corigliano
Donald R. Lemma
William Simpson (absent)
Royal Smith
Anthony Suriano

Also present on the dais were Borough Clerk/Administrator Hector A. Herrera and Borough Attorney John Bruder.

MINUTES

Councilman Corigliano made a motion that the reading of the minutes be dispensed with, and the minutes of the Reorganization Meeting of January 4, 2016, stand approved, as amended by the Borough Clerk to the Mayor and Borough Council. Councilman Smith seconded that motion.

On call of the roll, the following vote was cast:

| | |
|-----------------------|---------|
| Councilman Caminiti | Aye |
| Councilman Corigliano | Aye |
| Councilman Lemma | Aye |
| Councilman Simpson | Absent |
| Councilman Smith | Abstain |
| Councilman Suriano | Aye |

Councilman Corigliano made a motion that the reading of the minutes be dispensed with, and the minutes of the Regular Meeting of January 12, 2016, stand approved, as amended, by the Borough Clerk to the Mayor and Borough Council. Councilman Lemma seconded that motion.

On call of the roll, the following vote was cast:

| | |
|-----------------------|--------|
| Councilman Caminiti | Aye |
| Councilman Corigliano | Aye |
| Councilman Lemma | Aye |
| Councilman Simpson | Absent |
| Councilman Smith | Aye |
| Councilman Suriano | Aye |

Councilman Corigliano made a motion that the reading of the minutes be dispensed with, and the minutes of the Executive Session of January 12, 2016, stand approved, as amended, by the Borough Clerk to the Mayor and Borough Council. Councilman Smith seconded that motion.

On call of the roll, the following vote was cast:

| | |
|-----------------------|--------|
| Councilman Caminiti | Aye |
| Councilman Corigliano | Aye |
| Councilman Lemma | Aye |
| Councilman Simpson | Absent |
| Councilman Smith | Aye |
| Councilman Suriano | Aye |

PUBLIC COMMENT FOR NON-AGENDA ITEMS

None

PETITIONS AND COMMUNICATIONS

None

REPORTS OF COMMITTEES / RESOLUTIONS

POLICE

RESOLUTION TO APPOINT ADAM CARUSO TO THE POSITION OF FULL TIME PROBATIONARY POLICE OFFICER WITH A SALARY OF \$40,963

Councilman Corigliano reviewed this resolution.

Councilman Corigliano moved to adopt resolution #033-16. Councilman Smith seconded that motion.

On call of the roll, the following vote was cast:

| | |
|-----------------------|--------|
| Councilman Caminiti | Aye |
| Councilman Corigliano | Aye |
| Councilman Lemma | Aye |
| Councilman Simpson | Absent |
| Councilman Smith | Aye |
| Councilman Suriano | Aye |

Resolution #033-16 was adopted.

A copy of resolution #033-16 is appended to the official minutes.

PRESENTATIONS

Pat Delaney, Historic Preservation Commission, addressed the Council on the lime kiln project, and discussed the grant application process. The objective of the project is to preserve the lime kilns and Ms. Delaney explained the details of the work which would be done.

The application has been approved and the grant award was \$122,600 for the Lime Kiln restoration.

FINANCE

RESOLUTION TO ADOPT CASH MANAGEMENT PROCEDURES

Councilman Suriano reviewed this resolution.

Councilman Suriano moved to adopt resolution #034-16. Councilman Smith seconded that motion.

On call of the roll, the following vote was cast:

| | |
|-----------------------|--------|
| Councilman Caminiti | Aye |
| Councilman Corigliano | Aye |
| Councilman Lemma | Aye |
| Councilman Simpson | Absent |
| Councilman Smith | Aye |
| Councilman Suriano | Aye |

Resolution #034 -16 was adopted.

A copy of resolution #034-16 is appended to the official minutes.

RESOLUTION AUTHORIZING BOROUGH POLICE DEPARTMENT TO PARTICIPATE IN SOMERSET COUNTY PROSECUTOR’S OFFICE DWI PATROL SAFE PASSAGE GRANT – SUPER BOWL SUNDAY – FOR A MAXIMUM AMOUNT OF \$400

Councilman Suriano reviewed this resolution.

Councilman Suriano moved to adopt resolution #035-16. Councilman Lemma seconded that motion.

On call of the roll, the following vote was cast:

| | |
|-----------------------|--------|
| Councilman Caminiti | Aye |
| Councilman Corigliano | Aye |
| Councilman Lemma | Aye |
| Councilman Simpson | Absent |
| Councilman Smith | Aye |
| Councilman Suriano | Aye |

Resolution #035 -16 was adopted.

A copy of resolution #035-16 is appended to the official minutes.

