

**REGULAR MEETING MINUTES  
CITY COMMISSION -MARGATE CITY**

**JANUARY 4, 2023**

**MARGATE CITY, NEW JERSEY**

**Meeting Called to Order –5:17 p.m.**

**Statement of Compliance with the Open Public Meetings Act:**

The notice requirements of the Open Public Meetings Act for this meeting have been satisfied; a copy of the Annual Meetings Notice was sent to the Atlantic City Press, and the Star Ledger, posted on the Bulletin Board in the Municipal Building, the Municipal Website, and filed in the office of the Municipal Clerk.

**Johanna Casey, City Clerk:** Reads the statement of compliance, followed with the flag salute and roll call is taken.

**Roll Call – Board of Commissioners:**

Mayor Collins, Commissioner Blumberg, and Commissioner Horn were present. Chief Matt Hankinson, Chief, Chief Dan Adams, Johanna Casey, and Scott Abbott, Esquire were also present.

**Approval of Minutes:**

The minutes from the December 21, 2023 Workshop/Capital & Regular Meeting were approved as read on motion by Commissioner Horn, seconded by Mayor Collins, with a vote of three ayes.

**Public Comment:**

Kathy Heitzman, 22 S. Adams Ave.: Speaks on a Boy Scout desiring to build a library box in a public right of way in Margate for his Eagle Scout project.

**Chief Hankinson:** People usually put these library boxes on their property.

**Roger McLarnon:** Offers to work with Kathy Heitzman to find a location for the library box.

**Dennis Gornioski, 7702 Amherst Ave:** Speaks on the commissioners needing to work with residents on environments projects that truly help the environment.

Seeing that there were no more comments, a motion to close public comment was put forth by Commissioner Horn, and seconded by Mayor Collins, with a vote of three ayes.

**Public Comment (Resolutions Only):**

Seeing that there were no comments, a motion to close public comment on Resolutions only was put forth by Commissioner Horn, and seconded by Mayor Collins, with a vote of three ayes.

**Ordinances: Introduction**

**Johanna Casey:** Reads Ordinance #01-2024 by title.

A motion for introduction of **Ordinance #01-2024**, authorizing the salaries, wages and compensation of Margate City employees, was put forth by Commissioner Horn, Seconded by Mayor Collins, with a vote of three ayes.

ORDINANCE NO. 01-2024

AN ORDINANCE FIXING THE SALARIES & WAGES

AND

COMPENSATION OF CERTAIN OFFICERS & EMPLOYEES

OF THE CITY OF MARGATE CITY, ATLANTIC COUNTY, NEW JERSEY

THE BOARD OF COMMISSIONERS of the City of Margate City, Atlantic County, New Jersey does ordain

SECTION 1: THAT effective January 1, 2024 the base salaries, wages, and compensation to be paid to the following officers and employees of the City of Margate City, New Jersey shall be paid bi-weekly and as follows:

	PER ANNUM - SALARY RANGE	
PUBLIC SAFETY		
BEACH PATROL		
LIFEGUARD CAPTAIN	15,000 -	22,000
LIFEGUARD CHIEF	25,000 -	32,000
CITY CLERK'S OFFICE		
CITY CLERK	75,000 -	130,000
DEPUTY CITY CLERK	65,000 -	95,000
CONSTRUCTION OFFICE		
BUILDING INSPECTOR	15,000 -	70,000
CONSTRUCTION OFFICIAL	85,000 -	145,000
ELECTRICAL INSPECTOR	15,000 -	71,000
ELECTRICAL SUB CODE OFFICIAL	15,000 -	85,000
FIRE PROTECTION SUB CODE OFFICIAL	8,000 -	30,000
HOUSING INSPECTOR	15,000 -	71,000
PLUMBING INSPECTOR	15,000 -	71,000
PLUMBING SUB CODE OFFICIAL	15,000 -	85,000
TECHNICAL ASSISTANT TO THE CONSTRUCTION OFFICIAL	65,000 -	90,000
EMERGENCY MANAGEMENT		
MUNICIPAL EMERGENCY MGMT COORDINATOR	2,500 -	10,000

FIRE DEPARTMENT

DEPUTY FIRE CHIEF	100,000	-	165,000
EMERGENCY MEDICAL TECHNICIAN	35,000	-	70,000
FIRE CAPTAIN	100,000	-	140,000
FIRE CHIEF	135,000	-	185,000
FIRE LIEUTENANT	100,000	-	135,000
FIREFIGHTER	45,000	-	120,000
SUPERVISING FIRE PREVENTION SPECIALIST	5,000	-	12,000

MUNICIPAL COURT

DEPUTY MUNICIPAL COURT ADMINISTRATOR	40,000	-	90,000
MUNICIPAL COURT ADMINISTRATOR	70,000	-	120,000
MUNICIPAL MAGISTRATE	18,000	-	35,000
PROSECUTOR	15,000	-	35,000

PLANNING & ZONING

ENGINEER PLANNER	65,000	-	135,000
ZONING OFFICER	55,000	-	145,000
CODE ENFORCEMENT OFFICER	15,000	-	70,000

	PER ANNUM	-	SALARY RANGE
POLICE DEPARTMENT			
POLICE CAPTAIN	100,000	-	160,000
POLICE CHIEF	135,000	-	180,000
POLICE LIEUTENANT	100,000	-	145,000
POLICE SERGEANT	100,000	-	135,000
POLICE OFFICER	40,000	-	125,000
SENIOR SUPERVISING TELECOMMUNICATOR	70,000	-	90,000
SPECIAL LAW ENFORCEMENT OFFICER	33,000	-	45,000
TELECOMMUNICATOR	35,000	-	81,000
REVENUE AND FINANCE / ADMINISTRATIVE / CLERICAL			
BUSINESS ADMINISTRATOR	100,000	-	145,000
CHIEF FINANCIAL OFFICER	85,000	-	155,000
ACCOUNT	40,000	-	85,000
ACCOUNT CLERK	40,000	-	85,000
SENIOR ACCOUNT CLERK	45,000	-	90,000
DEPUTY TAX ASSESSOR	40,000	-	85,000
TAX ASSESSOR	65,000	-	110,000
TAX ASSESSOR TRAINEE	40,000	-	60,000
ASSISTANT TAX ASSESSOR	50,000	-	70,000
ASSISTANT TAX COLLECTOR	40,000	-	75,000
TAX COLLECTOR	65,000	-	120,000
CLERK 1	39,928	-	80,000
CLERK 2	40,000	-	100,000
CLERK 3	45,000	-	105,000
ADMINISTRATIVE CLERK	45,000	-	90,000
PERSONNEL ASSISTANT	40,000	-	90,000
SYSTEMS ANALYST	85,000	-	175,000



