

**SINE DIE MEETING
BOROUGH OF MONTVALE
MAYOR AND COUNCIL
WEDNESDAY, JANUARY 2, 2013
7:00 P.M.**

SUNSHINE LAW STATEMENT

In accordance with the provisions of the Open Public Meetings Law, notification of this meeting was provided to the Bergen Record on Bergen Record on Tuesday, December 11th, 2012 informing the public of time and place according to the provisions of the Open Public Meeting Law (Chapter 231, P.L.1975) posted on the Montvale web site and on the Municipal Building bulletin board

MAYOR FYFE CALLS THE MEETING TO ORDER:

SALUTE TO THE FLAG:

ROLL CALL:

Councilmember Cudequest
Councilmember Ghassali
Councilmember Greco
Councilmember LaMonica
Councilmember Lane
Councilmember Talarico

UNFINISHED BUSINESS OF 2012:

None

ADJOURNMENT SINE DIE MEETING:



**BOROUGH OF MONTVALE
Mayor and Borough Council
REORGANIZATION MEETING
Wednesday, January 2, 2013
7:00 p.m.**

OPEN PUBLIC MEETING STATEMENT

In compliance with the Open Public Meetings Law, notification of this meeting has been sent to our official newspapers of the Borough of Montvale, and notice posted on the municipal bulletin board at Borough Hall

SWEARING IN OF INCUMBENT COUNCILMEMBERS (3 YEAR TERM)

Theresa Cudequest
Michael Ghassali

MEETING CALLED TO ORDER

ALL MEMBERS OF THE GOVERNING BODY SEATED ON THE DAIS

ROLL CALL:

Mayor Fyfe
Councilmember Cudequest
Councilmember Curry
Councilmember Ghassali
Councilmember LaMonica
Councilmember Lane
Councilmember Talarico

OPENING PRAYER:

ELECTION OF COUNCIL PRESIDENT:

RESOLUTIONS: (CONSENT AGENDA*)

All items listed on a consent agenda are considered to be routine and non-controversial by the Borough Council and will be approved by a motion, seconded and a roll call vote. There will be no separate discussion on these items unless a Council member(s) so request it, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

CONSENT*

RESOLUTIONS

01-2013 THROUGH 16-2013, 19-2013 & 20-2013

NON-CONSENT RESOLUTIONS

00-2013 Temporary Budget

17-2013 Officers Fire Department

18-2013 Professional Service Contract Appointments/Yr. 2013/Non-Fair and Open Process

OATHS OF OFFICE ADMINISTERED TO OFFICERS OF MONTVALE FIRE DEPARTMENT:

**CONSENT AGENDA RESOLUTIONS
2013 ORGANIZATION MEETING**

- 01-2013 Cash Management Plan
- 02-2013 Authorizing payment to the United States Postal Service to affect the use of a Postal Machine
- 03-2013 Establish 2013 Holiday Schedule For Administrative Non-Contractual Employees and Department of Public Works Contractual Employees
- 04-2013 Designating the Mayor, Municipal Clerk, Administrator, Chief Municipal Financial Officer and Treasurer as Official signatories on Borough Warrants and the Judge, Municipal Court Administrator and Deputy Court Administrator as Official signatories on Municipal Court Accounts
- 05-2013 Roll Call of the Council members to be called in alphabetical order
- 06-2013 Authorizing the Mayor, Clerk and Collector to issue warrants for certain items with ratification at the following meeting
- 07-2013 All bills to be presented in proper form to the Finance Department no later than the 25th of each month
- 08-2013 Change Fund in the amount of \$100.00 be provided for the Municipal Clerk, Collector/Treasurer; \$50.00 for the Dog/Cat License Registrar; \$100.00 for the Court Violations Clerk; and \$50.00 for the Police Department
- 09-2013 Designation of official newspapers for advertising for the Borough of Montvale
- 10-2013 Fixing the rate of interest to be charged for the nonpayment of taxes, assessments and excess sewer fees
- 11-2013 Order of business to be followed at all regular meetings of the Mayor and Council
- 12-2013 Establishing a \$500.00 Petty Cash Fund for payment of incidental disbursement for minor items of necessary expense
- 13-2013 All monies collected by any Borough Official or Employee of the Borough shall be turned over the Borough Treasurer within 48 hours
- 14-2013 Establish Mayor & Council Meeting Schedule for the Year 2013
- 15-2013 Open Public Meetings Act, Chapter 231 of Public Laws of the State of New Jersey/Closed Executive Sessions of the Montvale Governing Body
- 16-2013 Adoption of year 2013 By-Laws of the Mayor and Council of the Borough of Montvale
- 19-2013 Establishing a procedure for the periodic release of minutes of executive/session Minutes
- 20-2013 Adoption Borough Policy & Procedures Manual/Administration

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING**

RESOLUTION NO. 01-2013

WHEREAS, P. L. 1983, Chapter 8, Local Fiscal Affairs Law; N.J.S. 40A:5-2, has been amended to require that each municipality designate a Cash Management Plan for the deposit of each local unit's monies,

NOW THEREFORE, BE IT RESOLVED, that the following Cash Management Plan of the Borough of Montvale be and hereby is adopted:

A. DESIGNATION OF OFFICIAL DEPOSITORIES:

The following financial institutions are designated official depositories:

Bank of America
Wells Fargo
N.J. Cash Management Fund
Valley National Bank

2. Designated Official depositories are required to submit to the Chief Financial Officer of the Borough of Montvale a copy of the State of New Jersey, Department of Banking, Governmental Unit Deposit Protection Act Notification of eligibility, which must be filed semiannually in the Department of Banking as of June 30th and December 31st of each year. Said Notices must be available for annual audit.
3. Designated official depositories are required to submit to the Chief Financial Officer a copy of institution's "Annual Report" on an annual basis.

B. DEPOSIT OF FUNDS

All funds shall be deposited within Forty-Eight (48) hours of receipt in accordance with State statute.

1. Operating funds shall be deposited into interest bearing accounts to maximize interest earnings.
2. Capital and Debt service funds may be deposited into interest bearing accounts. Non-Interest bearing accounts shall be regularly monitored for the availability of funds for investment.
3. Trust funds may be deposited into interest bearing accounts in accordance with the State statutes regulating the deposit of developer's escrow deposits. Non-Interest bearing accounts should be regularly monitored for availability of funds for investment except where either State or Federal laws prohibit the earning of interest on such funds.

4. Payroll and agency remittance funds shall be maintained in regular checking accounts, only insofar as they serve to compensate the bank for payroll data processing services.

C. DEFINITION OF ALLOWABLE INVESTMENT INSTRUMENTS:

The Borough may permit deposits and investments in such depositories as permitted in Section 4 of P.L. 1970, Chapter 236 (C.17:9-44) and other instruments specified below:

1. United States Treasury Bills (T-Bills)
2. Borough of Montvale Bonds or Notes
3. Commercial Bank Deposits and Certificates of Deposit (CD's)
4. Repurchase Agreements (Repo's)
5. Investments in Savings and Loan Association
6. United States Government Agency and Instrumentality Obligations
7. State of New Jersey Cash Management Fund
8. School District Obligations

D. DEFINITION OF ACCEPTABLE COLLATERAL AND PROTECTION OF BOROUGH ASSETS

1. All designated depositories must conform to all applicable State statutes concerning depositories of Public Funds.
2. All depositories shall obtain the highest amount possible F.D.I.C. and/or F.S.L.I.C. coverage of all Borough Assets (Demand and Certificate of Deposit)
3. Collateral will be required for all deposits and investments of the Borough, except for those in the State Cash Management Fund, collateral must have a market value of not less than 100 percent of all deposits and investments.
4. For pledges by depositories on Borough Funds, the following securities will be considered acceptable for pledges:
 - a. Any security backed by the U.S. Government
 - b. Any direct obligation of any taxing authority within the Borough of Montvale
 - c. Real Estate Mortgage Loans for Real Estate property located within the Montvale market area. Pledges of Real Estate Mortgage Loans shall be maintained at a market value of 115 percent of deposits
 - d. All pledges of collateral must be indicated on an advice copy of the investment instrument which shall be forwarded to the Chief Financial Officer or Treasurer

E. COMPENSATING BALANCE AGREEMENTS:

Where compensating balances are used to offset bank expenses, an agreement between the bank and the Borough shall be executed, specifying the charge for each service. Said agreement shall be reviewed annually.

F. REPORTING PROCEDURES:

The Chief Financial Officer shall prepare for the Mayor and Council of the Borough of Montvale the following investment reports:

1. MONTHLY REPORTING: A detailed listing of all investments purchased in the prior month, specifying the amount, interest percent per annum, number of days, period of investment and maturity date, interest amount at maturity and financial institutions with which investment is placed. This report shall be broken down by fund.
2. QUARTERLY REPORTING: A detailed summary analysis of all investments by fund, specifying the quarterly interest rate earned, quarterly interest earned on NOW and Savings Accounts and Year-To-Date total interest earnings.
3. The Treasurer shall prepare a schedule of outstanding investments for the independent auditors as of December 31st of each year and at other such times as required by the auditors.
4. The Treasurer shall also periodically provide analysis of average daily balances in interest bearing checking accounts vs. Other investment vehicle potential.
5. All such reports may include a comparison of current investment income vs. forecast, prior year or market conditions.

G. DIVERSIFICATION REQUIREMENTS:

The Chief Financial Officer and Treasurer shall closely examine investments to guard against the effects of a financial institution going into default. This may be accomplished through the practice of spreading the investments around in various designated official depositories.

H. MAXIMUM MATURITY POLICY:

Investments shall be limited to a maturity not to exceed one year on all operating funds unless a longer maturity is permitted within the provision of regulation promulgated by either the Federal or State Governments.

I. INVESTMENT PROCEDURES:

Bids for Certificates of Deposit and Repurchase Agreements will be solicited of at least three (3) designated depositories only if the amount is \$100,000 or greater.

Telephone bids will be solicited of designated depositories by the Chief Financial Officer or Treasurer or designated staff member.

The depository shall specify the principal amount of the investment bid on, interest rate and number of days used to calculate the interest to be paid upon maturity.

Interest paid shall be from the date the bid was awarded to the date of maturity.

All bidders may request the results of the bid after the bid is formally awarded.

A check or wire transfer of funds will be made available to the winning bidder on the same business day the bid is awarded.

Each quotation shall be documented to record the date and time of quote, the parties in the discussion, the instrument(s), maturities and rates. A bid form of the Borough may be used.

J. RETURN ON INVESTMENT:

Where the return on a proposed investment does not exceed the cost of making said investment by a minimum amount the Chief Financial Officer and/or Treasurer will not make the investment. The Chief Financial Officer and/or Treasurer shall have the discretion to award an investment to the bank wherein the funds reside, should that bank's quoted rate be less than other quoted rates received in the event that the differential in interest rates is less than 25 basis points, and providing that the term of the investment is less than fifteen (15) days.

K. CONTROLS:

When possible, the internal controls should provide for a separation of the investment placement functions and the accounting activity. Controls must be designed for telephone orders, wire transfers and securities safekeeping. Only specifically designated personnel shall be allowed to conduct this part of the transactions, and all activity should be subject to immediate written confirmation by the designated depository. The Treasurer shall review each day's activity.

