

**SINE DIE MEETING AGENDA
BOROUGH OF MONTVALE
MAYOR AND COUNCIL
MONDAY, JANUARY 5, 2015
7:30 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 December 17, 2014 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 Curry
Councilmember Ghassali
Councilmember LaMonica
Councilmember Lane
Councilmember Talarico

UNFINISHED BUSINESS OF 2014:

None

ADJOURNMENT SINE DIE MEETING:

FOLLOWED BY REORGANIZATION MEETING FOR THE YEAR 2015:



**BOROUGH OF MONTVALE
Mayor and Borough Council
REORGANIZATION MEETING AGENDA
Monday, January 5, 2015
7:30 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 COUNCILEMEMBERS (3 YEAR TERM)

Rose Curry
Leah LaMonica

SWEAR IN OF PROBATIONARY POLICE OFFICER

John P. Guico

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

01-2015 THROUGH 16-2015, and 19-2015

NON-CONSENT RESOLUTIONS

00-2015 Temporary Budget

17-2015 Officers Fire Department

18-2015 Professional Service Contract Appointments/Yr. 2015/Non-Fair and Open Process

OATHS OF OFFICE ADMINISTERED TO OFFICERS OF MONTVALE FIRE DEPARTMENT:

APPOINTMENTS

2015 STAFF, BOARDS, COMMITTEES AND MAYORAL APPOINTMENTS

(see attached list)

ROLL CALL: CONFIRMATION OF APPOINTMENTS

PUBLIC OPPORTUNITY TO SPEAK
CLOSED TO PUBLIC SPEAKING

COUNCIL COMMENTS

MESSAGE FROM MAYOR FYFE

CLOSING PRAYER:

ADJOURNMENT

Next scheduled Mayor and Council meeting will be held January 13, 2015 @ 7:30PM

**CONSENT AGENDA RESOLUTIONS
2015 ORGANIZATION MEETING**

- 01-2015 Cash Management Plan
- 02-2015 Authorizing payment to the United States Postal Service to affect the use of a Postal Machine
- 03-2015 Establish 2015 Holiday Schedule For Administrative Non-Contractual Employees
- 04-2015 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
- 05-2015 Roll Call of the Council members to be called in alphabetical order
- 06-2015 Authorizing the Mayor, Clerk and Collector to issue warrants for certain items with ratification at the following meeting
- 07-2015 All bills to be presented in proper form to the Finance Department no later than the 25th of each month
- 08-2015 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
- 09-2015 Designation of official newspapers for advertising for the Borough of Montvale
- 10-2015 Fixing the rate of interest to be charged for the nonpayment of taxes, assessments and excess sewer fees
- 11-2015 Order of business to be followed at all regular meetings of the Mayor and Council
- 12-2015 All monies collected by any Borough Official or Employee of the Borough shall be turned over the Borough Treasurer within 48 hours
- 13-2015 Establish Mayor & Council Meeting Schedule for the Year 2015
- 14-2015 Establishing a procedure for the periodic release of minutes of executive/session Minutes
- 15-2015 Open Public Meetings Act, Chapter 231 of Public Laws of the State of New Jersey/Closed Executive Sessions of the Montvale Governing Body
- 16-2015 Adoption of year 2015 By-Laws of the Mayor and Council of the Borough of Montvale
- 19-2015 Adoption Borough Policy & Procedures Manual/Administration

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING
RESOLUTION NO. 00-2015**

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 2015 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, 2015; and

WHEREAS, the total appropriations in the 2014 budget, exclusive of any appropriations for debt service, capital improvement fund and public assistance are as follows:

Current \$15,043,143.00

WHEREAS, 26.25 percent of the total appropriations in the 2014 budget, exclusive of any appropriations for debt service, capital improvement fund and public assistance in said 2014 budget is as follows:

Current \$ 3,948,825.03

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	\$55,000.00
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	100.00
Planning Board:	
Salaries and Wages	20,000.00
Other Expenses	20,000.00

Zoning Official:	
Salaries and Wages	5,000.00
Property Maintenance:	
Salaries and Wages	2,000.00
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
First Aid Organization:	
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
Garbage and Trash Removal:	
Other Expenses	150,000.00
Public Buildings and Grounds:	
Salaries and Wages	7,500.00
Other Expenses	5,000.00
Maintenance of All Vehicles:	
Other Expenses	7,500.00
Municipal Services Act:	
Other Expenses	5,000.00
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
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	35,000.00
Other Expenses	2,500.00
Public Defender:	
Other Expenses	1,500.00

Construction Code Official:	
Salaries and Wages	40,000.00
Other Expenses	1,500.00
Building Sub-Code Official:	
Salaries and Wages	25,000.00
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:	
Other Expenses	6,000.00
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>4,000.00</u>
	<u>2,489,100.00</u>
Excluded from "CAPS"	
Maintenance of Free Public Library	225,000.00
Sewer Processing and Disposal:	
Contractual	300,000.00
Recycling Tax	<u>4,000.00</u>
	<u>529,000.00</u>
Inter-local Municipal Service Agreements	
Police Dispatch / 911:	
Other Expenses	50,000.00
Municipal Court Administration:	
Salaries and Wages	35,000.00
Other Expenses	20,000.00
Prosecutor:	
Other Expenses	4,000.00
Public Defender:	
Other Expenses	1,500.00
Department of Public Works:	
Other Expenses	<u>600,000.00</u>
	<u>710,500.00</u>
	<u>3,728,600.00</u>
Municipal Debt Service - Excluded from "CAPS"	
Payment of Bond Principal	1,575,000.00
Interest on Bonds	<u>249,105.00</u>
	<u>1,824,105.00</u>
	\$5,552,705.00

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

Adopted: January 5, 2015

ATTEST:

APPROVED:

 Maureen Iarossi-Alwan
 Municipal Clerk

 Roger J. Fyfe
 Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING
RESOLUTION NO. 01-2015**

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 5, 2015

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING
RESOLUTION NO. 02-2015**

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 5, 2015

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING
RESOLUTION NO. 03-2015**

RE: Establish 2015 Holiday Schedule For Administrative Non-Contractual Employees

BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale that the following 2015 Holiday Schedule for eligible Administrative non-contractual employees be and is hereby established:

SECTION 1. Mandatory holidays during which Borough Hall Administrative Offices shall be closed:

<u>HOLIDAY</u>	<u>DAY OBSERVED</u>
New Year's Day	Thursday, January 1, 2015
President's Day	Monday, February 16, 2015
Memorial Day	Monday, May 25, 2015
Independence Day	Friday, July 3, 2015
Labor Day	Monday, September 7, 2015
Columbus Day	Monday, October 12, 2015
Veterans Day	Wednesday, November 11, 2015
Thanksgiving Day and the Day After	Thursday, November 26, 2015
Christmas Day	Friday, November 27, 2015
	Friday, December 25, 2015

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 5, 2015

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING
RESOLUTION NO. 04-2015**

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 5, 2015

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING
RESOLUTION NO. 05-2015**

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 5, 2015

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING
RESOLUTION NO. 06-2015**

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 5, 2015

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING
RESOLUTION NO. 07-2015**

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 5, 2015

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING
RESOLUTION NO. 08-2015**

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 5, 2015

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING
RESOLUTION NO. 09-2015**

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 2015:

The Record – Hackensack, N.J.

The Ridgewood News – Hackensack, N.J.

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

Adopted: January 5, 2015

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING
RESOLUTION NO. 10-2015**

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 5, 2015

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING
RESOLUTION NO. 11-2015**

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.

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 5, 2015

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING
RESOLUTION NO. 12-2015**

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 5, 2015

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING
RESOLUTION NO. 13-2015**

BE IT RESOLVED, the meetings of the Mayor and Borough Council shall be held on the following dates for the year 2015 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 5	Organization Meeting
January 13	Public Meeting
January 27	Workshop Session
February 10	Public Meeting
February 24	Workshop Session
March 10	Public Meeting
March 31	Workshop Session
April 14	Public Meeting
April 28	Workshop Session
May 12	Public Meeting
May 26	Workshop Session
June 9	Public Meeting
June 30	Workshop Session
July 14	Public Meeting
July 28	Workshop Session
August 11	Public Meeting
August 25	Workshop Session
September 8	Public Meeting
September 29	Workshop Session
October 13	Public Meeting
October 27	Workshop Session
November 10	Public Meeting
November 24	Workshop Session
December 8	Public Meeting
December 29	Workshop Session

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						

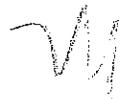
Adopted: January 5, 2015

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor



**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING
RESOLUTION NO. 14-2015**

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 Borough of Montvale as follows:

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.