**PUBLIC WORKS/WATER & SEWER**

ASSISTANT PUBLIC WORKS SUPERINTENDENT	85,000	-	150,000
ASSISTANT WATER AND SEWER SUPERINTENDENT	85,000	-	125,000
BUILDING SERVICE WORKER	35,000	-	60,000
BROOM OPERATOR	45,000	-	79,000
CARPENTER/P.W. REPAIRER	65,000	-	100,000
ELECTRICIAN	60,000	-	92,000
GENERAL SUPERVISOR, PUBLIC WORKS	65,000	-	92,000
LABORER 1	35,000	-	80,000
LABORER 2	45,000	-	90,000
LABORER 3	55,000	-	95,000
MECHANIC	60,000	-	100,000
MECHANIC HELPER	45,000	-	96,000
OFFICE SUPERVISOR	50,000	-	110,000
PUBLIC WORKS SUPERINTENDENT	110,000	-	175,000
PUBLIC WORKS REPAIRER	55,000	-	85,000
PUMPING STATION OPERATOR	40,000	-	85,000
SANITATION INSPECTOR	40,000	-	80,000
SENIOR SANITATION INSPECTOR	50,000	-	95,000
SENIOR PUBLIC WORKS REPAIRER	65,000	-	90,000
SENIOR PUMPING STATION OPERATOR	60,000	-	128,000
SUPERVISOR, PUBLIC WORKS	65,000	-	90,000
TRUCK DRIVER	45,000	-	90,000
TRUCK DRIVER 2 CDL	55,000	-	100,000

RECREATION

	PER ANNUM	SALARY RANGE
ASSISTANT DIRECTOR OF PARKS AND RECREATION	65,000 -	115,000
DIRECTOR OF PARKS AND RECREATION	70,000 -	120,000
RECREATION AIDE	35,000 -	65,000
RECREATION DIRECTOR	65,000 -	115,000
RECREATION LEADER	40,000 -	90,000
RECREATION PROGRAM COORDINATOR	40,000 -	105,000
RECREATION ATTENDANT	40,000 -	90,000
RECREATION SUPERVISOR	45,000 -	90,000

CITY COMMISSION

COMMISSIONER – PUBLIC SAFETY	0 -	29,621
COMMISSIONER – PUBLIC WORKS	0 -	29,621
COMMISSIONER – REVENUE/FINANCE	0 -	29,621

PER HOUR

ACTING / TEMPORARY ADMINISTRATOR	0 -	75.00
BEACH INSPECTOR	13.73 -	18.00
BEACH INSPECTOR SUPERVISOR	13.73 -	25.00
BUILDING MAINTENANCE WORKER (part time)	15.13 -	26.00
ELECTRICAL INSPECTOR (part time)	25.00 -	52.00
CODE ENFORCEMENT OFFICER	15.13 -	31.00
CODE ENFORCEMENT OFFICER TRAINEE	15.13 -	27.00
DEPUTY TAX ASSESSOR	20.00 -	40.00

HOUSING INSPECTOR (part time)	15.13	-	40.00
HOUSING INSPECTOR TRAINEE	15.13	-	27.00
LABORER 1 (part time)	15.13	-	25.00
MANAGEMENT SPECIALIST	15.13	-	45.00
PARKING ENFORCEMENT OFFICER	15.13	-	22.00
SEASONAL EMPLOYEE	13.73	-	25.00
SPECIAL LAW ENFORCEMENT OFFICER	15.13	-	25.00
TECH ASST TO CONSTRUCTION OFFICIAL	15.13	-	25.00
RECREATION AIDE (part-time)	13.73	-	27.00
RECREATION LEADER (part-time)	15.13	-	29.00
CLERK 1 (part-time)	15.13	-	26.00
PS TELECOMMUNICATION TRAINEE	15.13	-	26.00
PER DIEM			
LIFEGUARD	125.89	-	205.00
LIFEGUARD LIEUTENANT	235.80	-	240.00
SCHOOL TRAFFIC GUARD	40.00	-	48.00

**SECTION 2;** THAT in addition to base pay employees shall receive such compensation, longevity and other contracted benefits as provided in labor contracts or written conditions of employment approved by the governing body and/or as executed by the Business Administrator and appropriate Commissioner.

**SECTION 3;** THAT the Business Administrator shall cause to be formulated a list of employees eligible for overtime to be filed annually with the City Clerk and CFO.

**SECTION 4;** THAT for Calendar Year 2024, the maximum base salaries as provided by this ordinance shall be increased by 3% for each position.

**SECTION 5;** THAT once established for the calendar year base pay may not be supplemented through merit raises during the calendar year without approval of the majority of the Governing Body.

**SECTION 6;** THAT all ordinances and parts of ordinances inconsistent herewith are hereby repealed, but only to the extent of such inconsistency.

**SECTION 7;** THIS ordinance shall take effect upon final passage and publication as provided by law.

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Mayor Michael Collins

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Commissioner Maury Blumberg

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Commissioner Catherine Horn

Board of Commissioners of the City of  
Margate City, New Jersey

**Resolutions:**

A motion to adopt **Resolution #01-2024**, authorizing bill payments and claims, was put forth by Commissioner Horn, Seconded by Mayor Collins, with a vote of three ayes.

**RESOLUTION #01-2024  
PAYMENTS OF CLAIMS  
MARGATE CITY BILL LIST / PAYROLL  
JANUARY 4, 2024**

**WHEREAS**, the Board of Commissioners of the City of Margate City, in the County of Atlantic, State of New Jersey are in receipt of the semimonthly claims submitted by the Chief Financial Officer for payment:

**BILLS LIST AMOUNT:** \$110,043.28

**PAYROLL ACCOUNT** – December 28, 2023

**CURRENT ACCOUNT** \$ 500,975.37

**WATER & SEWER** \$ 80,302.36

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners does hereby approve the Margate City Bill List / Payroll, and that all claims and bills attached here to be paid in full.

