

**ANNUAL REORGANIZATION MEETING
JANUARY 7, 2025
BOROUGH COUNCIL**

Borough Clerk Hutchinson called the regular meeting to order at 7:30 PM.

Borough Clerk read the following statement: "Pursuant to Section 5 of the Open Public Meetings Act, adequate notice of this meeting has been provided by posting on the bulletin board at Borough Hall and by notification to the Asbury Park Press and the Coaster at least 48 hours prior to this meeting and filing with the Borough Clerk all on November 12, 2024"

All present stood for Salute to Flag.

ROLL CALL

PRESENT: Mr. Alessi, Ms. Buckley, Mrs. Clay, Dr. Dobrin, Mr. Nesci

ABSENT: None

ALSO PRESENT: Michelle Hutchinson, Borough Clerk
Kevin Starkey, Director of Law
Charles Terefenko, Borough Administrator
Thomas Fallon, Director of Finance
Thomas Neff, Borough Engineer

COUNCIL REORGANIZATION

Nomination of Council President

Ms. Buckley offered a motion to open the nominations for Council President, seconded by Mr. Nesci.

ROLL CALL

AYES: All in Favor

NAYS: None

ABSENT: None

ABSTAIN: None

Appointment of Council President

Dr. Dobrin offered a nomination of Mrs. Clay for Council President, seconded by Ms. Buckley.

Clerk Hutchinson asked if there were any other nominations for Council President, hearing none, Ms. Buckley offered a motion to close the nominations for Council President, seconded by Mr. Alessi.

ROLL CALL

AYES: All in Favor

NAYS: None

ABSENT: None

ABSTAIN: None

Roll call vote on the nomination of Mrs. Clay for Council President, by Clerk Hutchinson.

ROLL CALL (to appoint Mrs. Clay as Council President)

AYES: Mr. Alessi, Ms. Buckley, Mrs. Clay, Dr. Dobrin, Mr. Nesci

NAYS: None

ABSENT: None

ABSTAIN: None

Nomination of Deputy Council President

Mrs. Clay offered a motion to open the nominations for Deputy Council President, seconded by Ms. Buckley.

ROLL CALL

AYES: All in Favor

NAYS: None

ABSENT: None

ABSTAIN: None

Appointment of Deputy Council President

Mrs. Clay offered a motion to nominate Dr. Dobrin for Deputy Council President, seconded by Mr. Nesci.

Clerk Hutchinson asked if there were any other nominations, Mrs. Clay offered a motion to close the nominations for Deputy Council President, seconded by Mr. Nesci.

ROLL CALL

AYES: All in Favor

NAYS: None

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ABSENT: None
ABSTAIN: None

Roll call vote on the nomination for Council President, by Clerk Hutchinson.

ROLL CALL (to appoint Dr. Dobrin as Deputy Council President)

AYES: Mr. Alessi, Ms. Buckley, Mrs. Clay, Dr. Dobrin, Mr. Nesci
NAYS: None
ABSENT: None
ABSTAIN: None

Swearing-In of Council President and Deputy Council President

At this time Senator Vin Gopal and Monmouth County Commissioner Arnone was asked to swear in the Council President and Deputy Council President.

Mrs. Risa Clay was sworn-in as Council President by Senator Vin Gopal and MC Commissioner Arnone.

Dr. Lawrence Dobrin was sworn-in as Deputy Council President by Senator Vin Gopal and MC Commissioner Arnone.