L. BONDING:

The following officials shall be covered by surety bonds; said surety bonds to be examined by the independent auditor to insure their proper execution:

Tax Collector
Treasurer
Municipal Court Administrator
Deputy Municipal Court Administrator
Magistrate

Staff members of the Department of Finance not covered by separate surety bonds shall be covered by a Public Employee's Faithful Performance Bond in the minimum amount of \$50,000.00

M. COMPLIANCE:

The Cash Management Plan of the Borough of Montvale shall be subject to the annual audit conducted pursuant to N.J.S. 40A:5-4.

N. The official charged with the custody of the monies of the Borough of Montvale shall deposit them as designated by the Cash Management Plan and shall thereafter be

- O. relieved of any liability or loss of such monies due to the insolvency or closing of any depository designated in the Cash Management Plan pursuant to N.J.S. 40A:5-2.
- P. Where a conflict exists between this Cash Management Plan and State statute, the applicable State statute shall apply.
- Q. The Cash Management Plan shall be subject to the approval of the Borough Attorney.

Council Member	Motion	Second	Yes	No	Absent	Abstain
Cudequest						
Curry						
Ghassali						
LaMonica						
Lane						
Talarico						

Adopted: January 2, 2013

ATTEST:

APPROVED:

 Maureen Iarossi-Alwan
 Municipal Clerk

 Roger J. Fyfe
 Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING**

RESOLUTION NO. 02-2013

BE IT RESOLVED by the Mayor and Council of the Borough of Montvale, N.J., that the Administrator be authorized to issue payment through appropriate methods, to the United States Postal Service, not to exceed One Thousand Dollars (\$1,000.00) per month, to effect the use of a Postal Mailing System.

Councilmember	Motion	Second	Yes	No	Absent	Abstain
Cudequest						
Curry						
Ghassali						
LaMonica						
Lane						
Talarico						

Adopted: January 2, 2013

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING
RESOLUTION NO. 03-2013**

RE: Establish 2013 Holiday Schedule For Administrative Non-Contractual Employees And Department Of Public Works Contractual Employees

BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale that the following 2013 Holiday Schedule for eligible Administrative non-contractual employees and Department of Public Works Contractual employees be and is hereby established:

SECTION 1. Mandatory holidays during which Borough Hall Administrative Offices and the Department of Public Works shall be closed:

<u>HOLIDAY</u>	<u>DAY OBSERVED</u>
New Year's Day	Tuesday, January 1, 2013
President's Day	Monday, February 18, 2013
Memorial Day	Monday, May 27, 2013
Independence Day	Thursday, July 4, 2013
Labor Day	Monday, September 2, 2013
Columbus Day	Monday, October 14, 2013
Veterans Day	Monday, November 11, 2013
Thanksgiving Day and the Day After	Thursday, November 28, 2013 Friday, November 29, 2013
Christmas Day	Wednesday, December 25, 2013

SECTION 2. Two Floating Holidays, one each to replace Martin Luther King Day and Good Friday to be taken any time during the year. If not used during the calendar year, they will be lost with no ability to be carried or receive pay.

SECTION 3. Two one-half (1/2) day holidays to replace Election Day: one-1/2 day to be taken immediately before the Christmas Day holiday is observed and one-1/2 day to be taken immediately before the day the New Year's Day Holiday is observed.

If July 4th falls on Saturday, the holiday shall be observed on Friday. If July 4th falls on Sunday, the holiday shall be observed on Monday.

If Christmas Day and New Year's Day fall on Saturday, these two holidays shall be observed on Friday. Therefore, the two-1/2 holidays shall be observed on the Thursday before the holidays.

If Christmas Day and New Year's Day fall on Sunday, these two holidays shall be observed on Monday. Therefore, the two-1/2 holidays shall be observed on the Friday before the holidays.

SECTION 4. Pursuant to the Personnel Policy, those employees classified as full-time employees (working 35 hours or more each week) shall be entitled to all days, as outlined above in Section 1 through Section 3. Pursuant to the Personnel Policy, all employees classified as part-time employees (working less than 35 hours per week) and eligible to receive holidays, shall only be entitled to the holidays listed in Section 1, and only when the holidays fall on their regularly scheduled days of work.

Councilmember	Motion	Second	Yes	No	Absent	Abstain
Cudequest						
Curry						
Ghassali						
LaMonica						
Lane						
Talarico						

Adopted: January 2, 2013

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING**

RESOLUTION NO. 04-2013

BE IT RESOLVED by the Mayor and Council of the Borough of Montvale, N.J., that the Mayor, Municipal Clerk, Treasurer, Borough Administrator, Certified Municipal Finance Officer are hereby designated as the official signatories on Borough Warrants.

BE IT FURTHER RESOLVED, that the Judge, Municipal Court Administrator and Deputy Court Administrator are hereby designated as the official signatories on all Municipal Court accounts.

Councilmember	Motion	Second	Yes	No	Absent	Abstain
Cudequest						
Curry						
Ghassali						
LaMonica						
Lane						
Talarico						

Adopted: January 2, 2013

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING**

RESOLUTION NO. 05-2013

BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale, N.J. that a Roll Call of the Council Members at the Council meetings is to be taken in alphabetical order.

Councilmember	Motion	Second	Yes	No	Absent	Abstain
Cudequest						
Curry						
Ghassali						
LaMonica						
Lane						
Talarico						

Adopted: January 2, 2013

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING**

RESOLUTION NO. 06-2013

BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale, N.J., that the Mayor, Clerk and Collector be authorized to issue warrants for the following purposes, with ratification at the following meeting, on due dates for the following items:

- Board of Education, Montvale, NJ
- Pascack Valley Regional Board of Education
- County Tax
- Bergen County Sewer Authority
- Medical Insurance
- Life Insurance
- Bond and Note Payments
- Interest on Bonds and Notes
- Payrolls
- Investments
- Gasoline
- Scavenger Service

Councilmember	Motion	Second	Yes	No	Absent	Abstain
Cudequest						
Curry						
Ghassali						
LaMonica						
Lane						
Talarico						

Adopted: January 2, 2013

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING**

RESOLUTION NO. 07-2013

BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale, N.J., that all bills must be presented in proper form to the Finance Department no later than the 25th of each month, and;

BE IT FURTHER RESOLVED that any bills received later than this date shall be held over for payment until the following month.

Councilmember	Motion	Second	Yes	No	Absent	Abstain
Cudequest						
Curry						
Ghassali						
LaMonica						
Lane						
Talarico						

Adopted: January 2, 2013

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING**

RESOLUTION NO. 08-2013

BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale, N.J., that a Change Fund in the amount of \$100.00 be provided for the Municipal Clerk/Collector Treasurer, \$50.00 for the Dog/Cat License Registrar, \$100.00 for the Court Violations Clerk, and \$50.00 for the Police Department.

Councilmember	Motion	Second	Yes	No	Absent	Abstain
Cudequest						
Curry						
Ghassali						
LaMonica						
Lane						
Talarico						

Adopted: January 2, 2013

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING**

RESOLUTION NO. 09-2013

BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale, N.J., that the following newspapers are hereby designated as the official newspapers for advertising for the Borough of Montvale, NJ for the year 2013:

The Record – Hackensack, N.J.

The Ridgewood News – Hackensack, N.J.

This resolution was adopted by the Mayor and Council of Montvale at the Organization Meeting held on January 2, 2013.

Councilmember	Motion	Second	Yes	No	Absent	Abstain
Cudequest						
Curry						
Ghassali						
LaMonica						
Lane						
Talarico						

Adopted: January 2, 2013

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING
RESOLUTION NO. 10-2013**

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, assessments and excess sewer fees subject to any abatement or discount for the late payment of taxes, assessments and excess sewer fees as provided by law; and

WHEREAS, R.S. 54:4-67 has been amended to permit the fixing of said rate of 8% per annum of the first \$1,500.00 of the delinquency and 18% per annum on any amount in excess of \$1,500.00;

NOW THEREFORE, BE IT RESOLVED, by the Borough of Montvale, County of Bergen, State of New Jersey, as follows:

1. The Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500.00 of taxes and excess sewer fees becoming delinquent after due date and 18% per annum on any amount of taxes and excess sewer fees in excess of \$1,500.00 becoming delinquent after due date, subject to any abatement or discount for the late payment of taxes and excess sewer fees as provided by law.
2. Re Chapter 72 laws of 94 CTC 94-3. If the new tax bills are not in the mail by June 14, interest will then be charged 25 calendar days after the bills were mailed. Interest shall be calculated from August 1.
3. No interest shall be charged if payment of any quarterly tax payment and bi-annual excess sewer fess is received within ten (10) days of the date upon which the same becomes payable.
4. In connection with any delinquency of taxes, assessments or municipal charges in excess of \$10,000 which has not been paid prior to the end of a calendar year, there shall be imposed a penalty in a sum equal to six (6%) percent of the delinquency in excess of \$10,000.
5. With respect to tax certificates in excess of the sum of \$200 the following additional penalties shall be charged: two (2%) percent on the amount due over \$200 up to \$5,000; four (4%) percent of the amount due over \$5,000 up to \$10,000; and six (6%) percent on the amount in excess of \$10,000; plus cost 2% and \$25.00 per Title 54.
6. Any payments not made in accordance with Paragraph Two of this resolution shall be charged interest from the due date, as set forth in Paragraph One of this resolution.
7. The Tax Collector is authorized to hold a tax sale for unpaid taxes and/or excess sewer charges.
8. This resolution shall be published in its entirety once in the newspaper.
9. A certified copy of this resolution shall be provided by the Office of the Municipal Clerk to each of the following officials: Tax Collector; Borough Attorney; Borough Auditor; Chief Financial Officer.

Councilmember	Motion	Second	Yes	No	Absent	Abstain
Cudequest						
Curry						
Ghassali						
LaMonica						
Lane						
Talarico						

Adopted: January 2, 2013

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING**

RESOLUTION NO. 11-2013

BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale, N.J., the agenda will be established and printed for each regular meeting of the Council, and that only items of business on the printed agenda will be considered at such regular meeting.

BE IT FURTHER RESOLVED that the following order of business shall be followed at all public meetings of the Mayor and Council of the Borough of Montvale, N.J.

1. Roll Call
2. Reading and/or approval of all unapproved minutes
3. Second reading, public hearing and final passage of ordinances and introduction of ordinances
4. Presentation of resolutions
5. Presentation of bills
6. Reports of committees, Mayor, Treasurer and Administrator
7. Old Business
8. New Business
9. Reading of all communications, petitions, etc.
10. Both Public and Workshop Meetings are opened to the public to speak
11. Adjournment

The Borough Council will conduct a meeting on the last Tuesday of each month, which will serve as workshop sessions. Action may be taken at this meeting.

The public is invited to attend all meetings and speak at all public and workshop sessions of the Mayor & Council.

Councilmember	Motion	Second	Yes	No	Absent	Abstain
Cudequest						
Curry						
Ghassali						
LaMonica						
Lane						
Talarico						

Adopted: January 2, 2013

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING**

RESOLUTION NO. 12-2013

BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale, N.J., that the Mayor, Municipal Clerk and Treasurer issue a warrant on CURRENT ACCOUNT, payable to Borough of Montvale - Petty Cash account in the amount of \$500.00. This is to establish Petty Cash Funds for payment of incidental disbursements for minor items of necessary expense as follows:

Tolls/Travel Expenses/Food

Conferences (Under \$65)

Postage

WHEREAS, the maximum single expenditure is \$65.00; and

WHEREAS, authorized officials allowing Petty Cash expenditures are the Treasurer, Municipal Clerk/Borough Administrator.