January 2, 2024  
12:11 PM

City of Margate City  
Purchase Order Listing By P.O. Number

Page No: 1

P.O. Type: All  
Range: First to Last  
Format: Condensed  
Vendors: All  
Rcvd Batch Id Range: First to Last

Open: N  
Rcvd: Y  
Bid: Y

Paid: N  
Held: N  
State: Y

Void: N  
Aprv: N  
Other: Y  
Exempt: Y

First Enc Date Range: First to 01/04/24  
Include Non-Budgeted: Y

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
22-00575	04/28/22	R MAX R. MAXWELL CONSTRUCTION CO INC	Municipal Bldg Renovations	Open	7,943.65	0.00	C
Contract No: U1680000							
22-00803	06/28/22	COREM005 Core & Main LP	Integrated network metering	Open	3,565.00	0.00	C
Contract No: C2200015							
23-00003	01/09/23	SAMS Sam's Club	Supplies	Open	342.64	0.00	
23-00015	01/09/23	DELTA DEN DELTA DENTAL PLAN OF NJ	Employee Dental Ins	Open	885.72	0.00	C
Contract No: C2200002							
23-00030	01/09/23	AGUZZ005 A. Guzzo Landscaping, LLC	2023 Landscaping Maintenance	Open	5,250.00	0.00	C
Contract No: C2300015							
23-00054	01/10/23	WB MASON W.B. MASON CO., INC.	DEPARTMENT SUPPLIES	Open	1,313.29	0.00	
23-00064	01/10/23	OLD CAPE OLD CAPE, INC.	Concrete / Asphalt Mix	Open	1,038.95	0.00	
23-00130	01/12/23	ORCHARDS ORCHARDS HYDRAULIC SERVICE, INC	Hydraulic Parts	Open	119.47	0.00	
23-00142	01/13/23	ACTION U ACTION UNIFORM CO. LLC	UNIFORM SUPPLIES	Open	1,756.00	0.00	
23-00177	01/18/23	AE STONE A.E. STONE, INC.	Hot Patch	Open	758.51	0.00	
23-00178	01/18/23	DRAEGER DRAEGER, INC.	Alcotest Maintenance	Open	139.60	0.00	
23-00180	01/19/23	LOWES Lowe's Commercial Services	PW front bathroom	Open	263.37	0.00	
23-00188	01/20/23	WB MASON W.B. MASON CO., INC.	Clerk's Office Supplies 2023	Open	73.98	0.00	
23-00189	01/18/23	LISA MCL LISA MCLAUGHLIN	expense reimbursement	Open	38.12	0.00	
23-00354	02/23/23	AMAZO005 Amazon Capital Services, Inc.	Tax Collector's Amazon	Open	73.34	0.00	
23-00579	04/01/23	RPS Royal Printing Service	Printing for Election Ballots	Open	255.00	0.00	
23-00614	04/19/23	MOTOROLS Motorola Solutions Inc.	Annual Maintenance Contract	Open	24,406.25	0.00	
23-00678	05/01/23	CYNTHO05 Cynthia Cotton LLC	Human Resources consultant	Open	399.10	0.00	C
Contract No: C2300025							
23-00747	06/01/23	OCEANCOM Ocean Computer Group, Inc.	IT Managed Service	Open	6,750.00	0.00	C
Contract No: C2300026							
23-00908	06/20/23	ACPRESS5 Press of Atlantic City	Employment Advertisement	Open	375.00	0.00	
23-01039	07/18/23	CATERINA Caterina Supply, Inc.	W/S Supplies	Open	6,210.00	0.00	
23-01040	07/18/23	LEGACY Legacy Treatment Services Inc	Training	Open	100.00	0.00	
23-01094	12/29/23	STAPLCRE Staples Business Credit	Office Supplies	Open	157.36	0.00	
23-01251	09/22/23	RSACC Rich Saccoccia	Mens League Referee	Open	140.00	0.00	
23-01277	10/02/23	ENV SAFE Environmental Safety Mgmt. Co	Air Quality Test Municipal Bld	Open	4,310.00	0.00	
23-01281	10/02/23	SCOTTS Ray Scott's Dock LLC	2023 Preventive Maintenance	Open	655.83	0.00	
23-01286	10/03/23	STAPLCRE Staples Business Credit	Office Supplies	Open	114.61	0.00	
23-01367	10/30/23	GREGO010 Gregory G. Lee	BEST, LLC. Instructor	Open	450.00	0.00	
23-01396	11/08/23	VERSLIFT Versalift East, LLC.	Bucket Truck- - Lift Repair	Open	673.65	0.00	
23-01398	11/08/23	ACPRESS PRESS OF ATLANTIC CITY	2023 Tax Sale Advertising	Open	410.31	0.00	
23-01405	11/13/23	ALPHA Alpha Youth Sports, Inc.	Coach Training	Open	750.00	0.00	
23-01421	11/16/23	TRINIO05 Trinity Code Inspections, LLC	Electrical Inspector	Open	2,800.00	0.00	C
Contract No: C2300038							
23-01432	11/21/23	COLUM005 Column Software, PBC	General Legal Notice	Open	223.00	0.00	
23-01445	11/28/23	4IMPRO05 4imprint, Inc.	Fall Uniform - Hats	Open	712.86	0.00	
23-01452	11/30/23	WB MASON W.B. MASON CO., INC.	Daily Supplies	Open	567.83	0.00	
23-01457	11/30/23	USABLUE USA BLUEBOOK	Hydrant Flow Test Equipment	Open	2,295.95	0.00	
23-01478	12/05/23	ACTION U ACTION UNIFORM CO. LLC	2023 Fall Uniform	Open	181.00	0.00	
23-01508	12/18/23	ST OF NJ ST OF NEW JERSEY -PWT	2023 NJ PWT - 4th Quarter	Open	1,603.00	0.00	
23-01512	12/19/23	STEEL005 Steelman & Co. LLC	Hard Drive Replacement for Cam	Open	618.75	0.00	
23-01516	12/27/23	DANIELAD DANIEL E. ADAMS	Reimbursement NJ Vehicle Title	Open	60.00	0.00	