- 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 5, 2015

ATTEST:

APPROVED:

 Maureen Iarossi-Alwan
 Municipal Clerk

 Roger J. Fyfe
 Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING
RESOLUTION NO. 15-2015**

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 5, 2015

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING
RESOLUTION NO. 16-2015**

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 5, 2015

ATTEST:

APPROVED:

Maureen Iarossi-Aiwan
Municipal Clerk

Roger J. Fyfe
Mayor

**BY-LAWS
OF THE COUNCIL OF THE BOROUGH OF MONTVALE
ADOPTED January 5, 2015**

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- § 2. Questions and motion require second.**
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- § 5. Reconsideration.**
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- § 8. Adjournment of meetings.**
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- § 10. Action by majority vote.**
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- § 1. Presiding officer.**
- § 2. Preservation of order.**
- § 3. Conflicts over right to floor.**
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- § 1. **General duties.**
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ARTICLE VI
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- § 1. **Appointments; Mayor's responsibilities.**
- § 2. **Liaisons.**
- § 3. **Purpose of Liaisons.**
- § 4. **Special Council Committees.**
- § 5. **Council Liaisons; Attendance at meetings.**
- § 6. **Liaison reports.**

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- § 1. **Preparation and submission.**
- § 2. **Certification, checking, review and preliminary approval.**
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- § 1. **Procedure for issuance.**

ARTICLE IX
Duties of Liaisons

- § 1. **Administration**
- § 2. **Board of Health**
- § 3. **Chamber of Commerce**
- § 4. **COAH**
- § 5. **Construction**
- § 6. **Corporate Residents**

- § 7. Engineer
- § 8. Environmental
- § 9. Finance
- § 10. Fire Department
- § 11. Fire Prevention
- § 12. Fire House Restructure Committee
- § 13. Historic Preservation
- § 14. Insurance
- § 15. Joint Court
- § 16. Local Assistance Board
- § 17. Local Board of Education
- § 18. Municipal Alliance
- § 19. Office of Emergency Management
- § 20. Ordinances
- § 21. Pascack Valley Department Of Public Works Joint Committee
- § 22. Planning Board
- § 23. Police
- § 24. Recreation
- § 25. Regional Board of Education
- § 26. Regional/Local School Funding
- § 27. Senior Community Center
- § 28. Shared Services
- § 29. Small Business Signage
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- § 31. Youth Guidance Council
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ARTICLE X
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- § 1. Proposal to amend; appointment of committee.
- § 2. Presentation of committee recommendations.
- § 3. Vote required.

ARTICLE XI
Adoption and Term

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

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
Small Business Signage 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
Fire House Restructure Committee
Joint Court Committee
Pascack Valley Department of Public Works Committee
Regional/Local School Funding Committee
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
- Chamber of Commerce
- COAH Committee
- Construction
- Corporate Residents
- Engineer
- Environmental Commission
- Finance Committee
- Fire Department
- Fire House Restructure Committee
- Fire Prevention
- Historic Preservation Commission
- Insurance
- Joint Court Committee
- Local Assistance Board
- Local Board of Education
- Municipal Alliance
- Ordinances
- Office of Emergency Management
- Pascack Valley Department of Public Works Joint Committee
- Planning Board
- Police
- Recreation Committee
- Regional Board of Education
- Regional/Local School Funding
- Senior Community Center
- Shared Services Committee

Small Business Signage 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. 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.

§ 4. 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.

§ 5. 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.

§ 6. Montvale Corporations Committee

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.

§ 7. 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.

§ 8. 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.

§ 9. 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.

§ 10. 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.

§ 11. 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.

§ 12. Fire House Restructure Committee

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

- a. Examination and review of replacement or repair to existing building.

§ 13. 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.

§ 14. 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.

§ 15. 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.

§ 16. 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.

§ 17. 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.

§ 18. 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.

§ 19. 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.

§ 20. 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.

§ 21. Pascack Valley Department of Public Works Joint Committee

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

- a. Liaison for the administration, practices, procedures of the Pascack Valley Department of Public Works Shared Service Agreement.
- b. Attendance and participation and all meetings of the Joint Committee.

§ 22. 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.

§ 23. 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.

§ 24. 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.

§ 25. 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.

§ 26. 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.

§ 27. 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.

§ 28. Shared Services

The 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 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.

§ 29. Small Business Signage

a. The Small Business Signage Liaison shall have primary responsibility for cooperation and coordination between the Borough Council and the Montvale Businesses.

§ 30. 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.

§ 31. 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.

§ 32. 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.

Originally Adopted January 2, 2013

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING
RESOLUTION NO. 17-2015**

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 2015:

- Fire Chief - Clinton Miller, Sr.
- Deputy Fire Chief - Geoffrey Gibbons
- Captain 1 - Charles Lydon
- Captain 2 - Michael Barnes
- Lt., Company #1 - Mike Cintineo
- Lt., Company #2 - Rick Alton

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

Adopted: January 5, 2015

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING
RESOLUTION NO. 18-2015**

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 2015; 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 2015 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 Ridgefield Park, NJ 07660
<i>Borough Engineer:</i>	Andrew Hipolit Maser Consulting P.A. 400 Valley Road, Suite 304 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 2015 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 5, 2015

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
ORGANIZATION MEETING
RESOLUTION NO. 19-2015**

RE: Adoption Borough Policy & Procedure Manual/Year 2015

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 FURTHER 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						

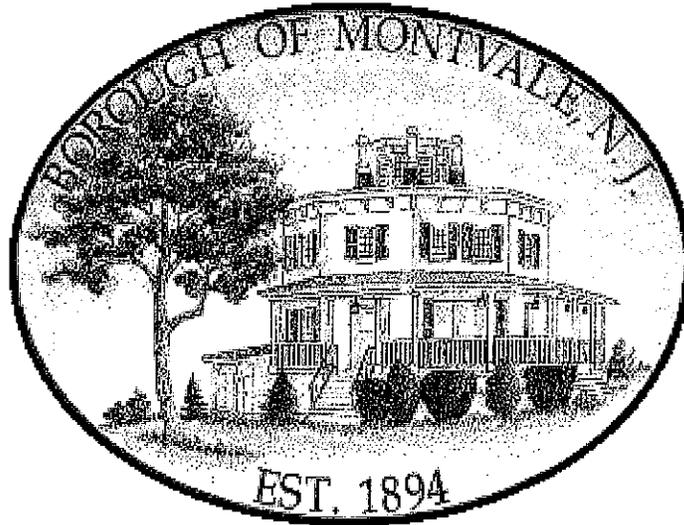
Adopted: January 5, 2015

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor



BOROUGH OF MONTVALE
POLICIES AND PROCEDURES
MANUAL

January 2015

The Borough of Montvale is an Equal Opportunity Employer, M/F

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*Required

I hereby certify that this is a true copy
of a resolution passed by the Mayor and
Council of the Borough of Montvale on

8/29/12

Maurice J. Russo
Municipal Clerk



**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 104-2012**

A RESOLUTION TO AFFIRM THE BOROUGH OF MONTVALE'S CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTERS, INDEPENDENT CONTRACTORS, AND MEMBERS OF THE PUBLIC THAT COME INTO CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND VOLUNTEERS

WHEREAS, it is the policy of The Borough of Montvale to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act, and

WHEREAS, the governing body of The Borough of Montvale has determined that certain procedures need to be established to accomplish this policy, and

NOW, THEREFORE BE IT ADOPTED by the Mayor and Council of the Borough of Montvale that:

Section 1: No official, employee, appointee or volunteer of the Borough of Montvale by whatever title known, or any entity that is in any way a part of the Borough of Montvale shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment or a violation of any person's constitutional rights while such official, employee, appointee volunteer, or entity is engaged in or acting on behalf of the Borough of Montvale's business or using the facilities or property of the Borough of Montvale.

Section 2: The prohibitions and requirements of this resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization or support in any way from the Borough of Montvale to provide services that otherwise could be performed by the Borough of Montvale.

Section 3: Discrimination, harassment and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights.

Section 4: The Administrator shall establish written procedures for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.

SECTION ONE

Policies Relating to Employee Rights and Obligations:

Anti-Discrimination Policy:*

The Borough of Montvale is committed to the principle of equal employment opportunity and anti-discrimination pursuant to Title VII of the 1964 Civil Rights Act as amended by the Equal Opportunity Act of 1972 and the New Jersey Law Against Discrimination (LAD). Under no circumstances will the Borough of Montvale discriminate on the basis of sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, domestic partnership status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), liability for service in the United States armed forces, and/or any other characteristic protected by law. Decisions regarding the hiring, promotion, transfer, demotion or termination are based solely on the qualifications and performance of the employee or prospective employee. If any employee or prospective employee feels they have been treated unfairly, they have the right to address their concern with their supervisor, or if they prefer, their Department Head, the Borough Administrator, the Council Liaison or the Borough Attorney.

Americans with Disabilities Act Policy:*

In compliance with the Americans with Disabilities Act, the ADA Amendments Act and the New Jersey Law Against Discrimination, the Borough of Montvale does not discriminate based on disability. The Borough of Montvale will endeavor to make every work environment handicap assessable and all future construction and renovation of facilities will be in accordance with applicable barrier-free Federal and State regulations and the Americans with Disabilities Act Accessibility Guidelines, as well as the ADA Amendments Act.

It is the policy of the Borough of Montvale to comply with all relevant and applicable provisions of the Americans with Disabilities Act, the ADA Amendments Act and the New Jersey Law Against Discrimination. We will not discriminate against any employee or job applicant with respect to any terms, conditions, or privileges of employment on the basis of a known or perceived disability. We will also make reasonable accommodations to known physical or mental limitations of all employees and applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose undue hardship on the Borough of Montvale.

The Borough Administrator shall engage in an interactive dialogue with disabled employees and prospective employees to identify reasonable accommodations. All decisions with regard

disciplinary action. Any occupational or public unsafe condition, practice, procedure or act must be immediately reported to the supervisor or Department Head. Any on-the-job accident or accident involving Borough of Montvale facilities, equipment or motor vehicles must also be immediately reported to the supervisor or Department Head.

The Borough of Montvale has appointed a Safety Committee that meets on a regular basis to discuss and recommend solutions to safety problems. Employees are encouraged to discuss safety concerns with their Safety Committee Representative.