2016 BUDGET DISCUSSION

Councilman Suriano led the discussion on a new program concerning merit raises for Borough employees. Council discussed giving a cost-of-living adjustment, although the Cost of Living Allowance (COLA) was 0.00%. An incentive was discussed for employees with scores of 4 or above (based on a 5-1 scale) on their annual performance evaluations.

A discussion ensued on whether COLA and incentive increases would be pensionable. Questions arose as to whether to adopt a revised model with a 0.65% COLA or adopting the model discussed and agreed upon at the January 18th Budget Meeting. Councilman Smith asked whether both COLA and incentives would be fully-benefit bearing. Councilman Smith requested a vote to make COLA and incentive raises both benefit bearing.

A motion was made by Councilman Smith, seconded by Councilman Caminiti.

On call of the roll, the following vote was cast:

| | |
|-----------------------|--------|
| Councilman Caminiti | Nay |
| Councilman Corigliano | Nay |
| Councilman Lemma | Nay |
| Councilman Simpson | Absent |
| Councilman Smith | Aye |
| Councilman Suriano | Nay |

On the question of COLA being 0.65% or 0.00% of annual salary, Councilman Suriano made a motion, seconded by Councilman Corigliano.

On call of the roll, the following vote was cast:

| | |
|----------------------------------|---------|
| Councilman Caminiti | Aye |
| Councilman Corigliano | Nay |
| Councilman Lemma | Nay |
| Councilman Simpson | Absent |
| Councilman Smith | Abstain |
| Councilman Suriano | Aye |
| Mayor Muller (vote to break tie) | Nay |

The result of this vote was not to change Council’s decision to provide a one-time incentive payment to employees who earned a grade of 3 or better on their 2015 performance evaluation. The payment would not be added to their base pay and would not be pensionable. Furthermore, it would be provided to employees after the adoption of the 2016 budget and pro-rated for employees who were not employed for the full year in 2015.

SANITATION/SEWER

No report

BOROUGH PROPERTY

As a follow up to the discussion at a prior Council meeting, an application for the Miles for Matheny event was approved unanimously by Council. Council was advised that Chief Skinner was in agreement with the application.

Council approved the Recreation Commissions request for 2016 events/programs and facility usage with the exception of the Art in the Park. Council removed that from the list so it could further review if the request for signs for this event was consistent with the Borough Code.

FIRE/INFORMATION SYSTEMS

No report

ROADS /TRANSPORTATION

All were in agreement that a great job of snow removal was done during the recent storm by Public Works.

LEGAL

Mr. Bruder provided an update on the formation of a homeowners association for the Pacesetter/Rockabye Valley development. He stated he recently received and is reviewing proposed documentation for the HOA.

In addition, Mr. Bruder reported he is working on the documents necessary to proceed with the closing of the farmland easement at Bluebird Farms.

MISCELLANEOUS COUNCIL BUSINESS

AN ORDINANCE AMENDING CHAPTER IX ENTITLED "PERSONNEL POLICIES" APPENDIX A ENTITLED "BOROUGH OF PEAPACK & GLADSTONE PERSONNEL POLICIES, PROCEDURES, AND REGULATIONS" ARTICLE VII ENTITLED "MISCELLANEOUS RULES AND REGULATIONS" SO AS TO ESTABLISH SECTION 8 ENTITLED "USE OF VEHICLES POLICY FOR BOROUGH PERSONNEL" OF THE BOROUGH CODE OF THE BOROUGH OF PEAPACK & GLADSTONE

Councilman Suriano reviewed this ordinance.

Councilman Suriano moved to adopt resolution #036-15. Councilman Corigliano seconded that motion.

The Clerk stated the public hearing for this pending ordinance will be held February 9, 2016, at 7:30 p.m., in the Council Meeting Room of the Municipal Complex located at 1 School Street, Peapack, and will be advertised in the Courier News and posted on the official bulletin board in the Municipal Complex.

On call of the roll the following vote was cast:

| | |
|---------------------------|--------|
| Councilman Caminiti | Aye |
| Councilman Corigliano | Aye |
| Councilman Lemma | Aye |
| Councilman Simpson | Absent |
| Councilman Smith | Aye |
| Council President Suriano | Aye |

Ordinance #1018 was introduced.

A copy of Resolution #036-15/Ordinance #1018 is appended to the official minutes.

PERSON TO PERSON TRANSFER OF PLENARY RETAIL DISTRIBUTION LICENSE, #1815-44-004-007 GLADSTONE LIQUORS, INC. OWNED BY DEBRA J. FERRARA LOCATED AT 258 MAIN STREET, STORE NUMBER 5, GLADSTONE, NEW JERSEY, TO STEPHEN J. STURGES

Mr. Herrera reviewed this resolution.

Councilman Corigliano moved to adopt resolution #037-16. Councilman Smith seconded that motion.