Councilmember	Motion	Second	Yes	No	Absent	Abstain
Cudequest						
Curry						
Ghassali						
LaMonica						
Lane						
Talarico						

Adopted: January 2, 2013

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING**

RESOLUTION NO. 13-2013

BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale, N.J., that all monies collected by any Borough Official or Employee of the Borough of Montvale, N.J. shall be turned over to the Borough Treasurer, in full, within forty-eight (48) hours, without any fees being deducted; and

BE IT RESOLVED, the Tax Collector or Borough Treasurer shall deposit funds collected within forty-eight (48) hours, as required by law; and

BE IT RESOLVED, all cash receivables will be posted and recorded; and

BE IT FURTHER RESOLVED that any fees to which any Borough Official or Employee is entitled shall be set forth in detail on a regular Borough Voucher and presented for payment in the same manner as all bills are submitted.

Councilmember	Motion	Second	Yes	No	Absent	Abstain
Cudequest						
Curry						
Ghassali						
LaMonica						
Lane						
Talarico						

Adopted: January 2, 2013

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING
RESOLUTION NO. 14-2013**

BE IT RESOLVED, the meetings of the Mayor and Borough Council shall be held on the following dates for the year 2013 at the location of Borough of Montvale, Municipal Complex, 12 Mercedes Drive, 2ND Floor, Montvale, New Jersey. All meetings will commence at 7:30 PM.

January 2	Organization Meeting
January 8	Public Meeting
January 29	Workshop Session
February 12	Public Meeting
February 26	Workshop Session
March 12	Public Meeting
March 26	Workshop Session
April 9	Public Meeting
April 30	Workshop Session
May 14	Public Meeting
May 28	Workshop Session
June 11	Public Meeting
June 25	Workshop Session
July 9	Public Meeting
July 30	Workshop Session
August 13	Public Meeting
August 27	Workshop Session
September 10	Public Meeting
September 24	Workshop Session
October 8	Public Meeting
October 29	Workshop Session
November 12	Public Meeting
November 26	Workshop Session
December 10	Public Meeting
<i>*December 23</i>	Workshop Session

***Please note this date is a Monday**

Meeting dates are subject to change. 48 hour notification will be provided per N.J.S.A. 10:4-18.

ACTION MAY BE TAKEN AT BOTH PUBLIC AND WORKSHOP MEETINGS.

Councilmember	Motion	Second	Yes	No	Absent	Abstain
Cudequest						
Curry						
Ghassali						
LaMonica						
Lane						
Talarico						

Adopted: January 2, 2013

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING
RESOLUTION NO. 15-2013**

WHEREAS, it is necessary for the Mayor and Council of the Borough of Montvale to discuss matters relating to such matters and which matters are permitted by Section 7.b of the Open Public Meeting Act, Chapter 231 of the Public Laws of the State of New Jersey for 1975 to be discussed in closed session in the absence of the public from time to time:

- 1.) Any matter considered confidential by federal law, state statute, or court rule;
- 2.) Any matter in which the release of information would impair the receipt of federal funds;
- 3.) Any material which would constitute an unwarranted invasion of individual privacy if disclosed;
- 4.) Any collective bargaining agreements or other discussion of the terms and conditions of a collective bargaining agreement, including negotiations leading up to such an agreement.
- 5.) Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates or investment of public funds where disclosure of such matter could adversely affect the public interest.
- 6.) Any tactics and techniques used in protecting the safety and property of the public and investigations of violations or possible violations of the law.
- 7.) Any pending or anticipated litigation or contract negotiations in which the public body is or may become a party, and any matter falling within the attorney-client privilege, to the extent that confidentiality is required to preserve the attorney-client relationship.
- 8.) Personnel matters related to the employment, appointment or termination of current or prospective employees, unless all individuals who could be adversely affected request, in writing, that the matter be discussed at a public meeting.
- 9.) Any deliberations of a public body occurring after a public hearing that may result in the imposition of a fine upon an individual or the suspension or the loss of license or permit belonging to an individual.

WHEREAS, the Mayor and Council of the Borough of Montvale have determined that it is necessary in the public interest that the matters in fact be discussed in closed session, and has estimated that as nearly as can now be ascertained, the results of the discussion can be disclosed to the public at the conclusion of such matters; and

WHEREAS, any motion to go into closed session will be deemed to include a motion that the matters discussed at such closed session will be disclosed to the public when such matters are finally determined and there is no further reason to prohibit the public disclosure of information relating to such matters; and

NOW, THEREFORE BE IT RESOLVED, that any motion to go into closed session shall have the same effect as this resolution being adopted; and

NOW, THEREFORE BE IT FURTHER RESOLVED that the public be excluded from said portions of the meetings, when said closed session is deemed necessary and the appropriate motion adopted.

Councilmember	Motion	Second	Yes	No	Absent	Abstain
Cudequest						
Curry						
Ghassali						
LaMonica						
Lane						
Talarico						

Adopted: January 2, 2013

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING**

RESOLUTION NO. 16-2013

BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale, N.J., that the By-laws of the Mayor and Council of the Borough of Montvale are hereby adopted.

Councilmember	Motion	Second	Yes	No	Absent	Abstain
Cudequest						
Curry						
Ghassali						
LaMonica						
Lane						
Talarico						

Adopted: January 2, 2013

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor

**BY-LAWS
OF THE COUNCIL OF THE BOROUGH OF MONTVALE
ADOPTED January 2, 2013**

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ARTICLE I
Rules of Order

§ 1. Governing rules.

Except as otherwise provided herein or as otherwise required by law, the deliberations of the Council shall be governed by "Robert's Rules of Order Newly Revised" ("Robert's Rules").

§ 2. Questions and motion require second.

No question or motion shall be put unless seconded, except referring to a report or a question put by the Mayor.

§ 3. Speakers must be recognized.

No member shall speak unless recognized by the Mayor and shall only speak on the pending subject matter or question. Every member, when speaking, shall address himself to the Mayor and shall not occupy more time that is deemed necessary by the Mayor.

§ 4. Decorum while public speaks.

While a member of the public is speaking, no member shall entertain any lengthy private discourse.

§ 5. Reconsideration.

When a question has been put and decided, it shall be in order for any member of the Council to move for reconsideration thereof, providing such motion for reconsideration shall be moved at the same, or at the next public meeting.

§ 6. Limits on public participation.

- a. No person not a member of the Governing Body shall be given the privileges of the floor except by permission of the Mayor or upon the request of a member of the Council if supported by the votes of a majority of the members of the Council present. However, during the portion of a meeting open for remarks from the public, all citizens of the Borough who conduct themselves with decorum shall be heard.
- b. The Mayor may limit each member of the audience to no more than five (5) minutes on the floor.
- c. When all members of the audience requesting the right to speak have been heard on any given subject, then the Mayor may permit members of the audience who have previously been heard to be heard on additional subjects.

- d. Members of the public may speak on any matter relevant to Borough business and affairs but the Governing Body may decline to hear comments on matters that are pending before other municipal bodies.
- e. It shall be appropriate for the Mayor or members of the Council to respond directly to questions from the public as they are asked through the Mayor.
- f. Personal attacks by a member of the Governing Body or a member of the public shall not be permitted, and personal attacks by a member of the public shall be grounds for removal from the meeting.

ARTICLE II General Provisions

§ 1. Governing Body.

The Mayor and Council of the Borough of Montvale shall constitute the Governing Body thereof.

§ 2. Re-organization.

- a. The Council shall hold an annual meeting during the first seven days of each year ("Re-organization") as prescribed by law. The date and time of the annual meeting will be determined by resolution of the Council at a regular meeting to be held in December of the year preceding the Re-organization meeting.
- b. The Mayor shall, at the annual meeting, assign the seating arrangement for Council members which shall be retained throughout the year. The roll shall be called in alphabetical order except that the Mayor's name is called last, and only when his or her vote will affect the result.

§ 3. Time and place of regular meetings.

The Council shall fix the time and place for holding regular meetings during the ensuing year, which time and place shall not be changed except by resolution adopted at a regular or special meeting. All regularly scheduled and special meetings of the Mayor and Council shall be called to order at 7:30 P.M. for that portion of the meeting that is open to the public, and adjourned no later than midnight.

§ 4. Election of President.

At the Re-organization meeting, the Council shall elect one of its members as Council President to serve for the calendar year. The members of the Council must receive the names of those being proposed for Council President at least 10 days before the annual meeting.

§ 5. Special Meetings.

The Mayor shall, when necessary, call special meetings of the Council. In the case of his neglect or refusal, any four members of the Council may call such meeting at such time and place in the Borough as they may designate. In all cases of special meetings, reasonable advance notice, considered to be 48 hours except in case of emergency, shall be given in person to all members of the Council or left at their place of residence.

§ 6. Quorum.

A quorum shall be three Councilpersons and the Mayor, or in the absence of the Mayor, four Councilpersons.

§ 7. Participation by telephone or other communication equipment permitted; requirements.

Except as otherwise prohibited by law, members of the Governing Body who are unavailable to be physically present at any meeting of the Governing Body may attend and participate in such meeting by means of telephone or other communication equipment, to the same extent as if said member were physically present at such meeting, provided the following criteria are met:

- a. The member who is not physically present is on a speaker phone or similar device so that the absent member may hear everything said in the meeting room and everyone in the room, including the public, can hear everything the absent member says;
- b. The absent member actually hears and can participate in the entire discussion of the subject at hand; and
- c. The procedural aspects to the meeting as to notice, etc., are regular in every other respect.

If the above criteria are satisfied, the absent member shall be deemed to be present at the meeting, such presence shall be counted for purposes of establishing a quorum of the Governing Body, and said member shall be permitted to participate fully as if physically present.

§ 8. Adjournment of meetings.

If no quorum is present at any meeting, those assembled shall have the power and are hereby authorized to set a new meeting date and then adjourn.

§ 9. Order of business.

- a. The following order of business shall be observed:

Call to Order and Open Public Meetings Act Notice

Roll Call
Flag Salute
Closed/Executive Session
Special/Miscellaneous Reports or Appointments
Public Comment: Agenda Items Only
Ordinances
Reading and/or Approval of Minutes
Resolutions
Bills
Liaison Reports
Engineer Reports
Attorney Reports
Unfinished Business
New Business
Communications and Petitions
Public Comment: Items of Public Importance
Adjournment

- b. The aforesaid order of business at any meeting may be changed by a two-thirds (2/3) vote of the members of the Council present at such meeting.

§ 10. Action by majority vote.

Except as otherwise required by these Bylaws or by law, all actions of the Council may be by majority vote of those present, provided that a quorum of the Governing Body has been established.

§ 11. Roll-call vote.

Upon demand of one (1) member of the Council, or when ordered by the Mayor, or when provided by law, a roll call vote shall be taken and the yeas and nays entered in the Minutes of the meeting.

§ 12. Consent Resolutions.

- a. All resolutions previously sent to Council members prior to the meeting at which a vote on said resolution(s) is anticipated and upon which no discussion is anticipated may be included in a single resolution entitled "Consent Resolution."
- b. All resolutions included in the Consent Resolution shall be adopted by a single roll call vote and no discussion thereon shall be entertained at the time the Consent Resolution is moved for adoption.
- c. Any Council member, for any reason whatsoever, and said reasons need not be disclosed, may remove any items included in the Consent Resolution at any time prior to the adoption of the Consent Resolution.