Transitional Duty Policy:

The Borough of Montvale will endeavor to bring employees with temporary disabilities back on the job as soon as possible and may assign transitional duty to employees who temporarily cannot perform the essential functions of their positions because of injury or illness. Transitional duty is not guaranteed and will not exceed forty-five (45) workdays. If a department already has one employee on transitional duty, it is unlikely that another employee from that department will be assigned transitional duty.

An employee requesting transitional duty, or, the Workers Compensation Physician, shall notify the Borough Administrator as soon as the temporarily disabled employee is able to return to work with restrictions. Transitional duty will only be assigned if the employee will probably be able to perform the essential functions of the position after the transitional duty period. The Borough Administrator will consult with the Department Head to determine if there is any meaningful work that can be performed consistent with the restrictions. Transitional duty assignments may be in any department and not just the employee's normal department. The Borough Administrator will decide if it is in the best interest of the Borough of Montvale to approve a transitional duty request and will notify the employee of the decision. The Borough of Montvale reserves the right to terminate the transitional duty assignment at any time without cause.

Employees may not refuse transitional duty assignments that are recommended by the Workers Compensation Physician. In such cases, failure to report to work as directed shall constitute immediate grounds for dismissal. If the employee believes that the transitional duty assignment is beyond the employee's abilities, the employee may request a meeting with the Borough Administrator who will render a written response within 24 hours.

Employees on transitional duty will receive their regular salaries and are prohibited from engaging in any outside employment of any kind unless they receive prior written approval from the Borough Administrator. If transitional duty is approved, the employee or Workers Compensation Physician must keep the Borough Administrator informed of the medical progress. (Employees assigned to transitional duty will be allotted time off to attend medical or physical therapy appointments but must request leave time for any other reason.) If at the end of transitional duty period the employee is not able to return to work without restrictions, the Borough of Montvale reserves the right at its sole discretion to extend the transitional duty or place the employee back on Workers Compensation or disability. This policy does not

Workplace Violence Policy:*

The Borough of Montvale will not tolerate workplace violence. Violent acts or threats made by an employee against another person or property are cause for immediate dismissal and will be fully prosecuted. This includes any violence or threats made on Borough of Montvale property, at Borough of Montvale events or under other circumstances that may negatively affect the Borough of Montvale's ability to conduct business.

Prohibited conduct includes:

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive, hostile, or bullying behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another employee;
- Possession of a weapon while on Borough of Montvale property or while on Borough of Montvale business except with the authority of the Police Chief; and
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Any potentially dangerous situations must be immediately reported. The Borough of Montvale will actively intervene in any potentially hostile or violent situation.

General Anti-Harassment Policy:*

It is the Borough of Montvale's policy to prohibit harassment of an employee by another employee, management representative, supplier, volunteer, or business invitee on the basis of actual or perceived sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, domestic partnership status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), gender identity or expression, liability for service in the United States armed forces, and/or any other characteristic protected by law. Harassment of non-employees by our employees is also prohibited. While it is not easy to define precisely what harassment is, it includes slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, caricatures or representation of persons using electronically or physically altered photos, drawings or images, and other similar verbal, written, printed or physical conduct.

If an employee is witnesses to or believes to have experienced harassment, immediate notification of the supervisor or other appropriate person should take place. See the Employee Complaint Policy.

- Such conduct has the purpose or effect of unreasonably interfering with an individual's activities or creating an intimidating, hostile or offensive environment.

Sexual harassment may include unwanted sexual advances; offering employment benefits in exchange for sexual favors; visual conduct (leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters); verbal sexual advances, propositions or requests; verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, caricatures or representations of persons using electronically or physically altered photos, drawings, or images; notes or invitations; and/or physical conduct (touching, assault, impeding or blocking movements.)

If an employee is witness to or believes that the employee has experienced sexual harassment, they must immediately notify their supervisor or other appropriate person. See the Employee Complaint Policy.

Harassment of Borough of Montvale employees, in connection with their work, by non-employees may also be a violation of this policy. Any employee who experiences harassment by a non-employee, or who observes harassment of an employee by a non-employee should report such harassment to their supervisor. Appropriate action will be taken against any non-employee.

Notification by employee to appropriate personnel of any harassment problem is essential to the success of this policy and the Borough of Montvale generally. The Borough of Montvale cannot resolve a harassment problem unless it is reported. Therefore, it is the responsibility of all employees to bring those kinds of problems to the attention of management so that steps are necessary to correct them.

Violation of this sexual harassment policy will subject employees to disciplinary action, up to and including immediate discharge.

“Whistle Blower” Policy:*

Employees have the right under the “Conscientious Employee Protection Act (CEPA)” to complain about any activity, policy or practice that the employees reasonably believe is in violation of a law, rule, or regulation promulgated pursuant to law. This right shall be communicated to all employees in an annual letter outlining the specific employee complaint procedure and in a posted notice. A written acknowledgement that the employee received this letter will be included in the employee's official personnel file. The annual notice shall be in English and Spanish and must contain the name of the person who is designated to receive written notification of policies or practices that might violate CEPA. All complaints will be taken seriously and promptly investigated.

and even if the charges cannot be proven. There will be no discrimination or retaliation against any other individual who participates in the investigation of a complaint.

If the investigation substantiates the complaint, appropriate corrective and/or disciplinary action will be swiftly pursued. Disciplinary action up to and including discharge will also be taken against individuals who make false or frivolous accusations, such as those made maliciously or recklessly. Actions taken internally to investigate and resolve harassment complaints will be conducted confidentially to the extent practicable and appropriate in order to protect the privacy of persons involved. Any investigation may include interviews with the parties involved in the incident, and if necessary, with individuals who may have observed the incident or conduct or who have other relevant knowledge. The employee will be notified of a decision or of the status of the investigation within a reasonable time from the date of report of incident.

Access to Personnel Files Policy:*

The official personnel file for each employee shall be maintained by the Borough Administrator. Personnel files are confidential records that must be secured in a locked cabinet and will only be available to authorized managerial and supervisory personnel on a need-to-know basis. Records relating to any medical condition will be maintained in a separate file. Electronic personnel and medical records must be protected from unauthorized access.

Upon request, employees may inspect their own personnel files at a mutually agreeable time on the Borough of Montvale premises in the presence of the Borough Administrator or a designated supervisor. The employee will be entitled to see any records used to determine his or her qualification for employment, promotion or wage increases and any records used for disciplinary purposes. Employees may not remove any papers from the file. Employees will be allowed to have a copy of any document they have signed relating to their obtaining employment. Employees may add to the file their versions of any disputed item.

Personnel files do not contain confidential employee medical information. Any such information that the Borough of Montvale may obtain will be maintained in separate files and treated at all times as confidential information. Any such medical information may be disclosed under very limited circumstances in accordance with any applicable legal requirements.

The Borough of Montvale endeavors to maintain the privacy of personnel records. There are limited circumstances in which the Borough of Montvale will release information contained in personnel or medical records to persons outside the Borough of Montvale. These circumstances include:

- In response to a valid subpoena, court order or order of an authorized administrative agency;
- To an authorized governmental agency as part of an investigation of the Borough of Montvale's compliance with applicable law;

Employees may not accept donations, gratuities, contributions or gifts that could be interpreted to affect their Borough of Montvale duties. Under no circumstances may an employee accept donations, gratuities, contributions or gifts from a vendor doing business with or seeking to do business with the Borough of Montvale or any person or firm seeking to influence Borough of Montvale decisions. Meals and other entertainment valued in excess of \$300 are also prohibited. Employees are required to report to the Borough Administrator any offer of a donation, gratuity, contribution or gift including meals and entertainment that is in violation of this policy.

Political Activity Policy:*

Employees have exactly the same right as any other citizen to join political organizations and participate in political activities, as long as they maintain a clear separation between their official responsibilities and their political affiliations. Employees are prohibited from engaging in political activities while performing their public duties and from using Borough of Montvale time, supplies or equipment in any political activity. Any violation of this policy must be reported to the supervisor, Department Head, Borough Administrator, Council Liaison or the Borough Attorney.

Employee Evaluation Policy:*

Department Heads will complete a written evaluation and appraisal form for every employee in his or her department once a year in September. Newly hired employees, or those employees appointed to new positions, will be reviewed after three (3) months and six (6) months of employment and thereafter on an annual basis. The evaluation will determine job performance in order to measure progress and encourage self-improvement. In addition to job performance, the evaluation will also record additional duties performed and education courses completed. A plan to correct sub-standard performance will be prepared by the Department Head and employee using the Employee Counseling Form, and attached to the evaluation. After completing the evaluation, the Department Head and Borough Administrator will review the results with the employee. A signed acknowledgement of review will be attached to the evaluation. As a part of the evaluation, employees have the right to request a conference with the Borough Administrator.

Employee Discipline Policy:*

An employee may be subject to discipline for all of the following reasons:

- Falsification of public records, including attendance and other personnel records.
- Failure to report absence.

- Failure to perform duties, inefficiency or substandard performance.
- Unauthorized disclosure of confidential Borough of Montvale information.
- Gambling on Borough of Montvale premises.
- Horseplay, disorderly conduct and use of abusive and/or obscene language on Borough of Montvale premises.
- Deliberate delay or restriction of your work effort, and/or incitement of others to delay or restrict their work effort.
- Conviction of a crime.
- Violating any Borough of Montvale rules or policies.
- Conduct unbecoming a public employee.
- Violation of Borough of Montvale policies, procedures and regulations.
- Violation of Federal, State or Borough of Montvale regulations concerning drug and alcohol use and possession.
- Misuse of public property, including motor vehicles.
- Unauthorized use of computers, Internet and email
- Other sufficient cause.