On call of the roll, the following vote was cast:

| | |
|-----------------------|--------|
| Councilman Caminiti | Aye |
| Councilman Corigliano | Aye |
| Councilman Lemma | Aye |
| Councilman Simpson | Absent |

| | |
|--------------------|-----|
| Councilman Smith | Aye |
| Councilman Suriano | Aye |

Resolution #037-16 was adopted.
 A copy of resolution #037-16 is appended to the official minutes.

RESOLUTION AUTHORIZING THE SHARED SERVICES AGREEMENT WITH THE TOWNSHIP OF BEDMINSTER AND THE BOROUGH OF BERNARDSVILLE FOR THE ESTABLISHMENT AND OPERATION OF A SHARED MUNICIPAL COURT

Councilman Smith reviewed this resolution.
 Councilman Smith moved to adopt resolution #038-16. Councilman Lemma seconded that motion.

On call of the roll, the following vote was cast:

| | |
|-----------------------|--------|
| Councilman Caminiti | Aye |
| Councilman Corigliano | Aye |
| Councilman Lemma | Aye |
| Councilman Simpson | Absent |
| Councilman Smith | Aye |
| Councilman Suriano | Aye |

Resolution # 038-16 was adopted.
 A copy of resolution # 038-16 is appended to the official minutes.

Council was in consensus to accept Mayor Muller’s recommendation of Jamie Murphy’s appointment to the Agricultural Advisory Board. The term will be for the unexpired term of Luke Sladicka which expires on December 31, 2016.

PUBLIC COMMENTS

Peapack & Gladstone Chief Financial Officer Mary Robinson asked Council if auditing fees of the shared court with Bedminster and Bernardsville were included in agreement Council approved earlier in the meeting. Council asked Ms. Robinson to review with the Borough auditor.

Louis Palma of Valley View Road stated that Public Works did an excellent job of snow removal in the recent storm.

EXECUTIVE SESSION

Council convened in closed session at 9:45 p.m.
 Council reconvened in open session at 10:55 p.m.

AUDITING OF CLAIMS:

Councilman Corigliano motioned that the payment of Interim Claims be approved and that all vouchers submitted this date, as per voucher list, be paid after proper audit. Councilman Smith seconded that motion.

ADJOURNMENT

On the motion of Councilman Suriano, second by Councilman Corigliano, the meeting adjourned at 10:56 p.m.

APPROVED:

HECTOR HERRERA
BOROUGH CLERK

WILLIAM MULLER
MAYOR

Police 1

**BOROUGH OF PEAPACK & GLADSTONE
RESOLUTION NO. 033-16**

RESOLUTION TO APPOINT ADAM CARUSO TO THE POSITION OF FULL TIME PROBATIONARY POLICE OFFICER WITH A SALARY OF \$40,963

WHEREAS, the Police Department has expressed a need to replace a full time police officer who retired February 28, 2015; and

WHEREAS, the Borough Police Committee has investigated the level of staffing in the Police Department; and

WHEREAS the Borough has previously sought and solicited qualified candidates for the position of Special Officer II, and

WHEREAS, Adam Caruso was selected as the most qualified candidate, and has been deemed by the Chief of Police as performing in an exemplary manner.

NOW, THEREFORE BE IT RESOLVED by the Borough Council of the Borough of Peapack & Gladstone it hereby appoints Adam Caruso to the position of full time probationary police officer at an annual salary of \$40,963 with an anticipated starting date on or about January 27, 2016.

| Introduced | Seconded | Borough Council | Aye | Nay | Abstain | Absent |
|-------------------|-----------------|------------------------|------------|------------|----------------|---------------|
| | | Gian-Paolo Caminiti | X | | | |
| X | | Mark Corigliano | X | | | |
| | | Donald Lemma | X | | | |
| | | T. William Simpson | | | | X |
| | X | Royal Smith | X | | | |
| | | Anthony Suriano | X | | | |

Adopted: January 26, 2016

Finance 1

**BOROUGH OF PEAPACK & GLADSTONE
RESOLUTION NO. 034-16**

RESOLUTION TO ADOPT CASH MANAGEMENT PROCEDURES

WHEREAS, the Prompt Payment Law was enacted as P.L. 2006 c.96; and

WHEREAS, this law establishes timing standards for the payment of obligations under a wide range of construction-related contracts; and

WHEREAS, the Cash Management Procedures also pertain to the receipt of payment to the Borough and the processing there of, and

WHEREAS, the Finance Office developed the attached Cash Management Procedures; and

WHEREAS, the Borough Attorney has reviewed and verified the Cash Management Procedures comply with the Prompt Payment Law.