APPOINTMENTS TO PLANNING BOARD

Council President Clay announced the mayor's appointments to the Planning Board:

Lori Paone	Class II	1 year term ending December 31, 2025
Peter Schwarz	Class IV	Unexpired term ending December 31, 2028
Robert McCoy	Alt. #1	2 year term ending December 31, 2026

APPOINTMENT TO HISTORIC PRESERVATION COMMISSION

Council President Clay announced the mayor's appointments to the Historic Preservation Commission:

David Tripold	Alt. #1	2-year term ending December 31, 2026
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APPOINTMENT TO SHADE TREE COMMISSION

Council President Clay announced the mayor's appointments to the Historic Preservation Commission:

Michael Johnson	Member	Unexpired term ending December 31, 2025
Barbara Kulberg	Member	Unexpired term ending December 31, 2026
Tyler Neher	Member	Unexpired term ending December 31, 2027
Anthony Privetera	Member	Unexpired term ending December 31, 2028
Danielle Seymour	Member	Unexpired term ending December 31, 2029

REPORT OF MAYOR/COUNCIL/ADMINISTRATION

Engineer's Report- Thomas Neff

Mr. Neff had no report. He wished everyone a Happy New Year and congratulated all the reappointments and new members. He is looking forward to working with everyone in 2025.

Director of Finance - Thomas Fallon

Mr. Fallon had no report.

Borough Administrator- Charles Terefenko

Mr. Terefenko had no report. He wished everyone a Happy New Year and congratulated everyone on their appointments.

Director of Law- Kevin Starkey

Mr. Starkey had no report. He wished everyone a Happy New Year.

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Borough Clerk's Report- Michelle Hutchinson

Ms. Hutchinson had no report.

Council's Report

Mr. Alessi had no report. He congratulated everyone on their appointments. Thanked Mr. Terefenko and the borough staff for their warm welcome on his office tour.

Ms. Buckley congratulated Mrs. Clay and Mr. Dobrin on their reappointments and looking forward to their leadership this year. Congratulations on all the appointees on the boards and commissions. Welcomed Mr. Alessi to the council and looking forward to working with him this year.

Dr. Dobrin congratulated Mrs. Clay on her reappointment. The library has been doing well since its opening, and he thanked the administration and council for their support. He thanked councilmembers for his reappointment as Deputy Council President and their hard work. He noted Administrations yearly summary posted on the borough's website and encourage everyone to view all the accomplishments. Reminded everyone the borough's 75th anniversary celebration is September 4th, 5th & 6th and updates will be announced as plans progress.

Mr. Nesci wished everyone a Happy New Year. He thanked all the council members for their unwavering commitment and tireless efforts in serving the Tinton Falls community which do not go unnoticed. He congratulated Mrs. Clay and Dr. Dobrin on their reappointments. He listed many staff members and thanked them for their work efforts throughout the year along with police, fire, volunteers, EMT's, DPW and all borough employees whose efforts are the backbone of our community, and he looks forward to working with everyone for a better Tinton Falls. Also, a remembrance to those that have passed; Mr. John Manginelli and Mr. Denis Collins.

Mrs. Clay had no report. Mrs. Clay wished everyone a Happy and Healthy New Year. Also, congratulated all the appointments and reappointments on the boards and commissions.

PUBLIC DISCUSSION

Dr. Dobrin offered a motion to open the Public Discussion, seconded by Mr. Nesci.

ROLL CALL

AYES: All in Favor

NAYS: None

ABSENT: None

ABSTAIN: None

PUBLIC DISCUSSION OPEN

Mrs. Clay asked the Clerk if any public comments were submitted. Ms. Hutchinson stated there were none.

Ellen Goldberg, 90 Glenwood Drive – Ms. Goldberg welcomed Mr. Alessi to council. Thanked Mr. Terefenko for the calendar and comments regarding the library. She suggested more celebration activities for the Hanukkah event such as providing jelly donuts and hot chocolate to make it more special. She thanked the council members for their support for this celebration and for bringing back the Shade Tree Commission.

There being no further comments from the public, Dr. Dobrin offered a motion to close the Public Discussion, seconded by Ms. Buckley.

ROLL CALL

AYES: All in Favor

NAYS: None

ABSENT: None

ABSTAIN: None

PUBLIC DISCUSSION CLOSED

MISCELLANEOUS BUSINESS FOR THE GOOD OF THE ORDER - None

RESOLUTIONS

Ms. Hutchinson read Resolution R-25-001 entitled: Resolution Appointing Members of Environmental Commission

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COUNTY OF MONMOUTH

RESOLUTION APPOINTING MEMBERS OF ENVIRONMENTAL COMMISSION

BE IT RESOLVED, that the appointment of the below listed persons made by the Mayor be and the same is hereby confirmed. Said terms to be effective as listed below.