Major disciplinary action includes termination, disciplinary demotion or suspension exceeding five working days. Minor discipline includes a formal, written reprimand or a suspension of five working days or less. Employees who object to the terms or conditions of the discipline are entitled to a hearing under the applicable grievance procedure. In every case involving employee discipline, employees will be provided with an opportunity to respond to charges either verbally or in writing.

In cases of employee misconduct, the Borough of Montvale believes in corrective action for the purpose of correcting undesirable behavior and preventing a recurrence of that behavior. The corrective action taken will be related to the gravity of the situation, the number and kind of previous infractions and other circumstances. In every case, employees will be given an opportunity to state the situation from their point of view.

In order to correct undesirable behavior, supervisors and managers may utilize the following corrective tools: verbal reprimand; Borough Administrator review; written reprimand; suspension; fines, and, dismissal. At the discretion of the Borough of Montvale, action may

Any employee performing work which requires the operation of a Borough of Montvale vehicle must notify the immediate supervisor in those cases where a license is expired, suspended or revoked and/or who is unable to obtain an occupational permit from the State Department of Licensing. An employee who fails to report such an instance is subject to disciplinary action including demotion or termination. An employee who fails to immediately report such revocation or suspension to their supervisor and continues to operate a Borough of Montvale vehicle shall be subject to possible termination.

Any information obtained by the Borough of Montvale in accordance with this section shall be used by the Borough of Montvale only for carrying out its lawful functions and for other lawful purposes in accordance with the Driver's Privacy Protection Act (18 U.S.C. S 2721 et seq.)

Job Description Policy:*

A job description, including qualifications, shall be maintained for each position. All job descriptions must be approved by the Borough Administrator who will make copies available upon request.

Full-time employees are classified as those employees working thirty-five (35) hours or more per week.

Part-time employees are classified as those employees working less than thirty-five (35) hours per week and are categorized as either part-time hourly or part-time salaried. Part-time hourly employees are paid an hourly wage for hours worked. Part-time salaried employees are paid an annual wage. Part-time salaried employees include Plumbing, Electrical, Elevator and Fire Sub-code Inspectors, Fire Prevention personnel, Construction Code Official and Building Sub-code Official, Municipal Judge, Recreation Director and Assistant to the Recreation Director. These positions are based on perceived value of the position and an estimated time to fully perform the duties of the position. These are positions without regular hours; employees perform their jobs on various days and times and at various locations.

Attendance Policy:

All employees are expected to be at work and ready to assume their duties at the beginning of the scheduled workday. Lateness and absence will be tolerated only in emergencies or when the supervisor gives prior approval. All absences must be reported to the supervisor prior to the start of the normal workday and a voice mail message left on the Office Manager or receptionist's telephone. The normal working hours for full-time (employees working 35 hours per week) administrative employees are 8:30 AM to 4:30 PM. All other administrative employees working less than a 35 hour work week are considered part-time and working hours are assigned by the Borough Administrator. The working hours for other employees/departments are established by departmental procedures and bargaining unit agreements.

Early Closing and Delayed Opening Policy:

In the event of unsafe conditions, the Borough Administrator may authorize Department Heads to close operations earlier than the normal working hours. If conditions exist prior to scheduled openings, the Borough Administrator shall notify the Office Manager of a delayed opening and a new opening time. Each Department will have a calling system in place. If the employee chooses not to report to work, a full vacation day or compensating time will be charged. Sick time will only be charged for a legitimate illness. If there is a delayed opening, or if work is called off for the day, no time will be charged for the day for full time or part-time employees. This provision does not apply to the Department of Public Works, Police, Fire,

Use of Vehicles Policy:

Borough of Montvale owned vehicles shall be used only on official business and all passengers must be on Borough of Montvale business.

Vehicle Use Policy:

All Employees.

General Policy:

- A. The Borough recognizes the need to provide certain officials and employees with the use of vehicles in order to perform Borough business.
- B. All Borough Vehicles are to be utilized for the business of the public. Any other operation of same is a misuse of Borough Property and therefore subject to disciplinary action.
Unless an employee receives permission from the Borough Administrator, the Borough of Montvale owned vehicles shall be used only on official business and all passengers must be on Borough of Montvale business. Vehicles may be taken home only with the advance approval of the Borough Administrator except a (mayor or chief operatory officer) may also grant temporary approval to facilitate responses to after-hours emergency calls. When an employee takes home a Borough of Montvale vehicle, it is to be used only for official Borough of Montvale business; any other use is not permitted. At no time shall children be in the Borough of Montvale vehicle when responding to an emergency. Any violation of this policy constitutes cause for disciplinary action.
- C. Borough Vehicles Specifically Assigned to an Official or Employee:
 - 1. In certain clearly defined jobs requiring travel within the Borough, a vehicle will be furnished by the Borough for use by the official or employee. The vehicle may not be operated outside of the Borough except in case of an emergency, or in connection with performance of their duties. The following officials or employees shall be furnished Borough vehicles: Fire Chief, Police Chief, and Fire Official or their designees.
 - 2. Under no circumstances is a Borough vehicle to be operated by an official or employee for personal use except in the case of the Fire Chief. The Borough vehicle is only to be operated by the official or employee. The Fire Chief, in view of the requirement that he respond to all fire calls, may use the assigned Borough vehicle for personal use within a five (5) mile radius of the Borough.
 - 3. The Police Chief and Public Works Superintendent are permitted to utilize their assigned Borough vehicle for transportation to and from work in addition to conditions necessitated by Borough business which meets the "qualified non personal vehicle" criteria specified by the IRS. All other personal use will have a fringe benefit value added to the gross income reported on the employees W-2.

forms provided by the Borough of Montvale, such as cell phones, smart phones, computers, electronic tablets, access to the internet, voicemail, email, and fax.

All data stored on and/or transmitted through Communication Media is the property of the Borough of Montvale. For purposes of this policy, "Data" includes "electronically-stored files, programs, tables, data bases, audio and video objects, spreadsheets, reports and printed or microfiche materials which serve a Borough of Montvale business purpose, regardless of who creates, processes or maintains the data, or whether the data is processed manually or through any of the Borough of Montvale's mainframe, midrange or workstations; servers, routers, gateways, bridges, hubs, switches and other hardware components of the Borough of Montvale's local or wide-area networks."

The Borough of Montvale respects the individual privacy of its employees. However, employee communications transmitted by the Borough of Montvale's Communication Media are not private to the individual. All Communication Media and all communications and stored information transmitted, received, or contained in or through such media may be monitored by the Borough of Montvale. The Borough of Montvale reserves the absolute right to access, review, audit and disclose all matters entered into, sent over, placed in storage in the Borough of Montvale's Communication Media. By using the Borough of Montvale's equipment and/or Communication Media, employees consent to have such use monitored at any time, with or without notice, by Borough of Montvale personnel. The existence of passwords does not restrict or eliminate the Borough of Montvale's ability or right to access electronic communications. However, the Borough of Montvale cannot require the employee to provide its password to his/her personal account.

All email, voicemail and Internet messages (including any technology-based messaging) are official documents subject to the provisions of the Open Public Records Act (NJSA 47:1A-1). Employees of the Borough of Montvale are required to use the assigned municipal email account for ALL Borough of Montvale business and correspondence. The use of private email accounts for ANY Borough of Montvale business or during business hours is strictly prohibited.

Employees can only use the Borough of Montvale's Communication Media for legitimate business purposes. Employees may not use Borough of Montvale's Communication Media in any way that is defamatory, obscene, or harassing or in violation of any Borough of Montvale rules or policy. Examples of forbidden transmissions or downloads include sexually-explicit messages; unwelcome propositions; ethnic or racial slurs; or any other message that can be construed to be harassment or disparaging to others based on their actual or perceived age, race, religion, sex, sexual orientation, gender identity or expression, genetic information, disability, national origin, ethnicity, citizenship, marital status or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances.

All employees, who have been granted access to electronically-stored data, must use a logon ID assigned by Borough of Montvale. Certain data, or applications that process data, may require additional security measures as determined by the Borough of Montvale. Employees

Borough of Montvale. For purposes of this section, an "emergency situation" involves a sudden and unforeseen combination of circumstances or the resulting state that calls for immediate action, assistance or relief, and may include accidents, crimes and flights from accidents or crimes and the employee does not have access to the Borough of Montvale's Communication Media. If such situation occurs, employee agrees that any images belong to the Borough of Montvale and agree to release the image to the Borough of Montvale and ensure its permanent deletion from media device upon direction from the Borough of Montvale.

No media advertisement, electronic bulletin board posting, or any other posting accessible via the Internet about the Borough of Montvale or on behalf of the Borough of Montvale, whether through the use of the Borough of Montvale's Communication Media or otherwise, may be issued unless it has first been approved by the Borough Administrator. Under no circumstances may information of a confidential, sensitive or otherwise proprietary nature be placed or posted on the Internet or otherwise disclosed to anyone outside the Borough of Montvale.

Because (authorized) postings placed on the Internet through use of the Borough of Montvale's Communication Media will display on the Borough of Montvale's return address, any information posted on the Internet must reflect and adhere to all of the Borough of Montvale's standards and policies.

All users are personally accountable for messages that they originate or forward using the Borough of Montvale's Communication Media. Misrepresenting, obscuring, suppressing, or replacing a user's identity on any Communication Media is prohibited. "Spoofing" (constructing electronic communications so that it appears to be from someone else) is prohibited.