January 2, 2024  
12:11 PM

City of Margate City  
Purchase Order Listing By P.O. Number

Page No: 2

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type	
Total Purchase Orders:		40	Total P.O. Line Items:	0	Total List Amount:	78,633.18	Total Void Amount:	0.00

January 2, 2024  
12:11 PM

City of Margate City  
Purchase Order Listing By P.O. Number

Page No: 3

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
APPROPRIATIONS	3-01	54,084.04	0.00	0.00	54,084.04
	3-05	5,860.02	0.00	0.00	5,860.02
Year Total:		59,944.06	0.00	0.00	59,944.06
	C-04	7,943.65	0.00	0.00	7,943.65
	T-09	9,907.00	0.00	0.00	9,907.00
	T-14	838.47	0.00	0.00	838.47
Year Total:		10,745.47	0.00	0.00	10,745.47
Total of All Funds:		78,633.18	0.00	0.00	78,633.18

City of Margate  
Additional Bill List - Previously Paid

For meeting on 1/4/2024

Current Fund	PO #	Vendor	Description	Amount	Date Paid	Check #
	23-00105	AC Electric	General Elec bills	\$ 13,190.37	12/21/2023	90636
	23-00106	AC Electric	Street Light Elec bills	\$ 943.02	12/21/2023	90638
	23-00107	AC Electric	Temp Elec bills	\$ 279.75	12/21/2023	90637
Total Current Account				\$ 14,413.14		
Water and Sewer	PO #	Vendor	Description	Amount	Date Paid	Check #
	23-00108	AC Electric	Water & Sewer Elec bills	\$ 16,996.96	12/21/2023	64932
Total Water Sewer				\$ 16,996.96		
Total Paid All Funds				\$ 31,410.10		

A motion to adopt **Resolution #02-2024**, authorizing a temporary budget, was put forth by Commissioner Horn, Seconded by Mayor Collins, with a vote of three ayes.



RESOLUTION #02-2024  
AUTHORIZING TEMPORARY BUDGET

WHEREAS, the Board of Commissioners of the City of Margate City, in the County of Atlantic, State of New Jersey find the need for the fiscal year 2024 to adopt a Temporary Budget. Funds from budgetary appropriations have been submitted and certified by the Chief Financial Officer; and

WHEREAS, N.J.S.A. 40A:4-19 permits a Temporary Budget to be adopted; and

WHEREAS, the total amount appropriation so made shall not exceed 26.25% of the total of the appropriations made for the purpose in the budget for the preceding fiscal year; and

WHEREAS, this total excludes in both instances appropriations made for interest and debt redemption charges, capital improvement fund and public assistance.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Margate City, County of Atlantic, State of New Jersey that the 2024 Temporary Budget is approved.

A motion to adopt Resolution #03-2024, authorizing the petty cash funds in 2024, was put forth by Commissioner Horn, Seconded by Mayor Collins, with a vote of three ayes.

RESOLUTION #03-2024  
AUTHORIZING 2024 PETTY CASH FUNDS  
Finance Department  
Fire Department  
Martin Bloom Pavilion  
Police Department

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund in any municipality of a county by application and resolution; and

WHEREAS, it is the desire of the Board of Commissioners of the City of Margate City, County of Atlantic, State of New Jersey to establish and maintain a 2024 petty cash fund for the various departments within the City of Margate City as follows:

<u>DEPARTMENTS</u>	<u>CUSTODIAN</u>	<u>AMOUNT</u>
Finance Department	Lisa McLaughlin	\$250.00
Fire Department	Daniel Adams	\$500.00
Martin Bloom Pavilion	Marianne Christian	\$100.00
Police Department	Matthew Hankinson	\$200.00

; and

WHEREAS, the department/custodian are required to maintain proper records for funds conducive to proper accounting and auditing procedures as required by the City auditor; and

WHEREAS, all custodians as referenced above will be bonded in the amount of \$1,000,000.00.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the City of Margate City does hereby authorize such action and that two copies of this resolution will be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.



**BE IT FURTHER RESOLVED** that a certified copy of this resolution be forwarded to the following:

1. Lisa McLaughlin, Chief Financial Officer
2. Chief Daniel Adams, Fire Department
3. Marianne Christian, Recreation Program Coordinator, Martin Bloom Pavilion
4. Chief Matthew Hankinson, Police Department

A motion to adopt **Resolution #04-2024**, authorizing guide lines in carrying out duties concerning the receipt and disbursement of all funds, was put forth by Commissioner Horn, Seconded by Mayor Collins, with a vote of three ayes.

**RESOLUTION #04-2024  
AUTHORIZING AMENDMENT TO CASH MANAGEMENT PLAN**

**WHEREAS**, it is the desire of the governing body of the City of Margate City, Atlantic County, State of New Jersey to adopt a cash management plan to comply with the requirements of NJSA 40A:5-14 and to provide a guide to municipal officials and employees in carrying out their duties concerning the receipt and disbursement of all funds of the municipality; and

**WHEREAS**, the following requirement shall be adhered to:

**CASH MANAGEMENT PLAN OF THE CITY OF MARGATE CITY**

**I. Statement of Purpose**

The Cash Management Plan is prepared pursuant to the provisions of NJSA 40A:5-14 in order to set forth the basis for the deposit and investment of certain public funds of the City of Margate, in the County of Atlantic, State of New Jersey 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 bearing Deposits 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, Transfers and the Permitted Investments will be done to ensure the safety, liquidity, and the maximum investment return within such limits. The Plan is intended to ensure 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. Authorized Depositories**

The Municipality shall annually designate the legal depositories, funds in certificates of deposits, and other time deposits in banks by resolution in accordance with NJSA 40A: 5-15.1, that must be covered by the Governmental Unit Depository Protection Act, NJSA 17:9-14 et seq. (GUDPA). The Municipality is also authorized to invest its assets in the New Jersey Cash Management Fund and the New Jersey Asset and Rebate Management program. This resolution may be amended or supplemented from time to time, as the Municipality deems necessary. Such resolution shall be deemed a part of the Cash Management Plan.