Steven Surman	Regular Member - Term 01/01/2025 - 12/31/2027 (Seat 4)
Brynn Mosello	Regular Member - Term 01/01/2025 - 12/31/2027 (Seat 7)
Tatiana Swenda	Alt. Member #1 - Term 01/01/2025 - 12/31/2026 (Seat 8)

Mr. Nesci offered a motion to adopt Resolution R-25-001, seconded by Dr. Dobrin.

ROLL CALL

AYES: Mr. Alessi, Ms. Buckley, Dr. Dobrin, Mr. Nesci, Mrs. Clay

NAYS: None

ABSENT: None

ABSTAIN: None

Ms. Hutchinson read Resolution R-25-002 entitled: Appointing A Member To The Green Team Advisory Committee

**BOROUGH OF TINTON FALLS
COUNTY OF MONMOUTH**

R-25-002

RESOLUTION APPOINTING A MEMBER TO THE GREEN TEAM ADVISORY COMMITTEE

BE IT RESOLVED that the Borough Council of the Borough of Tinton Falls appoints the following person to the Tinton Falls Green Team Advisory Committee for a one-year term to expire December 31, 2025:

Members:

Tracy Buckley	Agent and Council member	(Seat 1)
Ellen Goldberg	Environmental Commission member	(Seat 2)
Tatiana Swenda	Environmental Commission member	(Seat 3)
Steven Surman	Environmental Commission member	(Seat 4)
Brynn Mosello	Local Business representative	(Seat 5)
Lora Smith-Staines	Committee member	(Seat 6)
Tyler Neher	Committee member	(Seat 7)
Dipti Sheft	Committee member	(Seat 8)

Dr. Dobin offered a motion to adopt Resolution R-25-002, seconded by Mr. Nesci.

ROLL CALL

AYES: Mr. Alessi, Ms. Buckley, Dr. Dobrin, Mr. Nesci, Mrs. Clay

NAYS: None

ABSENT: None

ABSTAIN: None

Ms. Hutchinson read Resolution R-25-003 entitled: Resolution Appointing Member To Planning Board

**BOROUGH OF TINTON FALLS
COUNTY OF MONMOUTH**

R-25-003

RESOLUTION APPOINTING CLASS III MEMBER TO PLANNING BOARD

BE IT RESOLVED by the Borough Council of the Borough of Tinton Falls that Michael J. Nesci is hereby appointed as the Borough Council's appointment to the Planning Board as a Class III Member. Term to expire December 31, 2025 (Seat 4).

Dr. Dobrin offered a motion to adopt Resolution R-25-003, seconded by Ms. Buckley.

ROLL CALL

AYES: Mr. Alessi, Ms. Buckley, Dr. Dobrin, Mr. Nesci, Mrs. Clay

NAYS: None

ABSENT: None

ABSTAIN: None

Ms. Hutchinson read Resolution R-24-004 entitled: Resolution Appointing Members to Zoning Board of Adjustment

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**BOROUGH OF TINTON FALLS
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R-25-004

RESOLUTION APPOINTING MEMBERS TO ZONING BOARD OF ADJUSTMENT

BE IT RESOLVED, by the Borough Council of the Borough of Tinton Falls that the following members be appointed to the Borough of Tinton Falls Zoning Board of Adjustment:

William Kuzmin	Board Member	Term to Expire 12/31/2028 (Seat 3) 4-year term
Steven Porzio	Board Member	Term to Expire 12/31/2028 (Seat 5) 4-year term
Michael Murcia	Alternate Member #2	Term to Expire 12/31/2026 (Seat 9) 2-year term

Dr. Dobrin offered a motion to adopt Resolution R-25-004, seconded by Mr. Nesci.