Employees must respect the laws regarding copyrights, trademarks, rights of public Borough of Montvale and other third-party rights. Any use of the Borough of Montvale's name, logos, service marks or trademarks outside the course of the employee's employment, without the express consent of the Borough of Montvale, is strictly prohibited. To minimize the risk of a copyright violation, employees should provide references to the source(s) of information used and cite copyrighted works identified in online communications.

To the extent that employees use social media outside of their employment and in so doing employees identify themselves as Borough of Montvale's employees, or if they discuss matters related to the Borough of Montvale on a social media site, employees must add a disclaimer on the front page, stating that it does not express the views of the Borough of Montvale, and the employee is expressing only their personal views. For example: "The views expressed on this website/web log are mine alone and do not necessarily reflect the views of my employer." Place the disclaimer in a prominent position and repeat it for each posting that is expressing an opinion related to the Borough of Montvale or the Borough of Montvale's business. Employees must keep in mind that, if they post information on a social media site that is in violation of Borough of Montvale policy and/or federal, state or local laws, the disclaimer will not shield them from disciplinary action.

Petty Cash Policy:

I. Purpose/Intent

The purpose of this policy is to define the guidelines for petty cash. The dollar amount allocated to the Borough of Montvale's petty cash fund shall be \$500.00.

II. Definitions

Petty Cash – may be used for small purchases that must be made quickly and without prior notice on a contingency basis, or for official, organized activities of the Borough of Montvale or the various boards that function as part of the Borough. Petty cash may only be used when preferred methods of purchase (e.g. purchase requisition) are not feasible.

Petty Cash Receipt – Attach to the original vendor receipt at the time of petty cash disbursement and include the following information: date of the disbursement, purpose of the disbursement, amount of the disbursement, budget account number to be charged, signature of the employee receiving the petty cash, signature of the employee's direct supervisor and signature of the petty cash fund custodian.

Request for Receipt of Petty Cash Reimbursement – Receipt submitted by the petty cash custodian to the requestor when requesting petty cash fund reimbursement.

III. Policy/Procedure

The maximum amount of a petty cash fund is \$500.00. The maximum amount of reimbursement or payment is \$65.00 per transaction/receipt.

Maintenance of Petty Cash Fund

1. A listing of all petty cash fund locations, custodians, and amounts is maintained by the Finance Department.
2. Each petty cash fund must have only one custodian responsible for disbursements. In the event the petty cash custodian is unavailable, only the Administrator is authorized to disburse the funds.
3. Petty cash funds are to be maintained in a cash box which is to be locked at all times other than when disbursing cash. Only the petty cash fund custodian and the Administrator are to have access to the key which is to be properly secured at all times to prevent access by unauthorized persons.
4. Expenditures made from petty cash shall not exceed \$65.00 per transaction/receipt. Purchases must not be split into multiple transactions to circumvent the \$65.00 limit. Expenditures exceeding \$65.00 must be paid via a purchase requisition or direct pay form.
5. Each petty cash fund custodian should reconcile and request reimbursement

SECTION THREE

Paid and Unpaid Time-Off Policies:

Paid Holiday Policy:

In accordance with the yearly Resolution passed by the Mayor and Council establishing the holiday schedule for the following year for eligible Administrative non-contractual employees and Department of Public Works Contractual employees, the scope of the paid holiday policy is as follows:

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

HOLIDAY
New Year's Day
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
and the Day After
Christmas Day

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 day 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 Christmas Day and New Year's Day fall on Saturdays, these two holidays shall be observed on Fridays. Therefore, the two-1/2 holidays shall be observed on the Thursdays before the holidays.

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

**VACATION REQUEST FORM TO CARRY OVER DAYS TO THE
FOLLOWING CALENDAR YEAR**

You may carry up to 5 unused vacation days into the next calendar year, but must use them by March 31. This request requires approval of the Administrator by December 10.

Name: _____ Date: _____

I am requesting the following vacation days to be carried to 20__.

Dates: _____

Employee: Please submit this to your Department Head for review and action no less than (5) working days prior to December 10.

Employee Signature _____

Department Head: Please review, approve or disapprove (with reason) and then submit to the Administrator for action within two working days of receipt from Employee:

Approved Not Approved

_____ Date: _____
Department Head Signature

Administrator:

Approved Not Approved

_____ Date: _____
Administrator Signature

The Borough may elect, at its discretion, to authorize payment for these unused vacation days. If payment is so authorized said payments shall be at the wage rate prevailing at the time when such vacation was earned.

Personal Leave Policy:

All full-time employees are entitled to *three (3)* personal days per year; any unused personal days are forfeited at the end of each calendar year. All part-time employees who work twenty-eight (28) hours or more, and have attained their one-year anniversary, are entitled to *six (6)* personal days; any unused personal days are forfeited at the end of each calendar year.

Sick Leave Policy:

All full-time employees are entitled to ten (10) working days of sick leave per calendar year. Sick leave is to be used only in cases where the employee is ill and unable to work, or in cases of the serious illness of a family member. Employees absent on sick leave for five or more consecutive working days must submit a doctor's verification of illness or injury. If an employee is attending to an immediate family member, a doctor's verification of that individual is required. After the tenth day of absence on sick leave in one calendar year, a doctor's verification must be submitted for all sick leave absences, regardless of duration. There will be no payment for any additional sick days beyond the ten paid sick days allotted in a calendar year. Prior to the return to work, the Borough of Montvale may require an employee to be examined by a physician designated by the Borough of Montvale to verify fitness to return to normal duties. An employee will not be permitted to return to work until the verification is received. *No payments will be made for sick days accumulated.*

Bereavement Leave Policy:

All employees are entitled to four (4) work days commencing the day after death for each death of an employee's immediate relative. "Immediate relative" includes spouse or significant other, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, mother-in-law, father-in-law, brother-in-law, sister-in-law or any person related by blood or marriage residing in an employee's household. Employees are paid for all working days during the Bereavement Leave.

Jury Duty Policy:

An employee required to render jury service must submit jury duty notice to Administrator in advance and shall be entitled to be absent with pay from work during that service. Proof of jury duty service must be submitted when completed.

during the previous twelve (12) months and is employed at a worksite where 50 or more employees are employed by the employer within 75 miles of the worksite (for Federal leave). Eligible employees may receive up to twelve (12) weeks of leave per year (FMLA) or twelve (12) weeks every twenty-four (24) months (FLA).

During the leave period, the employee's health benefits will be continued on the same conditions as coverage would have been provided had the employee been employed continuously during the entire leave. The employee will not continue to accrue vacation, sick or personal days for the period of the leave. The employee will receive seniority credit for the time that the employee has been on leave under this section. At the conclusion of the leave period, an eligible employee is entitled to reinstatement to the position the employee previously held or to an equivalent one with the same terms and benefits that existed prior to the exercise of leave.

Upon written notice, eligible employees are entitled to a family or medical leave for up to twelve weeks to care for a newly born or adopted child or a seriously ill immediate family member, including civil union partner, or for the employee's own serious health condition that makes the employee unable to perform the functions of the employee's position. Eligible employees who take leave under this policy must use all accrued available vacation and personal days during the leave. The use of accrued time will not extend the leave period. After exhausting accrued time, the employee will no longer be paid for the remainder of the leave.

The period of leave must be supported by a physician's certificate. An extension past twelve weeks can be requested, but medical verification of the need must be submitted prior to the expiration of the leave. The Borough of Montvale reserves the right to deny any request for extended leave. Additional information concerning the Family Leave Policy and eligibility requirements are available from the Borough Administrator.

Commencing July 1 2009, Family Temporary Disability ("FTD") payments for up to six (6) weeks in a twelve (12) month period will become available for eligible employees who are caring for a seriously ill immediate family member who is incapable of self-care or care of a newborn or adopted child. To be eligible, the employee must have worked at least 20 weeks at minimum wage within the last 52 weeks or earned 1000 times the minimum wage. The weekly benefit is 2/3 of weekly compensation up to a maximum of \$524 per week (this amount is subject to change). FTD will run concurrently with FMLA and/or FLA leaves and there is a one week waiting period. Employees may also be required to use accrued sick, vacation or personal leave for up to two weeks.

Employees taking paid family leave in connection with a family member's serious health condition may take leave intermittently or consecutively. Intermittent leave is not available for the care of a newborn or adopted child. Intermittent leave may be taken in increments necessary to address the circumstances that precipitated the need for leave. An employee seeking intermittent paid family leave is required to provide the Borough of Montvale with 15 days' notice unless an emergency or other unforeseen circumstance precludes prior notice. The employee seeking intermittent leave shall make a reasonable attempt to schedule leave in a

employer's request, certification for qualifying exigency leave must be supported by a certification containing the following information:

- statement or description of appropriate facts regarding the qualifying exigency for which leave is needed;*
- approximate date on which the qualifying exigency commenced or will commence;*
- beginning and end dates for leave to be taken for a single continuous period of time;*
- estimate of the frequency and duration of the qualifying exigency if leave is needed on a reduced scheduled basis or intermittently; and*
- if the qualifying exigency requires meeting with a third party, the contact information for the third party and description of the purpose of the meeting.*

Eligible employees may also take leave to care for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty. Such care may include arranging for alternative care, providing care on an immediate basis, admitting or transferring the parent to a care facility, or attending meetings with staff at a care facility.