- d. In order to provide an orderly method of preparing the Consent resolution, Council members should notify the Municipal Clerk by 11:00 A.M. on the date on which the Council meeting is to be held at which the Consent Resolution is to be adopted, of the matter to be removed from the Consent Resolution. Notwithstanding the aforesaid, each Council Member shall still have the right to remove any matter from the Consent Resolution prior to the adoption of the Consent Resolution.
- e. The Consent Resolution shall not be utilized with respect to the adoption of ordinances or other matters as required by law.

§ 13. Agenda.

- a. The Mayor shall set the agenda for all Meetings of the Mayor and Council, in consultation with the Municipal Clerk and Borough Administrator.
- b. All items that Council members would like placed on the agenda shall be requested no later than 12:00 Noon on the Thursday prior to the Council Meeting, and such requests shall be directed to either the Mayor or the Municipal Clerk. Subsequent amendments to the agenda shall be at the Mayor's discretion.
- c. Notwithstanding the foregoing, the Council may amend the agenda at a Council Meeting by a vote of a majority of those present, the Mayor having no vote except in the case of a tie.

**ARTICLE III
Mayor**

§ 1. Presiding officer.

The Mayor shall preside over the deliberations of the Council and shall conduct the meetings thereof. He or she shall also participate in the determination of Borough affairs to the extent permitted by law and may vote to break a tie.

§ 2. Preservation of order.

The Mayor shall on all occasions preserve the strictest order and decorum, and he or she shall cause the removal of all persons who interrupt the orderly proceedings of the Council.

§ 3. Conflicts over right to floor.

When two or more Councilpersons shall rise at the same time, the Mayor shall name the one entitled to the floor.

§ 4. Questions of order.

The Mayor shall decide all questions of order without debate, and he or she may call upon the Clerk or the Borough Attorney for an opinion upon any question of order.

§ 5. Liaisons.

The Mayor shall be an *ex officio* Liaison to all departments, boards, committees, agencies or organizations, both standing and special. Notwithstanding the foregoing, the Mayor may assign any Councilperson to act as Liaison to any such department, board, committee, agency or organization, as he may deem necessary and proper, and the Mayor and Borough Administrator shall be informed in advance of all meetings between the assigned Liaison and said department, board, committee, agency or organization. Any such Liaison shall serve at the pleasure of the Mayor, and such Liaison may be replaced or removed in the sole discretion of the Mayor.

§ 6. Absence of Mayor.

In the absence of the Mayor, or if the Mayor is unable to perform his or her duties, the Council President, or, in the event the Council President is unable to act, the Council member having the longest tenure as such, shall act as Mayor. The Council President or Councilperson acting as Mayor shall retain his or her right to vote.

ARTICLE IV
Municipal Clerk

§ 1. General duties.

The Municipal Clerk shall perform such duties as set forth in the Revised Statutes of New Jersey, the Borough Code, and these Bylaws.

§ 2. Additional responsibilities.

The Clerk shall keep the minutes and ordinance books properly and fully indexed and shall perform all the duties usually devolving upon such officer and, in addition, such other duties or services as the Mayor or Council may direct.

§ 3. Record of ordinances.

Upon final passage of an ordinance, the same shall be properly numbered and recorded at length by the Borough Clerk in the ordinance book.

ARTICLE V
Borough Administrator

§ 1. General duties.

The Administrator shall perform such duties as set forth in the Revised Statutes of New Jersey, the Borough Code, and these Bylaws.

§ 2. Additional responsibilities.

The Administrator shall provide periodic reports at public meetings and shall keep the Mayor and Council informed of all matters that require the attention or action of the Mayor and Council.

ARTICLE VI
Appointments; Liaisons

§ 1. Appointments; Mayor's responsibilities.

- a. The Mayor shall nominate and, with the advice and consent of the Council, appoint all subordinate officers of the Borough, unless otherwise provided by the Borough Code or State law. The Mayor shall make his or her nomination to any such office within 30 days of that office becoming vacant.
- b. The members of the Council shall receive the names of those being proposed for appointment at least 5 days before the meeting when the appointment will take place. The Council shall submit any comments, suggestions or recommendations regarding the proposed appointments to the Mayor at least 2 days before the meeting when the appointment will take place.
- c. The Council, whenever it fails to confirm the nomination by the Mayor of any official to a subordinate office in the Borough within 30 days of being presented such nomination, shall make the appointment to that office, provided that at least three affirmative votes shall be required for such purposes, the Mayor to have no vote thereon except in the case of a tie.
- d. Special Mayoral appointments. Notwithstanding anything in these bylaws to the contrary, the following appointments shall be made by the Mayor. All such appointees shall serve at the pleasure of the Mayor, and such appointees may be replaced or removed in the sole discretion of the Mayor. No Council approval shall be required for any such appointment or removal/replacement.

Chamber of Commerce
COAH Committee
Council Liaisons

Environmental Commission
Historian
Historic Preservation Commission
Insurance Committee
Joint Court Committee
Montvale Corporations Committee
Montvale Seniors Committee
Planning Board – Class I, II, and IV
Regional/Local School Funding Committee
Transit Initiative Committee

§ 2. Standing Committees.

- a. The Mayor shall appoint all committee members at his or her sole discretion.
- b. The following Standing Committees of the Council, consisting of at least two Council Members each (other than the Mayor, *ex officio*) shall be appointed at the annual re-organization meeting:

COAH Committee
Finance Committee
Joint Court Committee
Regional/Local School Funding Committee
Transit Initiative Committee
Tri-Boro Shared Services Committee

- c. Each councilmember shall be a member of at least one Standing Committee.
- d. The Standing Committees are appointed to expedite and facilitate the work of the Council, but only within the limits prescribed by law. A Standing Committee shall:
 - 1) Meet when requested by the Chairperson, or a majority of the committee, and all members shall participate actively in committee deliberations, the performance of its duties and the formulation of its recommendation(s) to the Council.
 - 2) Perform such acts as may be assigned to it by the Council.
- e. Except as provided above, a Standing Committee shall not:
 - 1) Make promises or commitments to anyone which directly or by inference binds the Council.
 - 2) Act in such a manner or make decisions which set a precedent, or violate established Council policy.

- f. Notwithstanding the foregoing, all Councilpersons appointed to Standing Committees shall serve at the pleasure of the Mayor, and such Councilpersons may be replaced or removed in the sole discretion of the Mayor.
- g. In the event of an individual's death, resignation, removal from office or incapacity to serve on a Standing Committee, the Mayor shall name a successor member.

§ 3. Special Council Committees.

Special Council Committees may be appointed for purposes other than those included in the duties of the Standing Committees listed in Section 2 of this Article.

§ 4. Liaisons.

- a. At the Re-organization meeting, each Councilperson shall be appointed by the Mayor to serve as Liaison to at least one of the following departments, boards, committees, agencies or organizations:

- Administration
- Board of Health
- Buildings and Grounds
- Chamber of Commerce
- COAH Committee
- Construction
- Corporate Residents
- Department of Public Works
- Engineer
- Environmental Commission
- Finance Committee
- Fire Department
- Fire Prevention
- Historic Preservation Commission
- Insurance
- Joint Court Committee
- Local Assistance Board
- Local Board of Education
- Municipal Alliance
- Office of Emergency Management
- Ordinances
- Planning Board
- Police
- Quality of Life
- Recreation Committee
- Regional Board of Education
- Regional/Local School Funding
- Senior Community Center

Transit Initiative Committee
Tri-Boro Public Safety Committee
Tri-Boro Shared Services Committee
TV Access
Youth Guidance Council
Website

- b. Nothing herein shall prevent the Mayor from appointing an additional Liaison(s) for any of the above issues, or from appointing a Special Liaison(s) for special issues or projects. The appointment(s) of a Special Liaison shall be for the duration of said project or issue.
- c. Notwithstanding the foregoing, all Councilpersons appointed as Liaisons shall serve at the pleasure of the Mayor, and such Liaisons may be replaced or removed in the sole discretion of the Mayor.
- d. In the event of an individual's death, resignation, removal from office or incapacity to serve as a Liaison, the Mayor shall name a successor Liaison.

§ 5. Purpose of Liaisons.

- a. Liaisons are appointed to expedite and facilitate the work of the Council, but the entire Council shall be responsible for acts done pursuant to a Liaison's recommendations.
- b. The Liaison shall:
 - i. Plan, study, direct and make commitments within budgetary limitations, and carry on the routine activities for which the Liaison has primary responsibility. The Liaison shall at all times be subject to ultimate control of the Mayor and Borough Council.
 - ii. Furnish a written report each month to be read at the first regular meeting of the Mayor and Council in each month, which report shall cover the detailed operations of their department, board, committee, agency or organization for the preceding month. A copy of the report shall be provided to the Municipal Clerk for inclusion in the minutes.
 - iii. Perform such acts, in addition to the routine activities, as may be assigned to him or her by the Mayor.
- c. Except as noted above, a Liaison shall not:
 - i. Make any purchase except in accordance with the ordinances of the Borough of Montvale and applicable law, or exceed its budgetary appropriations without prior approval of the Council.

- ii. Make promises or commitments to anyone which directly or by inference binds the Council.
- iii. Act in such a manner or make decisions which set a precedent, or violate established Council policy.
- iv. Meet directly with any employee of the Borough regarding department matters in absence of the Borough Administrator or relevant Department Head.

§ 6. Council Liaisons; Attendance at meetings.

The Liaison shall attend the meetings of such departments, boards, committees, agencies and organizations to which the Liaison has been assigned. In the event the Liaison is unable to attend any particular meeting, he or she shall notify the Mayor, who may attend such meeting or appoint a substitute Liaison to attend such meeting.

§ 7. Liaison reports.

Each Liaison shall be prepared to report to the Mayor and Council at each regular meeting on the principal activities and achievements of his or her department, board, committee, agency or organization. The Liaison shall also prepare and submit in writing to the Mayor, not later than the Re-organization meeting of the following year, a suitable report regarding relevant activity from the previous year.

**ARTICLE VII
Bills, Claims and Vouchers**

§ 1. Preparation and submission.

- a. All bills or claims against the Borough shall be in writing, fully itemized and on such forms as the Borough shall provide for that purpose. As required by statute, they shall be sworn to by the claimant before submission for approval and payment.
- b. All vouchers must be submitted to the Municipal Clerk and Borough Administrator in full form, except for Council Committee approval, on or before the Wednesday preceding the meeting of the Mayor and Council at which they are presented for approval.

§ 2. Certification, checking, review and preliminary approval.

- a. All bills and claims must be supported by a certification of the receipt of the goods, or the satisfactory rendering of the services, by the responsible person accepting the same on behalf of the Borough and who may be held accountable therefor. Each such bill or claim shall then be carefully reviewed and checked by, or under the direction

of, the Borough official who performs the administrative certification on the voucher form.

- b. All checked vouchers with supporting papers attached will then be presented to the Liaison having jurisdiction over the activity or matter for which the expenditure was incurred. The appropriate Liaison shall examine all vouchers, and if approved by the appropriate Liaison, the voucher will then be submitted to the Council for authorization to pay the same.

§ 3. Authorization by Council.

- a. All vouchers recommended for payment shall be presented to the Council by the Borough Clerk at a regular or special meeting or an adjourned regular or special meeting.
- b. The Municipal Clerk shall present the total of all vouchers to be approved.
- c. Authorization to draw the checks and pay the amounts of the approved vouchers shall be by resolution of the Council.

§ 4. Signing of checks.

The corresponding vouchers shall accompany all checks drawn in payment thereof when the said checks are presented to the Mayor, the Treasurer and to the Municipal Clerk for signature.

§ 5. Filing of bills, vouchers and paid checks.