NOW, THEREFORE BE IT RESOLVED, that the attached Cash Management Procedures are hereby adopted by the Borough Council of the Borough of Peapack & Gladstone and should be implemented by all Borough Employees commencing with the adoption of this resolution.

| Introduced | Seconded | Borough Council | Aye | Nay | Abstain | Absent |
|-------------------|-----------------|------------------------|------------|------------|----------------|---------------|
| | | Gian-Paolo Caminiti | X | | | |
| | | Mark Corigliano | X | | | |
| | | Donald Lemma | X | | | |
| | | T. William Simpson | | | | X |
| | X | Royal Smith | X | | | |
| X | | Anthony Suriano | X | | | |

Adopted: January 26, 2016

BOROUGH RECEIVABLE PROCESS

GENERAL

1. Payments that are received by the Borough must be either deposited or returned to the sender within 48 hours.
2. If the payment is to be deposited a transmittal must accompany each payment to detail what the payment is for. If the department head wishes, they may include a copy of the transmittal to be signed and returned by the Finance Office.
3. Any cash, \$20 bills or greater, brought into the Borough offices should be brought to the Finance office to be scanned before it is marked as received and a receipt is issued. **See the cash section of this document for more detailed information on cash handling.
4. Payments are brought to the Finance office and placed in the basket labeled "DEPOSIT".
5. Deposits should be processed by one employee and reviewed and taken to the bank by a different employee whenever possible.

CHECKS

1. Please be aware of how a check is made out.
 - a. Does it have a current date?
 - b. Is it made out to the Borough?
 - c. Do both the numerical amount and the written amount match down to the cents?
 - d. Is it signed?

CASH

1. If there is any cash that adds up to more than \$20, it must be counted by 2 different people.
2. Any cash bills should also be inspected to be sure they are not counterfeit money. Various ways to detect counterfeit money, according to the US Secret Service, can be found at http://www.secretservice.gov/money_detect.shtml or see Appendix A.
3. Any bills \$20 or higher must be scanned prior to acceptance with the counterfeit money detector. See Appendix B for instructions on its use.
4. If you receive a counterfeit bill:
 - a. Contact your local police department or [United States Secret Service field office](#). These numbers can be found on the inside front page of your local telephone directory.
 - b. Do not return it to the passer.
 - c. Delay the passer if possible.
 - d. Observe the passer's description, as well as that of any companions, and the license plate numbers of any vehicles used.
 - e. Write your initials and the date in the white border areas of the suspect note.
 - f. Limit the handling of the note. Carefully place it in a protective covering, such as an envelope.
 - g. Surrender the note or coin only to a properly identified police officer or a U.S. Secret Service special agent.

DIRECT WITHDRAWAL

1. Direct withdrawal is available through the Borough for both Sewer payments as well as Tax payments.
2. Authorization Agreements are available on the Borough's website. The Deputy Tax Collector also has copies available in the office.
3. In order to start Direct Withdrawal you must first fill out an Authorization Agreement, making sure to check off the 'New Authorization' line.

- a. If a homeowner wishes to sign up for both Sewer and Tax Direct Withdrawal, two different forms must be filled out.
4. Once a form is filled out, and the original returned to the Tax office, the Deputy Tax Collector enters the Routing Number, Account Number & whether or not it is a checking account to Edmunds.
 - a. There is a section titled 'Additional' under both the Tax Account screen and the Sewer Account screen. Depending on which payment the homeowner wishes to have Direct Withdrawn would decide which screen to enter this information under.
5. The homeowner's email address is also added to a list, which corresponds with the type of Direct Withdrawal they signed up for (Taxes, Residential Sewer or Commercial Sewer), in the Deputy Tax Collector's email address book.
 - a. The email address is necessary to send out the reminder email a week before the Direct Withdrawal is initiated.
6. The last place the homeowner's information is on the Bank's website in the ACH Batch.
7. One week before the payment is due to be withdrawn, a reminder email is sent out, by the Deputy Tax Collector, to all homeowner's enrolled.
 - a. At this time, if they wish to end the Direct Withdrawal, they would have to fill out the same Authorization Agreement they did to enroll, only this time checking off the 'Cancellation' line.
 - b. This also gives the homeowner a chance to change the information (Account Number, Routing Number, etc.) that they originally used to enroll.
8. The Deputy Tax Collector also gets the Edmunds Batch and the ACH Batch on the Bank's website ready. They double check that all the amounts along with the Account/Routing numbers are correct.
9. On the due date, the Bank ACH Batch is initiated (by the CFO or Deputy Tax Collector?)
10. Once the Batch has cleared and is deposited into the Borough's Bank Account, the Deputy Tax Collector updates the Edmunds Batch.
11. If a payment is charged back due to insufficient funds, the payment is backed out of the Edmunds system and the account is charged a \$20 fee.