Employees who request qualifying exigency leave to spend time with a military member on Rest & Recuperation may take up to a maximum of 15 calendar days. Upon an employer's request, an employee must provide a copy of the military member's Rest and Recuperation leave orders, or other documentation issued by the military setting forth the dates of the military member's leave.

General Policy:

All Employees.

In compliance with the Family and Medical Leave Act of 1993, it is the desire of the Borough of Montvale, in accordance with Resolution No. 224-2001, to implement an application and certification form for the purpose of requesting such leave by employees.

- A. An employee requesting family leave may receive conditional approval after submitting the Application for Family and Medical Leave subject to the submission of the Certification of the Health Care Provider.
- B. Certification of Health Care Provider will be used by the Borough at any time during the leave to seek updates as to the employee's condition.
- C. Forms can be obtained and will be reviewed at the office of the Borough Administrator.

APPLICATION FOR FAMILY AND MEDICAL LEAVE

Name: _____ Department: _____

Current Address: _____

Start Date of Anticipated Leave: _____

Expected Date of Return to Work: _____

Reason for Leave (Explain): _____

NOTE:

A leave request based on an employee's serious health condition or the serious health condition of an employee's spouse, child or parent must be accompanied by a verifying medical certification from a healthcare provider.

I hereby authorize the Borough of Montvale to contact my healthcare provider to verify the reason for my requested leave or for any other information concerning my requested family and medical leave.

I understand that a failure to return to work at the end of my leave period may be treated as a resignation unless an extension has been agreed upon an approval in writing by the Borough of Montvale.

Signature

Date

APPROVED BY: _____

- (1) Requires **periodic visits** for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
- (2) Continues over an **extended period of time** (including recurring episodes of a single underlying condition); and
- (3) May cause **episodic** rather than a continuing period of incapacity² (e.g., asthma, diabetes, epilepsy, etc).

5. Permanent/Long-term Conditions Requiring Supervision

A period of **incapacity²** which is **permanent or long-term** due to a condition for which treatment may not be effective. The employee or family member must be **under the continuing supervision or, but need not be receiving active treatment by, a health care provider**. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

6. Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive **multiple treatments** (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for **restorative surgery** after an accident or other injury, or for a condition that **would likely result in a period of incapacity² of more than three consecutive calendar days in the absence of medical intervention or treatment**, such as cancer (chemotherapy, radiation, etc.) severe arthritis(physical therapy) or kidney disease (dialysis.)

6. a. If additional treatments will be required for the condition, provide an estimate of the probable number of such treatments.

If the patient will be absent from work or other daily activities because of treatment on an intermittent or part-time basis, also provide an estimate of the probable number and interval between such treatments, actual or estimated dates of treatment if known, and period required for recovery if any:

- b. If any of these treatments will be provided by another provider of health services (e.g., physical therapist), please state the nature of the treatments:
 - c. If a regimen of continuing treatment by the patient is required under your supervision, provide a general description of such regimen (e.g., prescription drugs, physical therapy requiring equipment):
7. a. If medical leave is required for the employee's **absence from work** because of the **employee's own condition** (including absences due to pregnancy or a chronic condition), is the employee **unable to perform** work of any kind? _____
 - b. If able to perform some work, is the employee **unable to perform any one or more of the essential functions of the employee's job** (the employee or the employer should supply you with information about the essential job functions)? _____ If yes, please list the essential functions the employee is unable to perform:
 - c. If neither a. or b. applies, is it necessary for the employee to be **absent from work for treatment**? _____
8. a. If leave is required to **care for a family member** of the employee with a serious health condition, **does the patient require assistance** for basic medical or personal needs or safety, or for transportation? _____
 - b. If no, would the employee's presence to provide **psychological comfort** be beneficial to the patient or assist in the patient's recovery? _____
 - c. If the patient will need care only intermittently or on a part-time basis,

Domestic Violence Leave Policy: *

The New Jersey Security and Financial Entitlement Act, also known as the "NJ SAFE Act" provides protection for employees and their family members who have been the victim of domestic violence or sexual assault. Employees are entitled to twenty (20) days of unpaid protected leave from work to:

*Seek medical attention for physical or psychological injuries;
Obtain services from a victim services' organization, pursue psychological or other counseling;
Participate in safety planning for temporary or permanent relocation;
Seek legal assistance to ensure health and safety of the employee or the employee's relative; or
Attend, participate in, or prepare for a criminal or civil court proceeding relating to an incident of domestic or sexual violence.*

To be eligible for the leave, an employee must meet the following criteria:

The employee or their child, parent, spouse or domestic partner must be a victim of domestic violence or a sexually violent offense;

The employee must have worked for the employer for at least twelve months and for at least 1,000 hours during the twelve (12) month period immediately preceding the requested leave; and,

The twenty (20) day leave must be taken within one (1) year of the qualifying event.

Employees may take leave on an intermittent basis but such leave cannot be shorter than one (1) full day. To the extent the leave is foreseeable, employees must provide advance notice. In addition, employee seeking leave must provide proof that they qualify for the leave. Such proof may include restraining order, letter from a prosecutor, proof of conviction, medical documentation or a certification from an agency or professional involved in assisting the employee.

In certain circumstances, the basis for the leave may also qualify under the federal Family and Medical Leave Act and/or the New Jersey Family Leave Act. If so, the Borough of Montvale will treat the leave concurrently with the leave under those statutes. Employees may be required to use accrued paid vacation leave, personal time or sick leave concurrently.

The Borough of Montvale shall protect the privacy of employees who seek leave by holding the request for leave, the leave itself or the failure to return to work "in the strictest confidence."

The Borough of Montvale shall not retaliate, harass or discriminate against any employee exercising his/her right to take the leave provided by this policy.

SECTION FOUR

Compensation & Employee Benefits Policies:

These policies cover non-union employees. They also cover union employees to the extent that their collective bargaining agreements do not cover these issues.

Payroll Policy:

Salary ranges are established by ordinance, and the salary must fall within the minimum and maximum ranges for the employee's title. The Borough of Montvale does not award longevity bonuses to non-union employees. Employees are paid on the 15th and last day of calendar month. Employees who are going on vacation and would like their checks in advance must make a written request to Payroll.

The Borough of Montvale will not accept responsibility for any employee's personal finances. The Borough of Montvale will acknowledge judgments against an employee's pay, but will not act as a mediator between the employee and creditors.

Overtime Compensation Policy:

Under the Federal Fair Labor Standards Act, certain employees in managerial, supervisory (Department Heads,) administrative, computer or professional positions are exempt from the provisions of the Act. The Borough Administrator shall notify all Exempt employees of their status under the Act. Exempt employees are not eligible to receive overtime compensation and are required to work the normal workweek and any additional hours needed to fulfill their responsibilities. Time off consideration for large amounts of additional hours may be provided with the Borough Administrator's prior approval and at the sole discretion of the Borough Administrator. Overtime pay shall only be granted to these employees, as follows, in unusual circumstances with the approval of the Mayor and Borough Council:

- Administrator
- Police Chief
- Public Works Superintendent
- Police Captain
- Municipal (Borough) Clerk
- Tax Collector
- Treasurer
- Municipal Court Administrator
- Purchasing Agent

All other employees are classified as Non-Exempt and are subject to the provisions of the Act. Depending on work needs, Non-Exempt employees may be required to work overtime. Non-Exempt employees are not permitted to work overtime unless the overtime is budgeted and approved by the Department Head and the Borough Administrator. Non-Exempt employees working overtime without prior approval will be subject to disciplinary action.

Dental Benefits Policy:

Dental coverage is provided to a maximum of \$1,000 annually per covered person.

Drug Prescription Benefit Policy:

Refer to Patriot X and PPO Core Plan Documents.

Prescription Eye Glasses Benefit Policy:

Prescription Eye Glass coverage is provided to a total maximum of \$500 per plan.

Opt-Out Policy for Health Benefits:

If an employee is eligible for the Borough of Montvale's health coverage, but does not wish to be covered and furnishes proof of substitute coverage, the employee shall be permitted to opt-out of participation in the Borough of Montvale's health benefits coverage. Such opt-out shall be in writing to the Borough Administrator. Employee must opt out of all programs.

Effective May 21, 2010, in exchange for such non-participation, the employee shall be entitled to receive, in December of each opt-out year, a maximum amount equal to \$5,000., or 25% of the amount of the health insurance coverage premium, whichever is less, for said employee's applicable coverage category, i.e., Single/Husband and Wife/Family, for that opt-out year. Payment shall be authorized at the end of the opt-out year at the December Mayor and Council meeting and shall be paid through the normal process.

An employee may only opt out during the open enrollment period in October of each year and must complete an Opt-Out Health Benefits Form and have it approved by the Borough Administrator. Removal of coverage shall take place on the first month of the upcoming New Year. *New employees or employees transferring to full-time positions may opt out at a prorated rate based upon the effective date of the first month that coverage would have begun and receive an amount equal to 25% of the plan not to exceed \$5,000.*

An employee who has previously opted out may only opt in during the **next** open enrollment period in October by giving written notice to the Borough Administrator. Reinstatement of coverage shall take place on the first month of the upcoming New Year. An *exception* to this policy would be the loss of the employee's alternate coverage in which the alternate coverage policyholder loses coverage due to termination of employment, retirement, or employer no longer provides health coverage for its employees. Written proof from the alternate coverage policyholder's employer stating reason for loss of coverage must be provided to the Borough. Request for reinstatement shall be submitted to the Borough Administrator at least thirty (30) business days prior to the date of reinstatement which must start on the 1st day of a month. For

15 years to 16 years	16 weeks	10 weeks
16 years to 17 years	17 weeks	9 weeks
17 years to 18 years	18 weeks	8 weeks
18 years to 19 years	19 weeks	7 weeks
19 years to 20 years	20 weeks	6 weeks
20 years to 21 years	21 weeks	5 weeks
21 years to 22 years	22 weeks	4 weeks
22 years to 23 years	23 weeks	3 weeks
23 years to 24 years	24 weeks	2 weeks
24 years to 25 years	25 weeks	1 week
25 years and over	26 weeks	0

*No eligibility for coverage as it applies to non-job related illness.