All bills, vouchers and paid checks shall be filed in a safe place and be made available for public inspection whenever requested.

ARTICLE VIII Press Releases

§ 1. Procedure for issuance.

- a. Official Borough press releases shall be approved by the Mayor or by a majority of the Council and issued through the Borough Administrator's office. Press releases other than official Borough press releases shall not be prepared on Borough letterhead and shall contain a disclaimer noting that the views contained therein do not represent the official views of the Council of the Borough of Montvale.
- b. Any request from the public or the media that goes beyond simple factual statements (e.g., "What is Montvale's policy on open space?" vs. "Why are the municipal offices

closed today? – Because the County is repaving.”) should be referred to the Mayor and Council member(s) serving as Liaison to those activities.

- c. All press releases shall be reviewed with the appropriate Council member(s) and the Mayor prior to being distributed. If it is not necessary to contact the Mayor and appropriate Council member(s) prior to answering questions or issuing statements (for simple factual statements), the Borough Administrator shall notify the Mayor and Council of any such answer or issuance immediate afterward by e-mail, fax or phone.

ARTICLE IX Duties of Liaisons

§ 1. Administration

The Administration Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Act as the Liaison, in coordination with the Borough Administrator and Department Heads in the review of all aspects of the Borough staff.
- b. Act as the Liaison to the Administrator for the review and presentation to the Council of proposed changes to the Borough staff.

§ 2. Board of Health

The Board of Health Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the operation of refuse collection, disposal and recycling.
- b. Scavenger contract negotiation committee.
- c. Board of Health
- d. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

§ 3. Buildings and Grounds

The Buildings and Grounds Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the following:

- i. The Facilities Manager and his/her office.
 - ii. Maintenance and operation of all buildings and grounds within the jurisdiction of the Facilities Manager.
- b. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

§ 4. Chamber of Commerce

The Chamber of Commerce Liaison shall have primary responsibility for cooperation and coordination between the Borough Council and the Montvale Chamber of Commerce.

§ 5. COAH

The COAH Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the COAH Committee, including compliance with the mandates of COAH or any successor agency.
- b. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

§ 6. Construction

The Construction Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the following:
 - i. Construction, alteration and repair of all public buildings, structures and land uses.
 - ii. Construction and maintenance of sidewalks and curbs.
 - iii. The Construction Official and his/her office.
 - iv. Maintenance and operation of all public buildings and structures, including the Borough Garage.
- b. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

§ 7. Corporate Residents

The Corporate Residents Liaison shall have primary responsibility for cooperation and coordination between the Borough Council and the Corporate Residents of the Borough of Montvale.

§ 8. Department of Public Works

The Department of Public Works Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the following:
 - i. Road construction, improvement, maintenance and cleaning.
 - ii. Park improvements and maintenance.
 - iii. Maintenance and operation of the Borough Garage.
 - iv. Maintenance and operation of municipal parking areas.
 - v. Sanitation activities, including construction and maintenance of sanitary sewers, pumping stations and disposal plant, if any.
 - vi. Borough electrical operations, and coordination and cooperation with Rockland Electric Company in the installation of any new electrical facilities, including street lights.
- b. Service on the Department of Public Works contract negotiating committee.
- c. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

§ 9. Engineer

The Engineer Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the Borough Engineer.
- b. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

§ 10. Environmental

The Environmental Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the Environmental Commission.
- b. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

§ 11. Finance

The Finance Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Examination, review and approval of all vouchers prior to their submission to the Council for authority to pay the same.
- b. Liaison for the administration, practices, procedures and records of the following:
 - i. Borough Clerk and his/her office.
 - ii. Collector/Treasurer and his/her office.
 - iii. Chief Financial Officer.
 - iv. Borough Administrator.
 - v. Registered Municipal Accountant.
- c. Recommendation for the initiation of foreclosure actions, and subsequent administration and disposition of property acquired, by the Borough under Tax Title Liens.
- d. Coordination of departmental budgets, preparation of budgetary figures relating to the activities above-mentioned, final preparation, explanation and continuing supervision of the entire Municipal Budget.
- e. Maintenance, review and revision of the Borough Fixed Asset System.
- f. Liaison to Borough Administrator for the review and presentation to the Council of the proposed Municipal Budget, and the budget of any public body under the jurisdiction of the Council.

§ 12. Fire Department

The Fire Department Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Fire Department activities in all its branches.
- b. Installation of water facilities.
- c. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

§ 13. Fire Prevention

The Fire Prevention Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Enforcement of the Fire Prevention Code.
- b. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

§ 14. Historic Preservation

The Historic Preservation Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the Historic Preservation Committee and the Borough Historian.
- b. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

§ 15. Insurance

The Insurance Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the Borough's Joint Insurance Fund and any additional insurers.
- b. Liaison for the administration, practices, procedures and records of the Borough's Risk Manager.
- c. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

§ 16. Joint Court

The Joint Court Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the Pascack Joint Municipal Court.
- b. Attendance and participation and all meetings of the Joint Court Committee.
- c. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

§ 17. Keeping it Green

The Keep It Green Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the Keep It Green Committee.
- b. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

§ 18. Local Assistance Board

The Local Assistance Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the Local Assistance Board.
- b. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

§ 19. Local Board of Education

The Local Board of Education Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the Local Board of Education Committee.
- b. Cooperation and coordination with the Local Board of Education.

- c. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

§ 20. Municipal Alliance

The Municipal Alliance Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the Municipal Alliance.
- b. Coordination with the Montvale Police D.A.R.E. Program, Citizens of Montvale Against Drugs (COMAD) and the Hills Valley Coalition.
- c. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

§ 21. Office of Emergency Management

The Emergency Management Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the Office of Emergency Management.
- b. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

§ 22. Ordinances

The Ordinance Liaison shall have primary responsibility for the review and presentment to the Council of ordinances for consideration of introduction and public hearing, as appropriate. Said consideration of ordinances shall be at the recommendation of the Mayor, Council, Borough administrator, Borough Attorney or the appropriate Boards and Committees.

§ 23. Planning Board

The Planning Board Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the Planning Board.

- b. Coordination of required zoning changes and other development ordinance amendments.
- c. Coordination of periodic reexamination of the Master Plan.
- d. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

§ 24. Police

The Police Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, procedures and records of the following:
 - i. Policy activities
 - ii. Granting of licenses, and the inspection of premises and persons, as designated by the Council.
 - iii. Highway traffic and all parking matters.
 - iv. Emergency management activities.
- b. Liaison between Council, Transportation Corporations, Municipal Magistrate, Animal Control and all other agencies concerned with public safety or delinquency.
- c. Police Contract Negotiating Committee.
- d. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

§ 25. Quality of Life

The Quality of Life Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the Quality of Life Committee.
- b. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

§ 26. Recreation

The Recreation Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, procedures and records of the Recreation Department and shall include all Borough-supervised and operated juvenile and adult recreation programs.
- b. Liaison to Borough's Recreation Committee.
- c. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

§ 27. Regional Board of Education

The Regional Board of Education Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the Regional Board of Education Committee.
- b. Cooperation and coordination with the Regional Board of Education.
- c. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

§ 28. Regional/Local School Funding

The Regional/Local School Funding Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the Regional/Local School Funding Committee.
- b. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

§ 29. Senior Community Center

The Senior Community Center Liaison shall have primary responsibility for cooperation and coordination between the Borough Council and the Montvale Senior Community Center.

§ 30. Transit

The Transit Liaison shall have primary responsibility for cooperation and coordination between the Borough Council and the Transit Committee.

§ 31. Tri-Boro Public Safety

The Tri-Borough Public Safety Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the Tri-Borough Public Safety Committee.
- b. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

§ 32. Tri-Boro Shared Services

The Tri-Borough Shared Services Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the Tri-Borough Shared Services Committee.
- b. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

§ 33. TV Access

The TV Access Committee shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Ensure that the terms and conditions of the Borough's franchise with the provider of the Borough's cable television services are carried out and enforced.
- b. Liaison to the MonTVale Access Group.
- c. Handle all unresolved resident complaints regarding cable televisions service if requested to do so by the resident after the resident has attempted to resolve the complaint on his/her own.
- d. Review of all video tapes prepared by or for the Montvale Access Group prior to broadcast to ensure the video tapes do not exceed the established boundaries of good taste and are in accordance with all other official communications and information presented and prepared by or for the Borough of Montvale.

- e. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

§ 34. Youth Guidance Council

The Youth Guidance Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the Youth Guidance Council.
- b. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

§ 35. Website

The Website Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the Website Committee.
- b. Determine and recommend necessary upgrades to the Borough website.
- c. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

**ARTICLE X
Amendments**

§ 1. Proposal to amend; appointment of committee.

- a. The Mayor or any member of the Council may propose amendments to these bylaws at any meeting of the Council.
- b. The Mayor may then appoint a special committee of two or more members of the Council to consider the proposed amendments.

§ 2. Presentation of committee recommendations.

The special committee will present its recommendations at a meeting of the Council.

§ 3. Vote required.

These bylaws shall only be altered or amended by a two-thirds vote of the Council.

ARTICLE XI
Adoption and Term

§ 1. Adoption by resolution; when effective; expiration date

These bylaws shall be adopted by a resolution of the Borough Council concurred in by a majority of the members. The bylaws shall become effective immediately after adoption and shall remain in effect for not longer than the Re-organization meeting for the year next following the year in which the bylaws were adopted.

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING
RESOLUTION NO. 19-2013**

WHEREAS, the Borough Council of the Borough of Montvale periodically conducts executive session meetings pursuant to N.J.S.A. 10:4-12; and

WHEREAS, the Borough Council is desirous of establishing a procedure for the periodic release of minutes of executive session meetings.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the of the Borough of Montvale as follows:

1. Borough Council Minutes Review Committee. There shall be a minutes review committee (MRC) consisting of the Borough Administrator, the Borough Attorney and the Municipal Clerk, whose job shall be to periodically review the minutes of closed sessions of the Borough Council and make recommendations to the Borough Council which minutes should be made public. The MRC shall have no power and shall not be a "public body" within the meaning of the Open Public Meetings Act.
2. Meetings of MRC. The MRC shall meet on an as-needed basis. Meetings of the MRC shall be as scheduled at the convenience of the MRC members by the Borough Administrator.
3. Preparatory staff work. Prior to each meeting of the MRC, the Borough Attorney shall prepare a list of all closed sessions minutes which have been prepared by the Borough Attorney that have not been made public. The list and the minutes listed shall be made available to the MRC at their meetings.
4. Basis for recommendation. Recommendations to make minutes public shall be on a case-by-case basis, taking into consideration both the interest in maintaining confidentiality set forth in N.J.S.A. 10:4-12 and the interest in prompt disclosure set forth in N.J.S.A. 10:4-14. The applicable guidelines set forth in paragraph 7 of this resolution may be considered as a general standard.
5. Decision. The decision to make public the minutes of any closed session shall be made only by the Governing Body of the Borough of Montvale and shall be based on a finding that public disclosure of the matters discussed at such closed session will not be detrimental to the public interest. In making this finding, the public body shall take into consideration, but need not agree with, the recommendation of the MRC and the basis for the recommendation as set forth in paragraph 4 above. In cases where more than one matter was discussed in closed session, the public body may elect to make public only the minutes pertaining to certain of those matters, and to keep the remaining portion(s) of the minutes confidential. Should the minutes contain any material entitled to protection, the public body shall excise or redact such protected matter, provided, that all materials required to be contained in the minutes by N.J.S.A. 10:4-14 shall be set forth.
6. Once public, always public. Minutes which are made public shall not thereafter be treated as confidential, but may be seen and copied by any person in the same manner as minutes of open meetings.