PROCESSING TAX PAYMENTS

1. Payments are either brought in or mailed in to the Finance office. The Deputy Tax Collector stamps the payment with the date it was received. Postmarks are not accepted. A stub should have been included with the payment. A stub is a small piece of paper that has the year, quarter, property location and amount being applied written on it, as well as a barcode that makes posting the payment a little easier. If a stub is not included one should be written up using the same format as a printed stub.
2. The Deputy Tax Collector posts the payment on Edmunds using the "Payment Window" routine. During this process checks & stubs are validated.
3. The stubs and checks are added up separately to make sure all the totals balance.
4. Stubs are stapled together with all the papers that print out from the batch, except the last and third to last pages. The batch is then updated.
5. A deposit is now processed with the remote deposit scanner that automatically deposits the checks to PG Bank. The Deputy Tax Collector goes onto the scanner website and scans the checks through. (See Appendix C) The checks are kept in a locked cabinet by the Borough.
6. In the event that there is cash (or for some reason the deposit is unable to be made with the scanner) the Deputy Tax Collector would have to write up a deposit slip. The deposit slip is paper clipped with the checks and the last & third to last pages and placed in the deposit basket.
7. The CFO/Tax Collector reviews the batch and brings the deposit to the bank.

PROCESSING SEWER PAYMENTS

1. Payments are either brought in or mailed in to the Finance office. The Deputy Tax Collector stamps the payment with the date it was received. Postmarks are not accepted. A stub should have been included with the payment. A stub is a small piece of paper that has the year, quarter, property location and amount being applied written on it, as well as a barcode that makes posting the payment a little easier. If a stub is not included one should be written up using the same format as a printed stub.
2. The Deputy Tax Collector posts the payment on Edmunds using the “Payment Window” routine. During this process checks & stubs are validated.
3. The stubs and checks are added up separately to make sure all the totals balance.
4. Stubs are stapled together with all the papers that print out from the batch, except the last and third to last pages. The batch is then updated.
5. A deposit is now processed with the remote deposit scanner that automatically deposits the checks to PG Bank. The Deputy Tax Collector goes onto the scanner website and scans the checks through. (See Appendix C) The checks are kept in a locked cabinet by the Borough.
6. In the event that there is cash (or for some reason the deposit is unable to be made with the scanner) the Deputy Tax Collector would have to write up a deposit slip. The deposit slip is paper clipped with the checks and the last & third to last pages and placed in the deposit basket.
7. The CFO/Tax Collector reviews the batch and brings the deposit to the bank.

CURRENT FUND RECEIPTS

1. The Assistant Treasurer takes the payments and transmittals out of the Deposit basket and posts them on Edmunds using the “Cash Receipts Batch” routine. This routine does not validate the checks like the “Payment Window” batch does. The checks must be stamped with endorsement stamps instead.
2. It is up to the department head if they would like to include a copy of the transmittal with the deposit to be signed and returned to their department. The Clerk’s office is the only department at this point in time that requests that. The other copy is kept with the deposit.
 - a. Most, if not all, of the payments from the Clerk’s office are deposited in the current fund. The most common deposits received from this office are:
 - i. Marriage Certificates & Copies
 - ii. Death Certificates & Copies
 - iii. Rent Payments
 - iv. Parking Permits
 - v. Garage Sale Permits
 - vi. Limo Licenses
 - vii. LUB Application Fees
 - viii. Photocopies
 - ix. OPRA Requests
 - b. The payments from the Construction office, the Court office and the Police Department get split up between Current Fund and Trust Accounts. The payments for the following accounts have their own line in the Current Fund:
 - i. Construction Office
 1. Zoning
 2. Fire Prevention
 - ii. Court Office
 1. Fines & Costs

2. Interest on Main Account
3. Interest on Bail Account
- iii. Police Department
 1. FID Card
 2. Crash Reports
 3. Alarm Permits
 4. Discovery
 5. Permits to Purchase
3. The assistant treasurer writes up a deposit slip for each batch, making sure the account on the deposit slips corresponds with the account on the computer. The deposit slip, checks, transmittals and the paper(s) that printed out from the batch are paper clipped together and placed back into the deposit basket.
4. Once the CFO has looked over the batches that were created on Edmunds and as found them to be correct, they are then brought to the bank and deposited. If the CFO is absent, the Assistant Treasurer would perform this task.