+Coverage, as it applies to work related injury, shall be one week at two-thirds pay for each full month of service to a maximum of six weeks at two-thirds pay.

The Policy applies to any absence caused by non-job-related illness or injury. It also applies to absence resulting from Workers' Compensation case. It does not apply to any absence involving the commission of a crime or acts of willful misconduct or gross negligence.

Payment from all Borough sponsored sources for time lost due to illness or disability shall not exceed the base salary, which the employee received while working. Workers' Compensation pay for time lost, Social Security Disability benefits, etc., will be offset by the Borough to the extent that such payment would otherwise cause the employee in a pay period to receive more than his/her regular salary.

C. Administration - Non Job Related Illness or Injury:

1. When an employee has been absent for the third consecutive working day, the Department Head is to notify the Borough Administrator in writing.
2. As soon as the Department Head is aware that the employee will be absent for ten or more consecutive working days, the Borough Administrator is to be notified in writing that the employee is disabled. The effective date for the benefit reverts back to the first day of illness.
3. For an employee to receive benefits under this policy, the following procedure is to be followed:
 - a. When an employee has been absent on the tenth consecutive working day, a physician's written statement shall be required.
 - b. The physician's statement shall include the following: certification of the employee's inability to perform his/her job functions, including diagnosis, prognosis, anticipated date of return.

reserves the right to have an independent physician examine the employee at the Borough's expense.

4. The Department Head shall notify the Borough Administrator in writing when the employee has returned to work.
5. Payments under this plan will be made through the regular payroll system and will continue only for the period certified as the disability. If the employee is no longer disabled but does not return to work, all benefit payments shall cease.
6. For more periods of disability resulting from the same or related cause will be considered one period of disability in a twelve-month period. A period of disability resulting from an unrelated cause will be considered to commence on or after an employee returns to active duty.
7. After the expiration of the maximum period of time granted for the job related injury, the Mayor and Borough Council shall review the case on an individual basis, for the purpose of deciding whether the leave should be discontinued or modified, or whether such employee should be recommended for a disability retirement.

Flexible Spending Account:

As per NJ State Statute Chapter 78, P.L. 2011 the Borough of Montvale offers all employees enrolled in the health insurance plan a Flexible Spending Account (FSA.)

Retirement Policy:

Retired employees shall be considered employees who:

- A. Are eligible for retirement allowance from the State administered retirement system and who have retired from their service with the Borough of Montvale; or
- B. Have retired from their service with the Borough of Montvale.
- C. Spouse of retiree, provided the spouse was covered as a dependent under the Borough's Health Benefits program immediately preceding the death of the retired employee.
- D. Eligible dependents of retired employees are the same for active employees

Under State law, all employees must enroll in the New Jersey Public Retirement System or the Police and Fire Fighters Retirement System as applicable. The employee's contribution to the Plan will be deducted from the employee's pay. An employee who has completed the required

Workers Compensation Policy:

Employees who suffer job related injuries and illnesses may be entitled to medical expenses, lost income and other compensation under the New Jersey Workers Compensation Act. The Borough of Montvale covers workers compensation benefits through its membership in a joint insurance fund. Any occupational injury or illness must be immediately reported to the supervisor or Department Head. All required medical treatment must be performed by a Workers Compensation Physician appointed by the joint insurance fund and payment for unauthorized medical treatment may not be covered pursuant to the Act.

Educational Assistance and Training Policy:

Subject to sufficient funds in the budget and upon approval of the Department Head, employees may apply for reimbursement of tuition expenses incurred for training or college courses directly related to the employee's work. The Borough Administrator will be the sole judge of whether a particular course or program is "directly related" to the employee's work. Employees are strongly urged to obtain this determination before enrolling in a course or program.

When enrollment for training courses or seminars is requested by the Borough of Montvale, employees will receive full reimbursement.

Certain employee positions within the Borough are required to obtain CEU credits in accordance with the State mandate in order to maintain their State certification. Such employee must provide proof of current certification. Said employee must not allow certification to lapse and must be of good moral character. The Borough will assume all costs associated with obtaining the required CEU credits.

The Borough may authorize attendance at conferences, seminars and training, provided funds are available in the budget and approval has been received as follows:

- A. For multi-day conferences, seminars and training the employee shall submit a written request to the Mayor and Borough Council including course description, agenda, dates, time and place of function and a cost outline at least two weeks before the Mayor and Council meeting preceding the expected travel.

This request shall include an explanation of the types of expenses anticipated and the amount requested.

If a non-Department head is making the request, said request shall include a note of approval (or disapproval) attached to the request, from the Department Head.

- B. For single day conferences, seminars and training the employee shall submit a written request to the Administrator including course description, agenda, date, time and place of function and outline of course at least two weeks prior to the function.

Whenever expenses are deemed to be higher than that which was approved, the additional costs shall be submitted to the Mayor and Borough Council for review. The employee should anticipate that they will be responsible to pay for the additional costs.

Requests for long distance travel expenses should be included when permission is being sought for training/conference attendance other than single day events.

- C. While on travel status, the employee shall be allowed up to \$75.00 per day for meals.
- D. Hotel accommodations shall be at the lowest single room rate available.
- E. Air coach rates shall be at the lowest available rate.
- F. Car rental is authorized for compact car rates only.

Transportation costs for private use of employee's automobile shall be reimbursed at the Federal Government Standard rate for mileage reimbursement. Pre-approval of use of private vehicle is required from the Administrator. Employees shall be required to submit an Expense Report Detail by day, including miles driven, tolls and parking charge. The report shall contain supporting original receipts where applicable, i.e. tolls, parking charges.

Employees involved in accidents while using their private vehicles shall be required to report this to their own insurance carrier.

- G. All requests for local distance travel shall be submitted to the Borough Administrator at least two weeks prior to event.

ADVANCES FOR EXPENSES OF AUTHORIZED OFFICIAL TRAVEL

All Borough Employees, as may be supplemented by contractual agreements.

General Policy:

All requests for advances for travel and related expenses, for authorized attendance at conferences/seminars, must be pre-approved by resolution by the Mayor and Borough Council, as prescribed by State law.

- A. Employees shall submit the request for travel expense advances either with the request for approval of the conference/seminar; or
- B. Once approval for the conference/seminar is received, submit a written request for a travel expense advance at least two weeks before the Mayor and Borough Council meeting preceding the conference/seminar.

SECTION FIVE:

Managerial/Supervisory Procedures:

Drafting Note: All of these model procedures except the Nepotism Procedure are required to be eligible for the MEL's deductible and premium rate incentives under the Employment Practices Liability coverage although changes may be made to conform to the local unit's particular circumstances and form of government.

Employment Procedure:*

Live-In State Law

P.L. 2011, c. 70, S-1730/A-2478, signed into law May 2011 and effective September 1, 2011, requires certain public employees to reside in the state, or move to New Jersey within a year of taking a public position. The measure covers all state, county and municipal employees as well as anyone working for school districts or other political subdivisions such as authorities, agencies and commissions. There are some exceptions for employees working in higher education, and any person may request an exemption from the provisions of this subsection on the basis of critical need or hardship from a five-member committee.

Current employees living out of state would not have to meet the residency requirement, and would be able to move to a new public position, for example, in another municipality, without being required to move to New Jersey, as long as there is no break in service greater than seven days.

New employees whose first effective day of employment falls on or after September 1, 2011, must live in New Jersey or move to the state within a year.

- **Recruitment:** The Borough Administrator in conjunction with the Council Liaison will coordinate the employment recruitment process for all vacancies to ensure compliance with contractual, legal, and equal opportunity requirements. When a vacancy occurs, it is the responsibility of the Department Head to notify the Borough Administrator who will distribute notification of the vacancy to all departments. The Borough Administrator will undertake to recruit qualified applicants in accordance with applicable Federal and State law. Where positions are advertised, the media or other periodical utilized must have as wide circulation as possible to encourage applications from candidates from diverse backgrounds and must prominently state that the Borough of Montvale is an equal opportunity employer.
- **Applications:** All candidates must fully complete an application form. A resume will not be considered as a substitute for this form. The application is a confidential

- **Record Retention:** All applications, notes made during interviews and reference checks, job offers and other documents created during hiring process must be returned to the Borough Administrator. Documents related to the successful candidate will be placed in the employee's official personnel file except medical records including physical examinations must be maintained in a separate file. All records documents related to other candidates must be retained for at least one year. Records and documents created during the hiring process are confidential and must be retained in a locked cabinet.

Nepotism Procedure:

Unless otherwise provided by law or collective bargaining unit agreements, immediate relatives shall not be hired, promoted or transferred to a regular full-time or regular part-time position where:

- One relative would have the authority to appoint, remove, discipline or evaluate the performance of the other;
- One relative would be responsible for auditing the work of the other; or
- Other circumstances exist that place the relatives in a situation of actual or reasonably foreseeable conflict of interest.

For purposes of this policy, immediate relative includes spouse or significant other, child, parent, stepchild, and sibling.