7. Guidelines. The following general guidelines pertaining to the nine purposes for closed meetings set forth in N.J.S.A. 10:4-12.B, may be considered in recommending and deciding when to make public minutes of closed session;

- (a) Matters required by law to be confidential. When the need to preserve the secrecy of the confidential information discussed no longer exists; provided, that material entitled to court protection shall not be disclosed.
- (b) Matters affecting the right to receive federal funds. When disclosure would no longer impair the right to receive funds or cause funds already received to be forfeited.
- (c) Matters involving individual privacy. Such matters shall not be disclosed except as ordered by a court of competent jurisdiction, or with the written consent of all of the individual(s) concerned.
- (d) Matters relating to collective bargaining agreements. When the collective bargaining agreement has been made, executed, and ratified.
- (e) Certain matters involving public funds. After the transaction involving the public funds has been made.
- (f) Matters affecting public safety and property. When the disclosure would no longer impair the safety and property of the public or the conduct of any investigation.
- (g) Litigation, contract negotiation and certain privileged matters. As to litigation, when a final decision has been rendered and all rights of appeal are exhausted; as to anticipated litigation, when the statute of limitations has been made as to contract negotiation, when either the contract has been made and is binding on all parties or if not made, when negotiation is terminated; as to matters falling within the attorney-client privilege, at such time, if ever, that disclosure would not violate the attorney's ethical duties.
- (h) Employment matters. When the employment decision has been made and all rights to litigate or appeal are exhausted; provided, that material entitled to court protection shall not be disclosed.
- (i) Deliberations after hearing in penalty matters. After the decision of whether to impose the penalty has been made and all rights to litigate or appeal are exhausted; provided, that material entitled to court protection shall not be disclosed.

Councilmember	Motion	Second	Yes	No	Absent	Abstain
Cudequest						
Curry						
Ghassali						
LaMonica						
Lane						
Talarico						

Adopted: January 2, 2013

ATTEST:

APPROVED:

 Maureen Iarossi-Alwan
 Municipal Clerk

 Roger J. Fyfe
 Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING
RESOLUTION NO. 20-2013**

RE: Adoption Borough Policy & Procedure Manual/Year 2013

WHEREAS, it is the policy of Borough of Montvale to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, (the New Jersey Civil Service Act,) (the New Jersey Attorney General's guidelines with respect to Police Department personnel matters,) the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

WHEREAS, the Montvale Governing Body has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREBY, BE IT RESOLVED by the Mayor & Council of the Borough of Montvale that the Personnel Policies and Procedures Manual attached hereto is hereby adopted.

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all Borough officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

BE IT FURTHER RESOLVED that this manual is intended to provide guidelines covering public service by Borough employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Mayor & Council.

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the Borough of Montvale shall operate under the legal doctrine known as "employment at will."

BE IT FURTHER RESOLVED that the Administrator and all managerial/supervisory personnel are responsible for these employment practices. The Borough Attorney shall assist the Administrator in the implementation of the policies and procedures in this manual.

BE IT FUTHER RESOLVED, this manual shall be distributed to managerial/supervisory employees of the Borough of Montvale

Councilmember	Motion	Second	Yes	No	Absent	Abstain
Cudequest						
Curry						
Ghassali						
LaMonica						
Lane						
Talarico						

Adopted: January 2, 2013

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY**

RESOLUTION NO. 00-2013

TEMPORARY APPROPRIATIONS

WHEREAS, 40A: 4-19 provides that where any contract, commitment or payment are to be made prior to the final adoption of the 2013 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

WHEREAS, the effective date of this resolution is January 1, 2013; and

WHEREAS, the total appropriations in the 2012 budget, exclusive of any appropriations for debt service, capital improvement fund and public assistance are as follows:

Current \$13,416,796.00

WHEREAS, 26.25 percent of the total appropriations in the 2012 budget, exclusive of any appropriations for debt service, capital improvement fund and public assistance in said 2012 budget is as follows:

Current \$ 3,521,908.95

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Montvale that the following temporary appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for his records:

General Appropriations
Operations - Within "CAPS"

Administrative and Executive:	
Salaries and Wages	\$45,000.00
Other Expenses	25,000.00
Mayor and Council:	
Salaries and Wages	12,000.00
Other Expenses	4,000.00
Borough Clerk:	
Salaries and Wages	35,000.00
Other Expenses	8,000.00
Financial Administration:	
Salaries and Wages	50,000.00
Other Expenses	9,500.00
Tax Assessment Administration (Assessment of Taxes):	
Salaries and Wages	9,000.00
Other Expenses	9,500.00
Revenue Administration (Collection of Taxes):	
Salaries and Wages	15,000.00
Other Expenses	12,500.00
Legal Services and Costs:	
Other Expenses	60,000.00
Engineering Services and Costs:	
Other Expenses	25,000.00
Cable TV Committee:	
Salaries and Wages	2,500.00
Other Expenses	4,000.00
Historic Preservation Commission:	
Other Expenses	200.00
Planning Board:	
Salaries and Wages	20,000.00
Other Expenses	20,000.00

Zoning Official:	
Salaries and Wages	2,500.00
Property Maintenance:	
Salaries and Wages	1,000.00
Life Insurance	1,500.00
General Liability Insurance	85,000.00
Worker's Compensation Insurance	95,000.00
Employee Group Health	400,000.00
Fire:	
Other Expenses	30,000.00
Fire Hydrant Service	60,000.00
Police:	
Salaries and Wages	725,000.00
Other Expenses	40,000.00
Acquisition of Police Vehicles	15,000.00
Police Dispatch / 911 (Radio Communications):	
Other Expenses	10,000.00
Emergency Management:	
Salaries and Wages	1,000.00
Other Expenses	2,500.00
Uniform Fire Safety:	
Salaries and Wages	12,000.00
Other Expenses	3,000.00
Prosecutor:	
Other Expenses	4,000.00
Road Repairs and Maintenance:	
Salaries and Wages	175,000.00
Other Expenses	90,000.00
Sewer System:	
Other Expenses	20,000.00
Garbage and Trash Removal:	
Other Expenses	150,000.00
Recycling:	
Salaries and Wages	3,000.00
Other Expenses	40,000.00
Public Buildings and Grounds:	
Salaries and Wages	25,000.00
Other Expenses	25,000.00
Maintenance of all Vehicles:	
Other Expenses	40,000.00
Municipal Services Act:	
Other Expenses	1,000.00
Public Health Services (Board of Health):	
Salaries and Wages	1,000.00
Other Expenses	25,000.00
Environmental Commission:	
Salaries and Wages	400.00
Other Expenses	400.00
Animal Control Services (Animal Regulation):	
Other Expenses	3,000.00
Welfare Administration (Public Assistance):	
Salaries and Wages	2,000.00
Other Expenses	200.00
Parks and Playground Maintenance:	
Salaries and Wages	1,500.00
Other Expenses	1,500.00
Recreation:	
Salaries and Wages	20,000.00
Other Expenses	7,000.00

Senior Citizens Van:	
Salaries and Wages	4,500.00
Other Expenses	2,500.00
Municipal Court:	
Salaries and Wages	30,000.00
Other Expenses	2,500.00
Public Defender:	
Other Expenses	1,500.00
Construction Code Official:	
Salaries and Wages	30,000.00
Other Expenses	1,500.00
Building Sub-Code Official:	
Salaries and Wages	12,000.00
Plumbing Sub-Code Official:	
Salaries and Wages	7,000.00
Fire Sub-Code Official:	
Salaries and Wages	5,000.00
Electrical Sub-Code Official:	
Salaries and Wages	7,000.00
Elevator Sub-Code Official:	
Salaries and Wages	4,000.00
Gasoline	30,000.00
Electricity	55,000.00
Telephone	15,000.00
Natural Gas	35,000.00
Street Lighting	40,000.00

Deferred Charges and Statutory
Expenditures - Municipal Within "CAPS"

Statutory Expenditures:

Social Security System	60,000.00
Defined Contribution Retirement Program	<u>2,000.00</u>
	<u>2,829,200.00</u>

Excluded from "CAPS"

Maintenance of Free Public Library	225,000.00
Sewer Processing and Disposal:	
Contractual	250,000.00
Recycling Tax	<u>4,000.00</u>
	<u>479,000.00</u>
	<u>3,308,200.00</u>

Inter-local Municipal Service Agreements

Police Dispatch / 911:	
Other Expenses	45,000.00
Municipal Court Administration:	
Salaries and Wages	35,000.00
Other Expenses	20,000.00
Prosecutor:	
Other Expenses	5,000.00
Public Defender:	
Other Expenses	<u>1,500.00</u>
	<u>106,500.00</u>
	<u>3,414,700.00</u>

Municipal Debt Service - Excluded from "CAPS"

Payment of Bond Principal	1,490,000.00
Interest on Bonds	<u>335,290.00</u>
	<u>1,825,290.00</u>
	\$5,239,990.00
	=====

This resolution was adopted by the Mayor and Council of the Borough of Montvale at a meeting held on January 2, 2013.

Introduced by: _____

Seconded by : _____

Approved: January 2, 2013

Roger Fyfe, Mayor

ATTEST: _____
Maureen Iarossi-Alwan, Municipal Clerk

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING**

RESOLUTION NO. 17-2013

BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale, N.J., that the following Officers of the Montvale Fire Department be approved for the year 2013:

- Fire Chief - Clinton Miller, Sr.
- Assistant Fire Chief - Geoffrey Gibbons
- Captain 1 - Kevin Krazit
- Captain 2 - Michael Barnes
- Lt., Company #1 - Ryan Miller
- Lt., Company #2 - Joe Kolasar

Councilmember	Motion	Second	Yes	No	Absent	Abstain
Cudequest						
Curry						
Ghassali						
LaMonica						
Lane						
Talarico						

Adopted: January 2, 2013

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING
RESOLUTION NO. 18-2013**

WHEREAS, on January 2006, the "New Jersey Local Unit Pay to Play" Law, N.J.S.A. 19:44A-20.4, et. seq., took effect; and
WHEREAS, the Borough of Montvale has a need to award certain professional contracts for services required by the municipality in calendar year 2013; and
WHEREAS, the Pay to Play Law permits such services to be acquired through the 'non-fair and open' process as declined in N.J.S.A. 19:44A-20.4 or 20.5 on those contracts where it is anticipated that the total cost will exceed \$17,500.00; and
WHEREAS, the anticipated term of these contracts is 1 year; and
WHEREAS, the public good and interest of the citizens of the Borough of Montvale will best be served by the "non-fair and open" process to secure experienced professional services, rather than the "fair and open" process awarding a contract to the lowest bidder; and
WHEREAS, each professional will be required to first complete and submit a Business Entity Disclosure Certification which certifies these professionals have not made any reportable contributions to a political or candidate committee in the Borough of Montvale in the previous one year, and that said professionals will be prohibited from making any reportable contributions through the term of the contract, and
NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale as follows:

The following professional 2013 contracts shall be awarded under the "non-fair open" process at the next regular meeting of the Governing Body:

<i>Borough Attorney:</i>	Philip N. Boggia, Esq. Boggia & Boggia 71 Mt. Vernon Street, PO Box 378 Ridgefield Park, NJ 07660
<i>Borough Engineer:</i>	Andrew Hipolit Maser Consulting P.A. 200 Valley Road, Suite 306 Mount Arlington, NJ 07856
<i>Auditor:</i>	Jeff Bliss Lerch, Vinci & Higgins 1717 Route 208 Fairlawn, NJ 07407

The said professionals, prior to securing such contract, shall execute and file with the Municipal Clerk, a *2013 Business Entity Disclosure Certification* pursuant to N.J.S.A. 19:44A-20-8.