ROLL CALL

AYES: Mr. Alessi, Ms. Buckley, Dr. Dobrin, Mr. Nesci, Mrs. Clay

NAYS: None

ABSENT: None

ABSTAIN: None

Ms. Hutchinson read Resolution R-25-005 entitled: Resolution - Appointing Council Liaisons

**BOROUGH OF TINTON FALLS
COUNTY OF MONMOUTH**

R-25-005

RESOLUTION - APPOINTING COUNCIL LIAISONS

BE IT RESOLVED that the Borough Council of the Borough of Tinton Falls appoints the following liaisons for a one-year term to expire December 31, 2025:

Board of Education Liaison	Councilwoman Risa Clay
Environmental Commission Liaison	Councilwoman Tracy A. Buckley
Library Liaison	Councilman Larry Dobrin
Historic Commission Liaison	Councilwoman Tracy A. Buckley
Zoning Board Liaison	Councilman Greg Alessi

Dr. Dobrin offered a motion to adopt Resolution R-25-005, seconded by Ms. Buckley.

ROLL CALL

AYES: Mr. Alessi, Ms. Buckley, Dr. Dobrin, Mr. Nesci, Mrs. Clay

NAYS: None

ABSENT: None

ABSTAIN: None

CONSENT AGENDA

Ms. Buckley offered a motion to approve the Consent Agenda, seconded by Dr. Dobrin.

ROLL CALL

AYES: Mr. Alessi, Ms. Buckley, Dr. Dobrin, Mr. Nesci, Mrs. Clay

NAYS: None

ABSENT: None

ABSTAIN: None

**BOROUGH OF TINTON FALLS
COUNTY OF MONMOUTH**

R-25-006

**RESOLUTION AMENDING THE DESIGNATED
MEETINGS OF THE BOROUGH COUNCIL FOR THE YEAR 2025**

WHEREAS, the New Jersey Open Public Meetings Act (N.J.S.A. 10:4-8a, et seq.) requires the governing body of a municipality to designate and disseminate schedules, meeting dates, times and location.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Tinton Falls that the following dates are hereby designated as scheduled meetings of the Borough Council for calendar year 2025 to be held at the Borough of Tinton Falls Municipal Court Room, 556 Tinton Avenue, Tinton Falls NJ 07724.

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BE IT FURTHER RESOLVED, that written public comments may be emailed to the Clerk at boroughclerksoffice@tintonfalls.com or via regular mail to the attention of the Borough Clerk at 556 Tinton Avenue, Tinton Falls, NJ 07724. Written public comments may not be submitted via any other form of electronic communication and must include the individual's name, full address and contact information (telephone number and/or email address). If the information is incomplete and the Borough is unable to verify the individual's identity, the written comment will not be read into the record. Written public comments must be received by the Borough Clerk by 9:00 a.m. on the day of the meeting in order to be included in the meeting. Any written comments received after 9:00 a.m. on the day of the meeting will not be read into the record or become part of the meeting record.

Meetings of Borough Council for 2025 Where Formal Action May Be Taken

Tuesday January 7, 2025	7:30 (Reorganization/Regular/Workshop)
Tuesday January 21, 2025	7:30 Regular/Workshop
Tuesday February 4, 2025	7:30 Regular/Workshop
Tuesday February 18, 2025	7:30 Regular/Workshop
Tuesday March 4, 2025	7:30 Regular/Workshop
Tuesday March 18, 2025	7:30 Regular/Workshop
Tuesday April 1, 2025	7:30 Regular/Workshop
Tuesday April 15, 2025	7:30 Regular/Workshop
Tuesday May 6, 2025	7:30 Regular/Workshop
Tuesday May 20, 2025	7:30 Regular/Workshop
Tuesday June 17, 2025	7:30 Regular/Workshop
Tuesday July 8, 2025	7:30 Regular/Workshop
Tuesday August 12, 2025	7:30 Regular/Workshop
Tuesday September 2, 2025	7:30 Regular/Workshop
Tuesday September 16, 2025	7:30 Regular/Workshop
Tuesday October 7, 2025	7:30 Regular/Workshop
Tuesday October 21, 2025	7:30 Regular/Workshop
Monday November 10, 2025	7:30 Regular/Workshop
Tuesday December 2, 2025	7:30 Regular/Workshop
Tuesday December 16, 2025	7:30 Regular/Workshop
Tuesday January 6, 2026	7:30 P.M. (Reorganization/Regular/Workshop)

*Unless otherwise noticed workshop meetings will begin immediately following the regular meeting.