TRUST ACCOUNTS

1. Payments are brought to the finance office and placed in the basket labeled “DEPOSIT”.
2. The Assistant Treasurer takes the payments and transmittals out of the basket and posts them on Edmunds using the “Cash Receipts Batch” routine. This routine does not validate the checks like the “Payment Window” batch does. The checks must be stamped with endorsement stamps instead.
3. It is up to the department head if they would like to include a copy of the transmittal with the deposit to be signed and returned to their department. The other copy is kept with the deposit.
 - a. The payments from the Construction office, the Court office and the Police Department get split up between Current Fund and Trust Accounts. The payments for the following accounts have their own line in the Trust Accounts:
 - i. Construction Office – Deposited into the Inspection Fee Trust
 1. DCA Fees
 2. Borough’s Construction Fee
 - ii. Court Office – Deposited into the General Escrow Trust
 1. P.O.A.A.
 - iii. Police Department – Deposited into the General Escrow Trust
 1. Outside Duty
4. Once the CFO has looked over the batches that were created on Edmunds and as found them to be correct, they are then brought to the bank and deposited. If the CFO is absent, the Assistant Treasurer would perform this task.

RECORDING OF DEPOSITS

1. After each batch (Tax, Sewer, Current Receipts and Trust Account) is updated and finalized the amounts are entered into corresponding Excel spreadsheets by the Assistant Treasurer.
2. These spreadsheets are used later to balance each account by the CFO.
3. Monthly Excel reports should be verified against the Edmunds system.

REPORT OF DEPOSITS TO COUNCIL

1. A monthly report is created by the CFO and presented to the Council.

2. This report consists of the money received in the two operating budgets; Current Fund and the Sewer Operating Fund.
3. Trust Account reports are available upon request to/by the Council.

EXPENDITURE OF FUNDS

GENERAL

1. In order to expend funds for goods or services provided to the Borough, a procedure must be followed.
 - a. When it is decided that the Borough needs something a Quote must first be obtained by the vendor.
 - i. There is a \$2,000 threshold for each Quote. If the Quote received is above \$2,000, the employee must get 1 or 2 other Quotes from other Vendors for the same service to be reviewed.
 - ii. If there is a new vendor, a W9 form filled out by the Vendor as well as a Business Registration Certificate (BRC) must be obtained.
 1. Once these 2 forms are received, the Purchasing Clerk can create a Vendor on Edmunds.

REQUISITION

1. Once the Quote is considered acceptable and the vendor is on the computer a Requisition must be created. The Requisition is turned in to the Deputy Treasurer for review.
2. If the Requisition is acceptable the Requisition is then turned into a Purchase Order using a process on Edmunds.

PURCHASE ORDER

1. The Purchase Order must be signed by the Purchasing Clerk, the CFO and the Borough Administrator prior to any order or work to be done.
2. Once the Purchase Order has been signed by all 3 people, the product may be ordered through the Vendor.
3. The pink copy of the Purchase Order is given to the department head, the voucher copy is sent to the vendor to initiate the order. The other parts of the Purchase Order along with any quotes/contracts are kept in the Finance Office.
4. When the product arrives the packing slip and any invoices go directly to the Purchasing Clerk.
5. When the invoice/bill is received, the Purchase Order has been signed by the Vendor, and the Department Head verified that the work was done or the product was received, the Purchase Order can be paid. In order to do this the Purchase Order is stapled together with the invoice/packing slip/quote and any other paperwork related to this order.
6. The Purchase Order is sent to a Council Meeting to be signed by a Council Member and the Mayor.
7. Now that the Council Member and Mayor have signed the Purchase Order a Check may be issued.

CHECK PRINTING/PROCESSING

1. All checks are processed by the Deputy Treasurer to be entered on the Edmunds system.

2. Current Fund, Sewer Operating, Developers Escrow and Recreation checks should be computer printed whenever possible. If not, a manual check can be issued but must be entered on the Edmunds system.
3. All other Trust account checks are hand written with the amount stamped on it using the Paymaster Ribbon Writer on the counter and entered on the Edmunds system.
4. After the bills are approved by the council, and the checks are written, they must be signed by the Mayor, CFO and Administrator.
5. The checks are then mailed to the Vendor along with the Vendor's copy of the Purchase Order.
6. The check stub is stapled to the Purchase Order or the check number is written on the Purchase Order.

BANK RECONCILIATION/GENERAL LEDGER

BALANCING OF ACCOUNTS (BANK RECONCILIATION)

1. When the monthly, or quarterly for some accounts, Bank Statements come in the interest that was accrued on the account is added to Edmunds by the Assistant Treasurer and verified/updated by the CFO.
2. Receipt and check registers are printed for each month from Edmunds.
3. The CFO then reconciles each bank account using the Edmunds reports, Bank Statements, as well as the Excel spreadsheets.
4. After the accounts have been reconciled, the reports and any back up are inserted in the corresponding account binder.

GENERAL LEDGER OF ALL TRANSACTIONS

1. Shall be maintained in accordance to State Law by the CFO for all Bank accounts.
2. Balance sheets are maintained in Excel format on a monthly basis, however, Edmunds maintains the balance sheets on a daily basis if needed.
3. Each month journal entries are made on the General Ledger recording non-cash transactions.