**III. Authorized Investment**

Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest the public funds covered by the 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 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. Bond 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 Fund established pursuant to section I of P.L. 1977, c. 281 (C.52:18A-90.4); or Agreement 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 I 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.
8. Certificates of Deposit
9. Savings/Checking Bank Accounts

#### **IV. Authorized Signatures**

The Municipality shall annually establish by resolution and adopted at its annual reorganization meeting the required signatories to all bank accounts.

#### **V. Identification of Funds and Accounts to be Covered by the Plan**

The Plan is intended to cover the deposit and/or investment of the following funds and accounts contained in each fund of the City of Margate:

Capital Fund

Current Fund

Developer's Escrow

Dog License Fund

Law Enforcement Trust Funds

Lifeguard Pension

Recreation Trust

Trust- Other

Water & Sewer Utility Fund

The following funds shall not be required to be maintained in interest bearing accounts:

Change Funds

Petty Cash Funds

Payroll Funds

Trust Funds – to the extent that the deposit of such funds to an interest bearing account would require by law the payment of interest to the provider of funds.

Checking Accounts – established for the express purpose of paying bills approved by the governing body. The balances in these funds shall be kept at the minimum amount required for the orderly operation of the account.

Compensating Balances – maintained for the purpose of obtaining specific services from financial institutions. Such accounts shall be established only under terms of written agreements approved by the governing body.

**VI. Designation of Officials of the City of Margate City Authorized to Make Deposits, Electronic Transfers, Withdraws and Investments Under the Plan.**

The Chief Financial Officer of The City of Margate City and the CFO's designee are hereby authorized and directed to deposit, transfer and/or invest the funds referred to in the Plan. The CFO or CFO designee shall each have the authority to transfer and invest funds in excess of requirement in accordance with this plan in insured obligations, overnight repurchase agreements, collateralized repurchase agreements and certificates of deposit with eligible public depositories qualified by this plan.

In the absence of the Chief Finance Officer, the CFO's designee is authorized to transfer required funds to the payroll and checking accounts for the purposes of, and to the extent necessary for, issuance of required payroll and payment of claims and payables.

No person shall engage in an investment transaction involving the City of Margate City funds except as directed or authorized by the Chief Financial Officer. Prior to making any such Deposits, Transfers, or any Permitted Investments, such officials of the City of Margate are directed to supply to all active depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan.

**VII. Procedures for Disbursement of Funds**

- A. Payments shall be prepared by the Chief Financial Officer and submitted to the Governing Body for their approval;
- B. No municipal funds shall be disbursed by the Chief Financial Officer prior to approval of the Governing Body of the City of Margate City, except for:
  - 1. Debt Service payments;
  - 2. Payroll turnover to agency accounts;
  - 3. Tax payments to Atlantic County and City of Margate Board of Education;
  - 4. Investments and/or Transfers to\from Margate's Current, Capital, Utility or Trust Funds;
  - 5. Payments deemed necessary by Chief Financial Officer;
- C. The above exceptions shall be reported on an "Additions List" for review by Mayor and Council at each meeting when a Bill List is prepared.
- D. In accordance with N.J.S.A. 40A:5-16 (c) and N.J.S.A. 5:30-9A.6, vendors do not require Claimant Certification for goods and services under \$6,600. The following require Claimant Certification:
  - 1. Goods and Services over \$6,600.00;
  - 2. Advanced payments;
  - 3. Employee Reimbursements for Good and Services;
  - 4. Payments to 3<sup>rd</sup> party Lien Holders

- E. Checks approved for payment for all City Operating and Trust Fund Accounts including the Water and Sewer Utility shall be signed by the following two signatures: 1) the Mayor and 2) the Chief Financial Officer. All checks are signed by a secure electronic signature and processed electronically or by Automated Clearing House (ACH) transactions per N.J.S.A 40A:5-16.5.

## VII. Responsibilities

The Chief Finance Officer or Designee of the Chief Finance Officer:

1. Shall ensure that all funds held by the City are safeguarded in accordance with these procedures and applicable law.
2. Shall maximize the City's interest income by prudently investing funds in excess of immediate needs in assets providing a high level of security for both principal and interest earnings, and in accordance with the rules and regulations of the State of New Jersey and the City's Bond Documents. The following are permissible investment options for the City of Margate City:
3. Shall maintain records and control of all City bank accounts, petty cash and change funds, investments, and certificate of deposits.
4. Shall ensure adequate separation of duties between authority to transfer or invest funds and the responsibility for recording in, accounting for and reconciling the City's ledgers and other books of account.
5. Shall provide a monthly report that provides the summary of financial balances for revenues and appropriations.
6. Shall provide a report that summarizes investment made or redeemed in the past month, each organization holding local unit funds, and the amount of securities purchased or sold, class or type of securities purchased, book value, earned income, fees incurred, and market value of all investments as of the report date, and any other information that the governing body may request or the CFO deems prudent to report.

## VIII. Liability

Provided that local unit funds are deposited or invested as designated or authorized by this cash management plan, the Chief Financial Officer and the CFO designee is relieved of any liability for any loss of such moneys due to the insolvency or closing of any depository designated by, or for the decrease in value of any investment authorized by, the cash management plan.

## IX. Audit

This plan, and all matters pertaining to the implementation of it, shall be subject to the Municipality's annual audit.

**NOW, THEREFORE, BE IT RESOLVED**, that the above cash management plan be adopted by the governing body of the City of Margate City, Atlantic County, State of New Jersey effective for the 2024 calendar year.

A motion to adopt **Resolution #05-2024**, authorizing financial institutions and signatories, was put forth by Commissioner Horn, Seconded by Mayor Collins, with a vote of three ayes.



**RESOLUTION #05-2024**  
**AUTHORIZING ESTABLISHING DEPOSITORIES AND SIGNATORIES**

**BE IT RESOLVED** by the Board of Commissioners of the City of Margate City, New Jersey that the Chief Financial Officer, or her designee, is hereby authorized to utilize funds of the City of Margate City, in the County of Atlantic, State of New Jersey for investment purposes in any of the following institutions:

Bank of America

PNC Bank

Wells Fargo

Ocean First Bank

New Jersey Asset & Rebate Management Program

UBS Financial Services, Inc.