BE IT FURTHER RESOLVED, that as needed, all executive sessions of the Borough Council shall be held at 6:30 p.m. or immediately following the conclusion of the Regular Meeting as noticed by 4:30 p.m. the Friday before the meeting week and convene with the public reading of a Resolution onto the record prior to the Borough Council's vote to enter executive session pursuant to the OPMA. When an executive session is held, the executive session Resolution shall be re-read onto the record at the beginning of the public portion of any applicable workshop, regular or special meeting so the public will know what issues were addressed during the executive session without having to be present for the earlier public reading of the Resolution. When necessary, executive sessions may be continued upon the adjournment of the public portion of any meeting with the reading of the Resolution for entry into executive session reciting the issues to be continued for executive session deliberations.

BE IT FURTHER RESOLVED that this Resolution shall supersede any, and all Resolutions previously adopted by the Borough specifying meetings of the Borough Council.

BE IT FURTHER RESOLVED, that the Borough Clerk shall post a copy of this Resolution in Borough Hall and that copies of this Resolution shall be forwarded by the Borough Clerk to the official newspapers, The Asbury Park Press and The Coaster as previously designated by the Borough and to individuals requesting same under the New Jersey Open Public Meetings Act.

**BOROUGH OF TINTON FALLS
COUNTY OF MONMOUTH**

R-25-007

**RESOLUTION DESIGNATION OF OFFICIAL NEWSPAPERS
FOR THE BOROUGH OF TINTON FALLS**

BE IT RESOLVED, by the Borough Council of the Borough of Tinton Falls that the Asbury Park Press and The Coaster are hereby designated as the official newspapers for the Borough of Tinton Falls pursuant to N.J.S.A. 40:53-1.

**BOROUGH OF TINTON FALLS
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R-25-008

RESOLUTION RE-APPOINTING MICHELLE HUTCHINSON AS

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BOROUGH COUNCIL**

MUNICIPAL CLERK AND LOCAL REGISTRAR

WHEREAS, Michelle Hutchinson was appointed to the position of Municipal Clerk for the Borough on February 1, 2022 for a term of three years; and

WHEREAS, the Governing Body has determined that Ms. Hutchinson has served the Borough capably and effectively and now desires to re-appoint her as Municipal Clerk; and

WHEREAS, pursuant to N.J.S.A. 40A:9-133.7, a municipal clerk re-appointed after a 3-year term shall have tenure in the position and shall hold office during good behavior and efficiency; and

WHEREAS, pursuant to N.J.S.A. 26:8-11, the Governing Body of each registration district shall also appoint a Local Registrar; and

WHEREAS, pursuant to N.J.S.A. 26:8-13, if the Local Registrar is the Municipal Clerk, then the term of office of the Local Registrar shall be concurrent with the term of office of the Municipal Clerk.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Tinton Falls that Michelle Hutchinson be and hereby is re-appointed as Municipal Clerk and Local Registrar for the Borough of Tinton Falls, effective as of February 1, 2025, to hold office in accordance with N.J.S.A. 40A:9-133.7.

**BOROUGH OF TINTON FALLS
COUNTY OF MONMOUTH**

R-25-009

RESOLUTION – 2025 TEMPORARY MUNICIPAL BUDGET

WHEREAS, N.J.S.A. 40a:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2025 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

WHEREAS, the date of this resolution is within the first thirty days of January 2025; and

WHEREAS, the total appropriations in the 2024 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$27,002,803 and \$5,373,500 for the General Budget and Sewer Utility Budget respectively; and

WHEREAS, 26.25% of the total appropriations in the 2024 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2024 budget is the sum of \$7,088,236 and \$1,410,544 for the General Budget and Sewer Utility Budget respectively.