Finance 2

**BOROUGH OF PEAPACK & GLADSTONE
RESOLUTION NO. 035-16**

AUTHORIZING BOROUGH POLICE DEPARTMENT TO PARTICIPATE IN SOMERSET COUNTY PROSECUTOR’S OFFICE DWI PATROL SAFE PASSAGE GRANT – SUPER BOWL SUNDAY – FOR A MAXIMUM AMOUNT OF \$400

WHEREAS, the Somerset County Prosecutor’s Office has made available funds for its Safe Passage Grant – Super Bowl Sunday – providing Police Departments to conduct enhanced enforcement patrols on February 7, 2016, through February 8, 2016, looking for impaired driving violations between the hours of 6 p.m. and 2 a.m. for two four-hours patrols for a total of 8 hours at \$50 per hour for a maximum amount of \$400.

WHEREAS, the Borough of Peapack & Gladstone Police Department wish to take advantage of this grant.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council do hereby approve the submission of said grant application.

| Introduced | Seconded | Borough Council | Aye | Nay | Abstain | Absent |
|-------------------|-----------------|------------------------|------------|------------|----------------|---------------|
| | | Gian-Paolo Caminiti | X | | | |
| | | Mark Corigliano | X | | | |
| | X | Donald Lemma | X | | | |
| | | T. William Simpson | | | | X |
| | | Royal Smith | X | | | |
| X | | Anthony Suriano | X | | | |

Adopted: January 26, 2016

**BOROUGH OF PEAPACK & GLADSTONE
ORDINANCE NO. 1018**

AN ORDINANCE AMENDING CHAPTER IX ENTITLED "PERSONNEL POLICIES" APPENDIX A ENTITLED "BOROUGH OF PEAPACK & GLADSTONE PERSONNEL POLICIES, PROCEDURES, AND REGULATIONS" ARTICLE VII ENTITLED "MISCELLANEOUS RULES AND REGULATIONS" SO AS TO ESTABLISH SECTION 8 ENTITLED "USE OF VEHICLES POLICY FOR BOROUGH PERSONNEL" OF THE BOROUGH CODE OF THE BOROUGH OF PEAPACK & GLADSTONE

NOW THEREFORE, BE IT ORDAINED, by the Borough Council of the Borough of Peapack & Gladstone in the County of Somerset and State of New Jersey that Chapter IX of the Borough Code of the Borough of Peapack & Gladstone, Appendix A entitled "Borough of Peapack & Gladstone Personnel Policies, Procedures, and Regulations," Article VII Entitled "Miscellaneous Rules and Regulations" " is hereby amended so as to establish a new section, numbered as 8, entitled "Use Of Vehicles Policy For Borough Personnel" as follows:

All additions Article VII of the Appendix A of Chapter IX of the Borough Code of the Borough of Peapack & Gladstone are set forth in boldface; any deletions are set forth in italics; pre-existing language and fees are not highlighted in any way

8. Use of Vehicles Policy For Borough Personnel

Peapack & Gladstone owned vehicles shall be used only on official business and all passengers must be on official business. An employee who is also employed by another governmental entity may use a Peapack & Gladstone vehicle for that employment only if the employment is pursuant to an inter-local agreement between Peapack & Gladstone and the other governmental entity.

Vehicles may be taken home only with the advance approval of the Administrator. A Department Head may also grant temporary approval to facilitate responses to after-hours emergency calls. When an employee takes home a Peapack & Gladstone vehicle, it is to be used only for official business; any other use is not permitted. At no time shall children be in the Peapack & Gladstone vehicle when responding to an emergency. Any violation of this policy constitutes cause for disciplinary action.

SECTION II

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

SECTION III

All ordinances or parts of ordinances inconsistent with this ordinance are hereby repealed to the extent of such inconsistency, by specific action of the Council.

SECTION IV

If any section, paragraph, subdivision, clause or provision of this ordinance shall be adjudged invalid, such adjudication shall apply only to this section, paragraph, subdivision, clause or provision and the remainder of this ordinance shall be deemed valid and effective.