**BE IT FURTHER RESOLVED** that the following City Officials are hereby authorized as signatories:

1. For all City of Margate Operating and Trust Accounts:

Lisa McLaughlin, Chief Financial Officer

Michael Collins, Mayor

Johanna Casey, City Clerk

2. City of Margate Municipal Court Bail and Fines Operating Accounts:

Maureen Larkin, Court Administrator

Deanna Krupp, Deputy Court Administrator

3. City of Margate Building Department Operating Account:

James Galantino, Construction Official

Palma Shiles, Technical Assistant Construction Official

**NOW, THEREFORE, BE IT RESOLVED** that the above authorizations of depositories and signatories be adopted by the governing body of the City of Margate, effective for the 2023 calendar year.

A motion to adopt **Resolution #06-2024**, authorizing the FY 2024 fund to protect against anticipated and unanticipated events that would impact the City's financial condition, was put forth by Commissioner Horn, Seconded by Mayor Collins, with a vote of three ayes.

**RESOLUTION #06-2024**  
**AUTHORIZING ESTABLISHMENT OF CITY OF MARGATE CITY**  
**FUND BALANCE POLICY FOR FISCAL YEAR 2024**

**WHEREAS**, the Board of Commissioners of the City of Margate City, County of Atlantic, State of New Jersey wishes to adopt a Fund Balance Policy in order to protect against anticipated and unanticipated events that would adversely impact the overall financial condition of the City; and

**WHEREAS** the Chief Financial Officer recommends adopting a Fund Balance Policy to help ensure the current and future financial stability of the City; and

**WHEREAS**, the maintenance of fiscal stability is particularly important to the prudent and efficient operation of government and in determining its creditworthiness; and

**WHEREAS**, the ability to adjust local government revenue forecasts during the budget year and from year to year may be limited to meet unanticipated expenditures resulting from, inter alia, natural disasters, unforeseen increases in operating costs, unexpected capital expenditures; and

**WHEREAS**, changes in federal and state government spending policies may impact local government revenues, particularly if reductions in such spending force local governments to increase their own spending to make up for the loss in federal and state government revenue; and

**WHEREAS**, sufficient levels of unassigned fund balance can assure the continued orderly operation of government and the provision of services to taxpayers and the stability of the tax structure; and

**WHEREAS**, local governments frequently utilize a percentage of the municipality's annual operating expenditures as the means of determining the appropriate level of an unassigned fund balance; and

**WHEREAS**, the City has followed an informal policy over the past several years to govern the use of Surplus funds in a manner as described above.

**NOW, THEREFORE, BE IT RESOLVED** the Board of Commissioners of the City of Margate City, County of Atlantic, State of New Jersey does hereby adopt the following Fund Balance Policy for Fiscal Year 2024:

**Purpose of Fund Balance:**

The purpose of this policy is:

- to establish a Fund Balance policy to meet the needs of the City to protect against unanticipated events that would adversely affect the financial condition of the City and threaten the provision of necessary public services. This policy is intended to ensure the City maintains an adequate Fund Balance.
- to establish a Fund Balance policy that serves as the framework upon which consistent operations may be built and sustained.
- to establish a key element of financial stability of the City by setting guidelines for the use and maintenance of Fund Balance. Fund Balance provides cash flow liquidity for the operations of the City. Fund Balance is used as a tool to mitigate and stabilize the amount to be raised through taxation to fund the annual operating budget.

**Definitions:**

**Fund Balance** – Net assets, or the difference between assets, liabilities and reserves in a governmental fund.

**Surplus** – Surplus is another term used by various agencies and is often used interchangeably in New Jersey with Fund Balance. The use of the term “Surplus” tends to insinuate it is unnecessary or excessive. The Township does not endorse the use of the term

“Surplus” despite various State documents requiring us to report our “Fund Balance” under the title of “Surplus” in accordance with N.J.S.A. 40A:4-24.

**Credit Rating** – Credit rating agencies consider the adequacy of Fund Balance using a complex series of financial evaluations. The amount of Fund Balance on hand is important but is not the only consideration in the credit rating process of the City, which includes other economic indicators such as the stability of management, the rate of tax collections, the top tax payers, top employers and growth of the tax base. Rating agencies prefer to see Fund Balance policies of fifteen (15%) to twenty-five (25%) percent of annual City responsibilities.

**Provisions:**

It shall be the policy of the City of Margate City that unreserved, undesignated Fund Balance on January 1 of a given year should be between twenty (20%) to thirty (30%) percent of the previous year's operating budget.

Should Fund Balance fall below the twenty (20%) percent floor, the governing body shall take such action, aided by an economic plan developed by the Chief Financial Officer (CFO), to restore the Fund Balance to the target level within two years.

Should Fund Balance exceed thirty (30%) percent of the previous year's Operating Budget, the portion over the ceiling limit shall be added to the Amount of Surplus Anticipated funds in the current fund budget and specifically ear-marked to reduce short-term debt over the amount that would have been appropriated. If there is no short-term debt, or if the CFO determines it to be more fiscally prudent, the amount over the ceiling limit shall be used to either reduce un-issued debt over the amount that would have been appropriated, or reserved for future tax relief.

After the Annual Financial Statement has been filed, the CFO shall report to the Board of Commissioners of the City of Margate City on the status of Fund Balance as it relates to this policy. This report will then be considered during budget deliberations.

In any event, the amount of Surplus funds anticipated as a revenue in any budget year may not exceed the amount of Surplus funds re-generated from the previous budget year without a resolution of the Board of Commissioners of the City of Margate City, adopted prior to the introduction of the budget.

This Surplus Policy is to be adopted annually as early in the budget year as practicable and is subject to adjustment as necessary.

A motion to adopt **Resolution #07-2024**, authorizing specific employees the use of municipal credit cards, was put forth by Commissioner Horn, Seconded by Mayor Collins, with a vote of three ayes.



RESOLUTION #07-2024

AUTHORIZATION OF CREDIT CARDS AND CREDIT CARD SIGNATORIES

**WHEREAS**, the Board of Commissioners of the City of Margate City, County of Atlantic, State of New Jersey are desirous to establish and maintain credit cards with designated signatures at Sam’s Club, Home Depot and Lowe’s.