NOW, THEREFORE, BE IT RESOLVED that the following schedule of temporary appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for his records.

**BOROUGH OF TINTON FALLS
COUNTY OF MONMOUTH**

R-25-010

RESOLUTION - 2025 DEBT SERVICE

WHEREAS, N.J.S.A. 40A:4-19 provides authority for appropriating in a temporary resolution the permanent debt service requirements for the coming fiscal year providing that such resolution is not made earlier than December 20th of the year preceding the beginning of the fiscal year; and

WHEREAS, the date of this resolution is subsequent to December 19, 2024; and

WHEREAS, principal and interest will be due on various dates from January 1, 2025 to December 31, 2025, inclusive, on bonds and notes issued and outstanding.

NOW, THEREFORE, BE IT RESOLVED that the following appropriations be made to cover the period from January 1, 2025 to December 31, 2025 inclusive:

DEBT SERVICE – CURRENT FUND

Principal on Bonds	\$900,000
Principal on Notes	1,063,000
Interest on Notes	372,200
Interest on Bonds	<u>183,000</u>

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\$2,518,200

**BOROUGH OF TINTON FALLS
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R-25-011

RESOLUTION - AMENDING R-01-003 AUTHORIZING CASH MANAGEMENT PLAN

WHEREAS, R-01-003 Authorizing Cash Management Plan was adopted by the Borough Council of the Borough of Tinton Falls on January 2, 2001; and

WHEREAS, the adopted Cash Management Plan included a list of designated depositories of the Borough of Tinton Falls; and

WHEREAS, the Chief Financial Officer has requested that the list of designated depositories be amended as follows:

TD Bank
OceanFirst Bank
Manasquan Bank
N.J. Cash Management Fund

WHEREAS, the banks listed above with the exception of State of NJ Cash Management Fund have filed Chapter 271 Political Contribution Disclosure Forms pursuant to N.J.S.A.19:44A-20.26 (P.L. 2005 c.271, s2). In addition, all banks are protected by the State of New Jersey Governmental Unit Protection Act after filing Chapter 271 Political Contribution Disclosure Forms pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005 c.271, s2).

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Tinton Falls that Resolution R-01-003 be and is hereby amended as stated above.

BE IT FURTHER RESOLVED, that the Chief Financial Officer and/or designated Borough Officials are hereby authorized to execute any documents and/or contracts as required by the individual depositories.

BE IT FURTHER RESOLVED, that the Borough's authorized signatories are the Mayor, Borough Administrator, Chief Financial Officer and Tax Collector.

**BOROUGH OF TINTON FALLS
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R-25-012

RESOLUTION – AUTHORIZING PETTY CASH FUNDS

BE IT RESOLVED, by the Borough Council of the Borough of Tinton Falls that petty cash funds be the same are hereby established for the following Departments in the amounts specified:

Department of Audit, Accounts & Control (Administered by Tax Collector)	\$250.00
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**BOROUGH OF TINTON FALLS
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R-25-013

**RESOLUTION CERTIFYING COMPLIANCE WITH UNITED STATES EQUAL EMPLOYMENT
OPPORTUNITY COMMISSION'S GUIDANCE ON THE
CONSIDERATION OF ARREST AND CONVICTION RECORDS**

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit's hiring practices as they pertain to the consideration of an individual's criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Tinton Falls in the County of Monmouth, State of New Jersey that it hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit's hiring practices comply with the above-referenced enforcement

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guidance and hereby directs the Borough Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

ADJOURNMENT

Mr. Nesci offered a motion to adjourn, seconded by Dr. Dobrin.

ROLL CALL

AYES: All in Favor

NAYS: None

ABSENT: None

ABSTAIN: None

TIME: 8:04 PM

Respectfully Submitted,

Michelle Hutchinson, Borough Clerk

Risa Clay, Council President

APPROVED AT A MEETING HELD ON: February 4, 2025