Introduced: January 26, 2016

Adopted:

**BOROUGH OF PEAPACK & GLADSTONE
RESOLUTION NO. 036-16**

RESOLVED that the annexed:

Vehicle Use Policy

ORDINANCE is introduced and that the Clerk now reads publicly the title of the same as follows:

AN ORDINANCE AMENDING CHAPTER IX ENTITLED “PERSONNEL POLICIES” APPENDIX A ENTITLED “BOROUGH OF PEAPACK & GLADSTONE PERSONNEL POLICIES, PROCEDURES, AND REGULATIONS” ARTICLE VII ENTITLED “MISCELLANEOUS RULES AND REGULATIONS” SO AS TO ESTABLISH SECTION 8 ENTITLED “USE OF VEHICLES POLICY FOR BOROUGH PERSONNEL” OF THE BOROUGH CODE OF THE BOROUGH OF PEAPACK & GLADSTONE

BE IT FURTHER RESOLVED, that the said pending ordinance be passed on first reading and advertised as required by statute fixing February 9, 2016, at 7:30 p.m. prevailing time on said day as the time and the Council Meeting Room at 1 School Street, Peapack NJ as the place for hearing and final action.

FURTHER RESOLVED that the Borough Clerk shall forthwith post on the bulletin board in the Borough Municipal Building at 1 School Street, a true copy of said ordinance and make copies available to members of the general public and spread the same upon the minutes of the meeting.

| Introduced | Seconded | Borough Council | Aye | Nay | Abstain | Absent |
|-------------------|-----------------|------------------------|------------|------------|----------------|---------------|
| | | Gian-Paolo Caminiti | X | | | |
| | X | Mark Corigliano | X | | | |
| | | Donald Lemma | X | | | |
| | | T. William Simpson | | | | X |
| | | Royal Smith | X | | | |
| X | | Anthony Suriano | X | | | |

Adopted: January 26, 2016

**BOROUGH OF PEAPACK & GLADSTONE
RESOLUTION NO. 037-16**

PERSON TO PERSON TRANSFER OF PLENARY RETAIL DISTRIBUTION LICENSE, #1815-44-004-007 GLADSTONE LIQUORS, INC. OWNED BY DEBRA J. FERRARA LOCATED AT 258 MAIN STREET, STORE NUMBER 5, GLADSTONE, NEW JERSEY, TO STEPHEN J. STURGES

WHEREAS, an application for a person to person transfer of the Plenary Retail Distribution Liquor License #1815-44-004-007 (inactive) currently held by Gladstone Liquors, Inc., located at 258 Main Street, Store Number 5, Gladstone, New Jersey has filed for a person-to-person transfer to Stephen J. Sturges; and

WHEREAS, the application submitted is completed in all respects, the transfer fees have been paid. The investigation was conducted and satisfactorily approved by the Borough of Peapack and Gladstone Police Department. A copy of the report will be sent to the NJ Division of Alcoholic Beverage Control Commission, Enforcement Bureau and revealed the following:

1. The buyer’s principals are qualified to hold New Jersey Class C alcoholic beverage licenses; and,
2. The source of funding for the transfer transactions have been verified as originating from identifiable and legitimate sources.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Peapack & Gladstone does hereby approve, effective January 26, 2016, the transfer of the aforesaid Plenary Retail Distribution License from Gladstone Liquors, Inc, operating at 258 Main Street, Store Number 5, Gladstone, NJ, owned by Debra J. Ferrara, to Stephen Sturges.

BE IT FURTHER RESOLVED that the Mayor and Council of the Borough of Peapack and Gladstone does hereby does hereby direct the Borough Clerk to endorse the license certificate to the new ownership as follows: “This license, subject to all its terms and conditions, is hereby transferred to Stephen J. Sturges.

FURTHER RESOLVED, that said license number shall become #1815-44-004-008; and

FURTHER RESOLVED, that the Borough Clerk is hereby authorized to transmit a certified copy of this resolution to the Director of the Division of Alcoholic Beverage Control.

| Introduced | Seconded | Borough Council | Aye | Nay | Abstain | Absent |
|-------------------|-----------------|------------------------|------------|------------|----------------|---------------|
| | | Gian-Paolo Caminiti | X | | | |
| X | | Mark Corigliano | X | | | |
| | | Donald Lemma | X | | | |
| | | T. William Simpson | | | | X |
| | X | Royal Smith | X | | | |
| | | Anthony Suriano | X | | | |

Adopted: January 26, 2016

**BOROUGH OF PEAPACK AND GLADSTONE
RESOLUTION NO. 038-16**

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Peapack and Gladstone that in compliance with N.J.S.A. 10:4-7 et seq, this meeting will be closed to the public to discuss the following matters:

- **PERSONNEL**

The matters considered in this Executive Session can be released to the public when the reasons for discussing and acting on it in closed session no longer exist.

| Introduced | Seconded | Borough Council | Aye | Nay | Abstain | Absent |
|-------------------|-----------------|------------------------|------------|------------|----------------|---------------|
| | | Gian-Paolo Caminiti | X | | | |
| | | Mark Corigliano | X | | | |
| | X | Donald Lemma | X | | | |
| | | T. William Simpson | | | | X |
| | | Royal Smith | X | | | |
| X | | Anthony Suriano | X | | | |

Adopted: January 26, 2016