SAM’S CLUB	HOME DEPOT	LOWE’S
Daniel Adams	David Moscillo	Pat Power
Lisa McLaughlin	Andrew Miles	David Moscillo
Andrew Miles	Daniel Adams	Anthony Edge
Marianne Christian	Anthony Edge	
John Zaccardi		
Rocco Tabasso		
Joseph Marchiani		

**BE IT RESOLVED** by the Board of Commissioners of the City of Margate City that the following persons are hereby authorized to use the credit card at Sam’s Club, Home Depot and Lowe’s for Margate City use;

**NOW, THEREFORE, BE IT RESOLVED** that the above authorization of credit card use and signatories be adopted by the governing body of the City of Margate City, County of Atlantic, State of New Jersey effective immediately.

A motion to adopt **Resolution #08-2024**, authorizing the Tax Collector to remove amounts to be refunded or delinquent for taxes or utilities if less than \$10.00, was put forth by Commissioner Horn, Seconded by Mayor Collins, with a vote of three ayes.

**R E S O L U T I O N #08-2024**  
**AUTHORIZING CANCELATION OF TAX OR UTILITY**  
**OVERPAYMENT AND BALANCES IN**  
**THE AMOUNT LESS THAN TEN DOLLARS**

**WHEREAS**, N.J.S.A 40A:5-17 allows for the cancellation of tax and utility overpayments and balances in the amounts of less than \$10.00; and

**WHEREAS**, the City Commissioners may authorize a municipal employee chosen by said body to process, without further action on their part, any cancellation of tax or utility refunds or delinquencies of less than \$10.00.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the City of Margate City, County of Atlantic and State of New Jersey that the Tax Collector be and is hereby authorized to cancel said amounts as deemed necessary.

**BE IT FURTHER RESOLVED** that a certified copy of this resolution be forwarded to the following:

1. Lisa McLaughlin, Chief Financial Officer
2. Tara Mazza, Tax Collector

**Consent Agenda:**

A motion to adopt the Consent Agenda for **Resolution #09-2024 thru Resolution #16-2024**, was put forth by Commissioner Horn, Seconded by Mayor Collins, with a vote of three ayes.

**RESOLUTION #09-2024**  
**AUTHORIZING TAX PAYMENT AND RATE OF INTEREST**

**WHEREAS**, R.S. 54: 4-67 permits the governing body of each municipality to fix the rate of interest to be charged for nonpayment of taxes or assessments subject to any abatement or discount for the late payment of taxes or assessments as provided by law.

**THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the City of Margate City, County of Atlantic, State of New Jersey that property taxes shall be due and payable quarterly on February 1<sup>st</sup>, May 1<sup>st</sup>, August 1<sup>st</sup> and November 1<sup>st</sup> of each year with a ten day grace period, after which dates if unpaid, shall become delinquent with interest charged as set forth below and reverting back to the due date on any quarterly installment of taxes.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the City of Margate City, County of Atlantic, State of New Jersey that interest rates are established at 8% per annum on the first \$1,500.00 of delinquency and 18% per annum on any amount in excess of \$1,500.00.

**RESOLUTION #10-2024  
AUTHORIZATION OF PURCHASER AND SIGNATORIES  
FOR STAPLES**

**WHEREAS**, the Board of Commissioners of the City of Margate City, County of Atlantic, State of New Jersey are desirous to establish and maintain purchaser with designated signatures at Stapples.

**BE IT RESOLVED** by the Board of Commissioners of the City of Margate City that the following persons are hereby authorized to use the vouchers at Stapples for Margate City use;

**STAPLES**

Daniel Adams  
Lisa McLaughlin  
John Voigt  
Marianne Christian  
Tara Mazza  
Jessica Johansson  
Deanna Krupp  
Palma Shiles

**NOW, THEREFORE, BE IT RESOLVED** that the above authorization of credit card use and signatories be adopted by the governing body of the City of Margate City, County of Atlantic, State of New Jersey effective immediately.

**RESOLUTION #11-2024  
AUTHORIZING OFFICIAL NEWSPAPERS FOR THE PUBLICATION  
OF LEGAL NOTICES FOR THE CITY OF MARGATE CITY**

**WHEREAS**, the Board of Commissioners of the City of Margate City, in the County of Atlantic, State of New Jersey are required to approve official newspapers according to State Statue N.J.S.A. 40:53-1; and

**WHEREAS**, the official newspapers are needed for the publication of meeting dates, Ordinances, Resolutions, special notices, bids and sale of land, etc. for the City of Margate City; and

**WHEREAS**, the Atlantic City Press and The Star Ledger are two papers circulated in the City of Margate City, in the County of Atlantic, State of New Jersey for the year 2024.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners for the City of Margate City, in the County of Atlantic, State of New Jersey does hereby approve the Atlantic City Press and the Star Ledger as the designated official newspapers.

**RESOLUTION #12-2024  
AUTHORIZING APPOINTMENT OF  
PUBLIC AGENCY COMPLIANCE OFFICER  
KENNETH MOSCA**

**WHEREAS**, The Board of Commissioners of the City of Margate City, County of Atlantic, State of New Jersey have determined it necessary to designate a Public Agency Compliance Officer; and

**WHEREAS**, pursuant to N.J.A.C. 17:27-3.2 a municipality is required to submit the name of the designated Public Agency Compliance Officer by January 10<sup>th</sup> of each year; and

**WHEREAS**, Business Administrator, Kenneth Mosca, who serves as Personnel Officer for the City of Margate City, is qualified to be Public Agency Compliance Officer.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the City of Margate City, County of Atlantic and State of New Jersey that Kenneth Mosca is hereby appointed to serve as the designated Public Agency Compliance Officer for the City of Margate City for a year term of January 1, 2024 and ending December 31, 2024.

**RESOLUTION #13-2024  
RESOLUTION AUTHORIZING THE APPOINTMENT OF  
KATHLEEN WOHLMAN AS DEPUTY TAX ASSESSOR**

**WHEREAS**, N.J.S.A. 40A:9-146 provides for the appointment of a Deputy Tax Assessor; and

**WHEREAS**, it is the desire of the Board of Commissioners of the City of Margate City, in the County of Atlantic, State of New Jersey to re-appoint Kathleen Wohlman to a four year appointment pursuant to N.J.S.A. 40A:9-148; beginning July 1, 2023 and ending on June 30, 2027.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, Resolution #13-2023 was duly adopted by the Board of Commissioners of the City of Margate City at a public meeting held on January 4, 2023 to appoint a part time Deputy Tax Assessor.