Councilmember	Motion	Second	Yes	No	Absent	Abstain
Cudequest						
Curry						
Ghassali						
LaMonica						
Lane						
Talarico						

Adopted: January 2, 2013

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor

Active Group Terms

Member terms that will be active on 01/02/2013

Group Name	Member Type	Member Role	Term Started On	Term Ends On
ADMINISTRATION				
Marly Frasciello	Employee	Sec'y Police Chief	01/02/2013	12/31/2013
Mike Ghassali	Elected Official	Council Liaison	01/02/2013	12/31/2013
R. Lorraine Hutter	Employee	Planning/Office Mgr	01/02/2013	12/31/2013
Maureen Iarossi-Alwan	Employee	Administrator	01/02/2013	12/31/2013
Narita Maraj	Employee	Archive Records	01/02/2013	12/31/2013
Heather McGee	Employee	Secretary Police	01/02/2013	12/31/2013
Doreen Rowland	Employee	Floater	01/02/2013	12/31/2013
Janet Russo	Employee	Floater	01/02/2013	12/31/2013
Eileen Walsh	Employee	Admin. Asst.	01/02/2013	12/31/2013
ADMINISTRATOR HOUSING OFFICER				
Robert Regan Esq.	Contractual	Attorney	01/02/2013	12/31/2013
ANIMAL CONTROL				
Kimberly Nangle	Contractual	Animal Control Offcr	01/02/2013	12/31/2013
Carol Tyler	Contractual	Animal Control Offcr	01/02/2013	12/31/2013
ASSESSMENT SEARCH				
Maureen Iarossi-Alwan	Employee	Assessment Searcher	01/02/2013	12/31/2013
BOARD OF HEALTH				
Gail Brunner	Contractual	Sanitary Inspector	01/02/2013	12/31/2013
Gary Cocharan	Contractual	Sanitary Inspector	01/02/2013	12/31/2013
Joyce Cohen	Volunteer	President	01/04/2011	12/13/2015
Rose Curry	Elected Official	Council Liaison	01/02/2013	12/31/2013
Rose Curry	Elected Official	Council Liaison	01/02/2013	12/31/2013
Monica Danna	Volunteer	Member	01/03/2010	12/31/2014
Cathy Flagg	Volunteer	Member	01/03/2010	12/31/2014
Leigh Hopper	Volunteer	Member	01/04/2009	12/31/2013
Joel Landzberg, MD	Volunteer	Member	01/03/2012	12/31/2016
Patricia Lennon	Volunteer	Member	01/02/2013	12/31/2013
Angela Musella	Contractual	Health Officer	01/02/2013	12/31/2013
Janet Russo	Employee	Secretary	01/02/2013	12/31/2013
Carol Tyler	Contractual	Animal Control Offcr	01/02/2013	12/31/2013
Raymond Woodward	Volunteer	Vice President	01/02/2013	12/31/2017
BONDING COUNSEL				
McManimon Scotland	Contractual	Bonds	01/02/2013	12/31/2013
BOROUGH ATTORNEY				
Philip Boggia	Contractual	Borough Attorney	01/02/2013	12/31/2013
BOROUGH COUNCIL				
Theresa Cudequest	Elected Official	Council Member	01/02/2013	12/31/2015
Rose Curry	Elected Official	Council Member	01/03/2012	12/31/2014
Mike Ghassali	Elected Official	Council Member	01/02/2013	12/31/2015
Leah LaMonica	Elected Official	Council Member	01/03/2012	12/31/2014
Timothy Lane	Elected Official	Council Member	01/04/2011	12/31/2013
Salvatore Talarico	Elected Official	Council Member	01/04/2011	12/31/2013
BOROUGH PLANNER				
Richard Preiss	Contractual	Borough Planner	01/02/2013	12/31/2013

Active Group Terms

Member terms that will be active on 01/02/2013

Group Name	Member Type	Member Role	Term Started On	Term Ends On
BUILDING AND GROUNDS				
Mike Ghassali	Elected Official	Council Liaison	01/02/2013	12/31/2013
Gilmer Gomez	Employee	Bldg & Grounds	01/02/2013	12/31/2013
Thomas Mascarelli	Employee	Bldg & Grounds	01/02/2013	12/31/2013
CHAMBER OF COMMERCE/MAYOR APPT				
Leah LaMonica	Elected Official	Council Liaison	01/02/2013	12/31/2013
CLEAN COMMUNITIES				
Robert Culvert	Employee	Coordinator	01/02/2013	12/31/2013
CLERK'S OFFICE				
Maureen Iarossi-Alwan	Employee	Muni Clerk/Tenured	08/01/1996	07/31/2050
Fran Scordo	Employee	Deputy Muni Clerk	01/02/2013	12/31/2013
COAH MEDIATION TEAM				
John DePinto	Volunteer	Chairman Planning Bd	01/02/2013	12/31/2013
Mayor Roger Fyfe	Elected Official	Mayor	01/02/2013	12/31/2013
Maureen Iarossi-Alwan	Employee	Administrator	01/02/2013	12/31/2013
Leah LaMonica	Elected Official	Alternate	01/02/2013	12/31/2013
Richard Preiss	Contractual	Borough Planner	01/02/2013	12/31/2013
Robert Regan Esq.	Contractual	Admin Housing Officer	01/02/2013	12/31/2013
CONSTRUCTION				
Rose Curry	Elected Official	Council Liaison	01/02/2013	12/31/2013
Thomas Dillon	Employee	SubCodeFire/Tenured	01/01/2008	12/31/2050
Jeffrey Fette	Employee	ConstCode Tenured	10/01/2012	12/31/2016
Francis Johnstone	Employee	SubCodeElev/Tenured	01/01/1996	12/31/2050
David Ludwig	Employee	PlumbCode Tenured	10/01/2012	12/31/2016
Cynthia Petersen	Employee	Tech. Assistant	01/02/2013	12/31/2013
Michael Wallace	Employee	Sub Code Electric	12/10/2012	12/31/2015
COURT				
Catherine Cullen	Employee	Court Admin /Tenured	01/03/2010	12/31/2050
Tracy Jeffery	Employee	Bailif	01/02/2013	12/31/2013
Ann Levitzki	Employee	Violations Clerk	01/02/2013	12/31/2013
Maria Rotolo	Employee	Violations Clerk	01/02/2013	12/31/2013
John Wirth	Employee	Bailif	01/02/2013	12/31/2013
EMERGENCY MANAGEMENT				
Philip Boggia	Contractual	Borough Attorney	01/02/2013	12/31/2013
Kathy Bowen	Employee	Local Assist Board	01/02/2013	12/31/2013
Robert Culvert	Employee	Superintendent DPW	01/02/2013	12/31/2013
Robert Culvert	Employee	Superintendent DPW	01/02/2013	12/31/2013
James Ewing	Volunteer	Member	01/02/2013	12/31/2013
Marly Frasciello	Employee	Deputy Coordinator	01/02/2013	12/31/2013
Mayor Roger Fyfe	Elected Official	Mayor	01/02/2013	12/31/2013
Edward Gold	Contractual	MD	01/02/2013	12/31/2013
Theodore Guasconi	Volunteer	Member	01/02/2013	12/31/2013
Warren Hager	Volunteer	Member	01/02/2013	12/31/2013
Andrew Hipolit	Contractual	Borough Engineer	01/02/2013	12/31/2013
Maureen Iarossi-Alwan	Employee	Administrator	01/02/2013	12/31/2013
Heather McGee	Employee	Triboro Ambulance	01/02/2013	12/31/2013

Active Group Terms

Member terms that will be active on 01/02/2013

Group Name	Member Type	Member Role	Term Started On	Term Ends On
Clint Miller, Sr	Employee	Fire Chief	01/02/2013	12/31/2013
Angela Musella	Contractual	Bd of Health Rep	01/02/2013	12/31/2013
Steve Overgaard	Volunteer	Member	01/02/2013	12/31/2013
Bruce Piatt	Police Officer	Coordinator	01/03/2012	12/31/2014
Salvatore Talarico	Elected Official	Council Liaison	01/02/2013	12/31/2013

ENGINEERING

Andrew Hipolit	Contractual	Borough Engineer	01/02/2013	12/31/2013
Salvatore Talarico	Elected Official	Council Liaison	01/02/2013	12/31/2013

ENVIRONMENTAL/MAYOR APPT.

Bill Antczak	Volunteer	2nd Alternate	01/02/2013	12/31/2013
Paul Cohen	Volunteer	Vice Chairman	01/02/2013	12/31/2013
Theresa Cudequest	Elected Official	Council Liaison	01/02/2013	12/31/2013
Daniel Eichhorn	Volunteer	Member	01/02/2013	12/31/2013
Robert Hanrahan	Volunteer	Member	01/04/2011	12/31/2013
Edward Hugel	Volunteer	1st Alternate	01/02/2013	12/31/2013
Ray Hutchison	Volunteer	Member	01/03/2012	12/31/2014
Randall Preston	Volunteer	Member	01/02/2013	12/31/2013
Janet Russo	Employee	Secretary	01/02/2013	12/31/2013
Lisa Skoglund	Volunteer	Member	01/02/2013	12/31/2013
Wolfgang Vogt	Volunteer	Chairman	01/02/2013	12/31/2015

FINANCE

Carl Bello	Employee	Treasurer	01/02/2013	12/31/2013
Jeffrey Bliss	Contractual	Auditor	01/02/2013	12/31/2013
Mike Ghassali	Elected Official	2nd Signature Voucher	01/02/2013	12/31/2013
Christine Kalafut	Employee	Payroll / QPA	01/02/2013	12/31/2013
Timothy Lane	Elected Official	Council Liaison	01/02/2013	12/31/2013
Kenneth Sesholtz	Employee	CMFO Tenured	06/10/1997	12/31/2050
Gladys Vegliante	Employee	Accounts Payable	01/02/2013	12/31/2013

FIRE DEPARTMENT

Michael Barnes	Volunteer	Captain Co. 2	01/02/2013	12/31/2013
Geoffrey Gibbons	Volunteer	Assistant Chief	01/02/2013	12/31/2013
Joe Kolasar	Volunteer	Lieutenant #2	01/02/2013	12/31/2013
Kevin Krazit	Volunteer	Captain Co. 1	01/02/2013	12/31/2013
Clint Miller, Sr	Volunteer	Chief	01/02/2013	12/31/2013
Ryan Miller	Volunteer	Lieutenant #1	01/02/2013	12/31/2013
Al Nagy	Volunteer	Fire Commissioner	01/02/2013	12/31/2013
James Nicol	Volunteer	Commissioner	01/02/2013	12/31/2013
Robert Smith	Volunteer	Commissioner	01/02/2013	12/31/2013

FIRE PREVENTION

Mark Ginenthal	Employee	Fire Inspector	01/02/2013	12/31/2013
Timothy Lane	Elected Official	Council Liaison	01/02/2013	12/31/2013
Robert Ludwig	Employee	Fire Official	01/02/2013	12/31/2013
Clint Miller, Sr	Employee	Fire Inspector	01/02/2013	12/31/2013
James Strabone	Employee	Fire Inspector	01/02/2013	12/31/2013
John Wirth	Employee	Fire Inspector	01/02/2013	12/31/2013

HISTORIAN/MAYOR APPT.