**BE IT FURTHER RESOLVED** that a certified copies of said Resolution shall be forwarded to the following:

1. Director, Division of Taxation
2. Administrator, Board of Taxation
3. Kathleen Wohlman, Deputy Tax Assessor
4. James Manghan, Tax Assessor



**RESOLUTION #14-2024  
RESOLUTION CONFIRMING ACCEPTANCE OF  
WORK AS COMPLETE  
2022 ROAD PROGRAM**

**WHEREAS**, the Board of Commissioners of the City of Margate City, County of Atlantic, State of New Jersey authorized Resolution #55-2023 on February 16, 2023 awarding a contract to L. Feriozzi Concrete Company, 3010 Sunset Avenue, Atlantic City, NJ 08401 as per their proposal for 2022 Road Program in an amount of \$722,745.25; and

**WHEREAS**, Edward Dennis, City Engineer, has advised in a letter dated December 19, 2023 that the work is completed; and

**WHEREAS**, the Governing Body desires to establish a date of acceptance of work as complete and to authorize the submission of a Maintenance Bond by the aforesaid contractor.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the City of Margate City, in the County of Atlantic, State of New Jersey that it does hereby confirm and otherwise accept as complete the 2022 Road Program in an amount of \$735,186.01.

**BE IT FUTHER RESOLVED** that the contractor L. Feriozzi Concrete Company, 3010 Sunset Avenue, Atlantic City, NJ 08401 is now hereby authorized to post a Maintenance Bond in said amount of \$735,186.01, which represents 100% of the total construction costs; said Bond to be in effect for a period of two years from the date of acceptance hereby established as of May 13, 2023.

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution shall be forwarded to the following:

1. Lisa McLaughlin, Chief Financial Officer
2. Edward Dennis, City Engineer
3. L. Feriozzi Concrete Company, 3010 Sunset Avenue, Atlantic City, NJ 08401

**R E S O L U T I O N #15-2024  
AUTHORIZING CHANGE ORDER #1 (INCREASE)  
RELiance STANDARD LIFE INSURANCE COMPANY**

**WHEREAS**, the Board of Commissioners of the City of Margate City, County of Atlantic, State of New Jersey authorized Resolution #250-2022 on December 15, 2022 awarding a contract to Reliance Standard Life Insurance Company, P.O. Box 3124, Southeastern, PA, 19398 as per their proposal for Supplemental Life and Accidental Death & Dismemberment Benefits for Margate City Employees, in an amount of \$5,444.88; and

**WHEREAS**, Ken Mosca, Business Administrator, has recommended on December 20, 2023 regarding an increase in Change Order #1 that relates to increase in the number of employees in the amount of \$62.48, resulting in a new contract total of \$5,507.36; and

**WHEREAS**, the Chief Financial Officer has certified to the City Commissioners that there are adequate funds not to exceed \$62.48 available in account 04-01-20-140-252 for the approval of this change order.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the City of Margate City, County of Atlantic, State of New Jersey does hereby approve Change Order # 1(Increase) to the contract with Reliance Standard Life Insurance Company to the new contract amount \$5,507.36.

**BE IT FURTHER RESOLVED** that a certified copy of this resolution be forwarded to the following:

1. Lisa McLaughlin, Chief Financial Officer
2. Roger McLarnon, Qualified Purchasing Agent
3. Reliance Standard Life Insurance Company, P.O. Box 3124, Southeastern, PA, 19398

Certification Of Availability of Funds

This is to certify to the of the City of Margate City that funds for the following resolutions are available.

Contract Amount: 5,507.36  
Resolution Date: 01/04/24  
Resolution Number: 15-2024

Vendor: RELIA005 Reliance Standard Life  
Insurance Company  
PO Box 3124  
Southeastern, PA 193983124

Contract: C2300013 Supplemental Life and AD&D  
2/1/23-1/31/24

Account Number	Amount	Account Description
4-01-23-220-261	\$62.48	Group Health- Life & ADD

Only amounts for the 2024 Budget Year have been certified. Amounts for future years are contingent upon sufficient funds being appropriated.

Lisa McLaughlin  
Chief Financial Officer

**RESOLUTION #16-2024**  
**AUTHORIZING THE TAX ASSESSOR TO FILE PETITIONS**

**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 lists for the tax year; and

**WHEREAS**, the Commissioners of the Taxing District of Margate City, in the County of Atlantic, State of New Jersey is desirous that every taxpayer pays his fair share of taxes; and

**WHEREAS**, if the above discovered errors are not correct, 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 for the current tax year with the Atlantic County Board of Taxation; and

**WHEREAS**, the error was not caused by the taxpayer.

**NOW, THEREFORE, BE IT RESOLVED** by the governing body of the Taxing District of Margate City that the Tax Assessor is hereby authorized to act as the agent for the Taxing District and file a Petition of Appeal or Appeals for the tax year 2023 with the Atlantic County Board of Taxation to correct such errors and assessments to the correct value; and

**THAT** a copy of any Petition of Appeal filed with the Atlantic County Board of Taxation under this Resolution be filed with the Municipal Clerk; and

**THAT** a certified copy of this Resolution be forwarded to the Atlantic County Board of Taxation with any such Petition of Appeal.

**BE IT FURTHER RESOLVED** that a certified copy of this resolution be forwarded to the following:

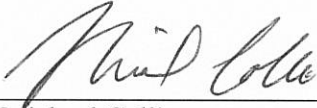
1. Atlantic County Board of Taxation
2. Lisa McLaughlin, Chief Financial Officer
3. James Manghan, Tax Assessor

Executive Session: None

Adjournment:

There being no further business, Mayor Collins called for a motion to adjourn the meeting. Whereupon, the motion was made by Commissioner Horn, and seconded by Mayor Collins, to adjourn the meeting. A unanimous voice vote was taken adjourning the meeting at 5:27p..m.

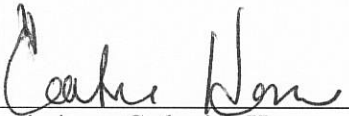
Board of Commissioners of the City of Margate City, New Jersey



Mayor Michael Collins



Commissioner Maury Blumberg



Commissioner Catherine Horn

Attest:



Johanna Casey, Municipal Clerk