Helen Gartman	Volunteer	Assistant	01/02/2013	12/31/2013
Maria Hopper	Volunteer	Borough Historian	01/02/2013	12/31/2013

Active Group Terms

Member terms that will be active on 01/02/2013

Group Name	Member Type	Member Role	Term Started On	Term Ends On
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Betty Phelps	Volunteer	Volunteer	01/02/2013	12/31/2013
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HISTORIC PRESERVATION/MAYOR APPT.

Matt Anderson	Volunteer	1st Alternate	01/03/2012	12/31/2013
Symmi DeFrancesco	Volunteer	Class C Member	01/04/2011	12/31/2014
Wendy Fontana	Volunteer	Class C Member	01/03/2010	12/31/2013
Maria Hopper	Volunteer	Class B Member	01/03/2012	12/31/2016
Leah LaMonica	Elected Official	Council Liaison	01/02/2013	12/31/2013
Margaret Palella	Volunteer	2nd Alt Class C	01/02/2013	12/31/2013
Perry Petrillo	Volunteer	Class A Member	01/02/2013	12/31/2015
Richard Voorhees	Volunteer	Class B Member	01/03/2012	12/31/2015

INSURANCE/MAYOR APPT

Mayor Roger Fyfe	Elected Official	Ins JIF Empl RepAlt	01/02/2013	12/31/2013
Maureen Iarossi-Alwan	Employee	Insurnace/JIF	01/02/2013	12/31/2013

LIBRARY

Tom Bonnell	Volunteer	Board Member	01/02/2013	12/31/2016
Elizabeth Ganss	Volunteer	Board Member	01/03/2012	12/31/2013
Donald Londahl-Smith	Volunteer	Board Member	01/03/2010	12/31/2014
Irmgard Oelkers	Volunteer	Board Member	01/04/2011	12/31/2015
Vicki Stockbower	Volunteer	Board Member	01/03/2012	12/31/2016
Richard Voorhees	Volunteer	Mayor's Alternate	01/02/2013	12/31/2013

LOCAL ASSISTANCE BOARD

Kathy Bowen	Employee	Director	01/02/2013	12/31/2013
Ann McDonald	Volunteer	Member	01/02/2013	12/31/2013
Joanne Paikavich	Volunteer	Member	01/02/2013	12/31/2013
Salvatore Talarico	Elected Official	Council Liaison	01/02/2013	12/31/2013

LOCAL BD OF ED/ MAYOR APPT

Rose Curry	Elected Official	Council Liaison	01/02/2013	12/31/2013
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LOSS PREVENTION

Robert Culvert	Employee	Superintendent DPW	01/02/2013	12/31/2013
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MAYORS OFFICE

Mayor Roger Fyfe	Elected Official	Mayor	01/03/2012	12/31/2015
Eileen Walsh	Employee	Admin. Asst.	01/02/2013	12/31/2013

MONTVALE CORPORATIONS COMM/MAYOR APPT.

Mayor Roger Fyfe	Elected Official	Mayor	01/02/2013	12/31/2013
Maureen Iarossi-Alwan	Employee	Administrator	01/02/2013	12/31/2013
Leah LaMonica	Elected Official	Council Liaison	01/02/2013	12/31/2013

MONTVALE SENIORS / MAYOR APPT

Leah LaMonica	Elected Official	Council Liaison	01/02/2013	12/31/2013
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MONTVALE TV ACCESS

Alan Bernstein	Volunteer	Member	01/02/2013	12/31/2013
Susan Ruttenber	Volunteer	Member	01/02/2013	12/31/2013
Salvatore Talarico	Elected Official	Council Liaison	01/02/2013	12/31/2013
Donald Wilson	Employee	Studio/Station Mgr	01/02/2013	12/31/2013

Active Group Terms

Member terms that will be active on 01/02/2013

Group Name	Member Type	Member Role	Term Started On	Term Ends On
MOTOR POOL				
Richard Keurajian	Employee	Senior Van Driver	01/02/2013	12/31/2013
Howard Minnick	Employee	Senior Van Driver	01/02/2013	12/31/2013
Alfred Thomas	Employee	Senior Van Driver	01/02/2013	12/31/2013
Haig Yeranossian	Employee	Senior Van Driver	01/02/2013	12/31/2013
MUNICIPAL ALLIANCE				
E. Kash Cruise	Employee	Police Officer	01/02/2013	12/31/2013
Allison McNeice	Employee	Police Officer	01/02/2013	12/31/2013
Salvatore Talarico	Elected Official	Council Liaison	01/02/2013	12/31/2013
PLANNING BOARD/MAYOR APPTS. Class I, II & 4				
Mark Bardes	Volunteer	Class IV	05/29/2012	12/31/2013
Theresa Cudequest	Elected Official	Council Liaison	01/02/2013	12/31/2013
John Culhane	Volunteer	Class IV	01/02/2013	12/31/2016
John DePinto	Volunteer	Chairman	01/04/2011	12/31/2014
Jeffrey Fette	Employee	Class II	01/02/2013	12/31/2013
William Lintner	Volunteer	Class IV	01/03/2012	12/31/2015
Richard Preiss	Contractual	Borough Planner	01/02/2013	12/31/2013
Robert Regan Esq.	Contractual	Attorney	01/02/2013	12/31/2013
Frank Stefanelli	Volunteer	Class IV	01/03/2012	12/31/2015
Dante Teagno	Volunteer	Mayor's Designee	01/02/2013	12/31/2013
Wolfgang Vogt	Volunteer	CL IV Envrn Lia 3 yr	01/02/2013	12/31/2015
POLICE				
Chris Frasciello	Employee	Special Police Ofc.	01/02/2013	12/31/2013
Marly Frasciello	Employee	Police Matron	01/02/2013	12/31/2013
Marianne Hansen	Employee	School Guard/Matron	01/02/2013	12/31/2013
Dawn Helfenbein	Employee	SchoolCrossing Guard	01/02/2013	12/31/2013
William Lange	Employee	SchoolCrossing Guard	01/02/2013	12/31/2013
Robert Malcolm	Employee	Special Police Ofc.	01/02/2013	12/31/2013
Heather McGee	Employee	Matron/Crossing Guar	01/02/2013	12/31/2013
Lawrence Padrevito	Employee	SchoolCrossing Guard	01/02/2013	12/31/2013
Vincent Parodi	Employee	Special Police Ofc.	01/02/2013	12/31/2013
John Peragallo	Employee	Special Police Ofc.	01/02/2013	12/31/2013
Lauren Pic	Employee	SchoolCrossing Guard	01/02/2013	12/31/2013
Maureen Scheffler	Employee	SchoolCrossing Guard	01/02/2013	12/31/2013
Salvatore Talarico	Elected Official	Police Commissioner	01/02/2013	12/31/2013
Haig Yeranossian	Employee	SchoolCrossing Guard	01/02/2013	12/31/2013
Karen Young	Employee	SchoolCrossing Guard	01/02/2013	12/31/2013
Lorraine Zurich	Employee	SchoolCrossing Guard	01/02/2013	12/31/2013
PROPERTY MAINTENANCE				
Jeffrey Fette	Employee	Prop Mnt Official	01/02/2013	12/31/2013
PUBLIC WORKS DEPT.				
Robert Culvert	Employee	Superintendent DPW	01/02/2013	12/31/2013
Mike Ghassali	Elected Official	Council Liaison	01/02/2013	12/31/2013
RECREATION				
Rose Curry	Elected Official	Council Liaison	01/02/2013	12/31/2013
Frank DiPalma	Volunteer	Member	01/02/2013	12/31/2013
James Freeman	Employee	Director	01/02/2013	12/31/2013

Active Group Terms

Member terms that will be active on 01/02/2013

Group Name	Member Type	Member Role	Term Started On	Term Ends On
Bill Greco	Volunteer	Member	01/02/2013	12/31/2013
Deborah Hawken	Volunteer	Chairperson	01/02/2013	12/31/2013
Thomas Mascarelli	Employee	Field Coordinator	01/02/2013	12/31/2013
Karen Meyers	Volunteer	Member	01/02/2013	12/31/2013
Armando Murillo	Volunteer	Member	01/02/2013	12/31/2013
Thomas Sullivan	Volunteer	Member	01/02/2013	12/31/2013
Raymond Woodward	Volunteer	Member	01/02/2013	12/31/2013
RECYCLING				
Robert Culvert	Employee	Coordinator	01/02/2013	12/31/2013
REGIONAL BD OF ED / MAYOR APPT				
Theresa Cudequest	Elected Official	Council Liaison	01/02/2013	12/31/2013
REGIONAL/LOCAL SCHOOL FUNDING COMM./MAYOR AP				
Theresa Cudequest	Elected Official	Council Liaison	01/02/2013	12/31/2013
Rose Curry	Elected Official	Council Liaison	01/02/2013	12/31/2013
Mayor Roger Fyfe	Elected Official	Mayor	01/02/2013	12/31/2013
Maureen Iarossi-Alwan	Employee	Administrator	01/02/2013	12/31/2013
RISK MANAGEMENT				
PIA Frank Cavelli	Contractual	Consultant	01/02/2013	12/31/2013
SAFETY				
Robert Culvert	Employee	Asst. Director - JIF	01/02/2013	12/31/2013
SEXUAL HARASSMENT OFFICERS				
Jeremy Abrams	Employee	Police Chief	01/02/2013	12/31/2013
Maureen Iarossi-Alwan	Employee	Administrator	01/02/2013	12/31/2013
SMALL BUSINESS SIGNAGE COMMITTEE/MAYOR APPT				
Rose Curry	Elected Official	Elected Official	01/02/2013	12/31/2013
Scott Foreman	Volunteer	Volunteer	01/02/2013	12/31/2013
Mayor Roger Fyfe	Elected Official	Mayor	01/02/2013	12/31/2013
Salvatore Talarico	Elected Official	Elected Official	01/02/2013	12/31/2013
STORMWATER MANAGEMENT COORDINATOR				
Andrew Hipolit	Contractual	Coordinator	01/02/2013	12/31/2013
TAX OFFICE				
Michael Leposky	Employee	Assessor/Tenured	04/01/2008	04/01/2050
Fran Scordo	Employee	Tax Search Officer	01/03/2012	12/31/2015
Fran Scordo	Employee	Tax Collector	01/03/2012	12/31/2015
TRI-BORO SHARED SERVICES				
Mayor Roger Fyfe	Elected Official	Mayor	01/02/2013	12/31/2013
Timothy Lane	Elected Official	Council Liaison	01/02/2013	12/31/2013
Salvatore Talarico	Elected Official	Council Liaison	01/02/2013	12/31/2013
WEB SITE				
Dan Bello	Employee	Webmaster	01/02/2013	12/31/2013
Rose Curry	Elected Official	Council Liaison	01/02/2013	12/31/2013
YOUTH GUIDANCE COUNCIL				

Active Group Terms

Member terms that will be active on 01/02/2013

Group Name	Member Type	Member Role	Term Started On	Term Ends On
E. Kash Cruise	Employee	Police Officer	01/02/2013	12/31/2013
Mayor Roger Fyfe	Elected Official	Mayor	01/02/2013	12/31/2013
Allison McNeice	Employee	DARE Officer	01/02/2013	12/31/2013
Salvatore Talarico	Elected Official	Council Liaison	01/02/2013	12/31/2013
ZONING OFFICER				
Jeffrey Fette	Employee	Class II	01/02/2013	12/31/2013