ANTI-NEPOTISM POLICY

All Borough Employees.

General Policy

The Borough of Montvale has determined that the goal of good government is promoted by a policy of anti-nepotism and the purpose of this policy is not to deprive any citizen of an equal chance for employment within the Borough, but is solely intended to eliminate the potential for preferential treatment of the relatives of government personnel.

Applicability

- A. The prohibitions set forth in Resolution 221-2001 shall apply solely to employee positions for the Borough of Montvale.
- B. This policy shall not apply to appointments to the various boards, commissions, committees and authorities of the Borough, nor to service in any volunteer organization, including Ambulance Corp., Fire Department and Auxiliary Police.

Current Employees

Except as may be otherwise expressly provided for herein, this policy shall not affect the employment of any present Borough employees and/or any existing contractual obligations with employees by the Borough of Montvale.

Open Public Meetings Act Procedure concerning Personnel Matters:*

Discussions by the governing body or any body of the Borough of Montvale concerning appointment, termination, terms and conditions of employment, performance evaluation, promotion or discipline of any current or prospective officer or employee shall be in closed session unless the individual requests in writing that the discussion be held in open session. Such request must be granted. Prior to the discussion by the governing body or any body of the Borough of Montvale concerning such matters, the Clerk shall notify the affected person(s) of the meeting date, time and place, the matters to be discussed and the person's right to request that the discussion occur in open session. In the event more than one person is affected by the discussion and one of the affected persons does not request that the discussion be in open session, then the discussion shall be in closed session. If the individual(s) does not request that the discussion be held in open session, the governing body or other body of the Borough of Montvale may at its sole discretion invite the affected individual(s) to attend the applicable portion of the closed session.

Processing and Orientation of New Employees Procedure:*

All new regular full-time and regular part-time employees will be scheduled to meet with the Borough Administrator, Council Liaison and Department Head on their first day for a general orientation. Copies of all forms and acknowledgements must be returned to the Borough Administrator for inclusion in the employee's official personnel file. The orientation will include:

- A tour of the appropriate facilities to acquaint the new employee with overall operations as they relate to the specific position;
- The completion of all pertinent personnel, payroll, insurance and pension forms;
- A review of the Personnel Policies and Procedures Manual and acknowledgement of receipt;
- The Employee Complaint Policy letter and acknowledgement;
- A safety orientation and acknowledgement; and
- Arrangements for the new employee to complete required PEOSHA safety training.

- **Setting the Stage:** The reviewer must create a productive climate for the discussion. In preparing the evaluation form, prior evaluations should be reviewed to identify trends. Employees must be notified in advance of the meeting and should be given a copy of the blank evaluation form. The meeting should be private without interruptions in a comfortable environment.
- **Confirm Expectations:** The reviewer should start the discussion of each performance area by reviewing expectations. Ask the employee to confirm the employee's understanding of job requirements. Refer to the job description as appropriate.
- **Rating:** Continue the discussion by giving the employee's rating in each performance area. The supervisor should be prepared to refer to documentation. Employees should be evaluated based on set standards, not as they compare to other employees. It is rare that any person's rating in all areas is either high or low. The evaluation should consider performance during the entire period, not just the recent past. Care should be taken to avoid allowing one aspect of a person's performance to overshadow all other performance factors be it positive or negative. Ideally, each performance area should be evaluated individually based on specific behaviors exhibited.
- **Discussing Future Plans:** This is where the reviewer should turn to the discussion to the future performance and development of the employee. A Counseling Action Plan form must be completed if any item is rated "Needs Improvement" or "Does Not Meet Minimum Standards." Specific performance goals must be established for the next review period along with plans for achieving those goals.
- **Closing the Discussion:** When all performance areas have been discussed, close the discussion by summarizing all of ratings in an overall rating for the review period.

It is crucial that all reviewers complete the evaluation forms with care and with complete candor. Although reviewers are encouraged to set forth areas of strength and utilize tact in presenting criticism, it is important that all performance issues of any significance be addressed thoroughly and in unambiguous terms in the evaluation form, and verbally with the employee.

Exceeds Expectations means consistently exceeds established standards in most areas of responsibility. All requirements must be met and objectives achieved above the established standards.

Meets Job Requirements means all job requirements were met and planned objectives accomplished within established standards. There were no critical areas where accomplishments were less than planned.

Needs Improvement means performance in one or more critical areas does not meet expectations. Not all planned objectives were accomplished within the established standards and some responsibilities were not completely met.

reoccurs. The employee should acknowledge receipt of the warning and may include additional comments. A copy of the written reprimand with the signed acknowledgement and comments must be forwarded to the Borough Administrator for the employee's official personnel file.

- **Suspension:** Whenever an employee is recommended for suspension, the Borough Administrator will make the decision and may seek the advice of the Borough Attorney if appropriate. Suspended employees may request a hearing under the applicable grievance procedure.
- **Dismissal:** Whenever an employee is recommended for dismissal, the Borough Administrator and Mayor and Council will make the decision only after seeking the advice of the Borough Attorney. There must be a complete review of the employee's personnel file and all other facts to determine if there is sufficient cause for the dismissal. Terminated employees may request a hearing under the applicable grievance procedure.

Personnel File Procedure:*

The official personnel files shall be maintained by the Borough Administrator and employee medical information will be maintained in a separate file. At least annually, the Borough Administrator will review files to make sure they are up-to-date and will follow-up with the Department Heads as necessary.

The Official file shall include at least the following:

- The original application signed by the employee;
- Notes from any pre-employment interview and reference check;
- The original letter detailing an offer of employment and any additional correspondence concerning the employee's hiring;
- A signed acknowledgement that the employee received a copy of the Employee Complaint Policy letter;
- A signed acknowledgement that the employee has received the Policies and Procedures Manual;
- A signed acknowledgement that the employee received the safety orientation;
- Annual written performance evaluations including documentation that the evaluation was reviewed with the employee;
- Counseling Action Plans;

- **Response Plan – No Corrective Action Required:** The Borough Administrator will discuss the conclusions with the Borough Attorney and render a decision within fourteen days after the investigation is complete. If the validity of a complaint cannot be determined or the complaint is groundless, the complaining employee should be notified in writing. Care should be taken to avoid being too specific, confrontational or accusatory and to avoid any language that might be construed as defamatory. A general statement is usually more appropriate that the claim was thoroughly investigated, but could not be sufficiently documented or confirmed to justify taking formal action. The employee should be assured that future complaints will be investigated and that the Borough of Montvale is committed to eliminating wrongful employment practices when they are found to exist. If the investigation reveals that the complainant intentionally and maliciously levied false charges against the alleged wrongdoer, the complainant must be notified of the seriousness of filing a false complaint, and the appropriate disciplinary penalty under the circumstances, up to and including termination.
- **Response Plan – Corrective Action Required:** If the investigation reveals that the complaint is justified and substantiated, the Borough Administrator will formulate with the advice of the Borough Attorney a corrective action plan as well as possible disciplinary action. The complaining employee will be notified, in writing that it appears that the complaint was justified and an appropriate response plan has been formulated. A copy of the response plan should be attached to the letter. The response plan should provide for appropriate remedial action to prevent a recurrence of the wrongful act or behavior.

Requests for Employment Verification and Reference Procedure:*

Inquiries and written requests for references or employment verification regarding a current or former employee must be referred to the Borough Administrator. No employee may issue a reference letter without the permission of the Borough Administrator. Under no circumstances should any information be released over the phone.

In response to a request for information, the Borough Administrator will only verify an employee's name, dates of employment, job title, department and final salary. No other data or information will be furnished unless (1) the Borough of Montvale is required to release the information by law or (2) the employee or former employee authorizes the Borough of Montvale in writing to furnish this information and releases the Borough of Montvale from liability.

Continuing Education Procedure:*

The Borough of Montvale, in conjunction with the Borough Attorney will arrange for employment practices seminars at least annually to train all managerial/supervisory personnel. The Borough of Montvale will also offer non-mandatory training to all other employees with

Approved purchases are returned to the Accounts Payable Department for payment. The Finance Department submits a bill list, which is approved by the Mayor and Council. Checks must be signed by three approved signatories.

Departmental Procedures

In accordance with Resolution No. 152-2011, the Borough of Montvale has established a written basic policy/cross referencing departmental procedure from Construction Official to Tax Assessor: upon issuance of a Certificate of Occupancy from the Building/Construction office, the Construction Code Official shall furnish a copy to the office of the Tax Assessor for review.

BOROUGH OF MONTVALE

NOTICE OF PERSONNEL DISCUSSION

To: _____

Address: _____

This is to notify you, pursuant to the Open Public Meeting Act, the Borough of Montvale Mayor and Council plan to discuss the subject matter(s) checked below relating to your employment.

- Application for Employment
- Promotion or Transfer
- Compensation
- Performance Evaluation
- Special Leave Request
- Grievance
- Discipline
- Possible Termination
- Other (Specify): _____

The discussion will take place at the following meeting(s):

Date of Meeting(s): _____

Time: _____

Location: _____

The discussion will be in closed session, not open to the public, unless before the meeting the Borough of Montvale Clerk receives a request, in writing, in which you ask that the discussion be held in public. If the discussion will affect other employees or potential employees, it may be closed to the public unless all such affected persons submit such signed requests. You are not required to attend this meeting.

Notice Date: _____ Signed: _____ Borough Administrator _____

Have you missed any time from work or incurred any un-reimbursed medical expenses as a result of the alleged acts?

Are you afraid that someone may retaliate against you because you filed this complaint? If so, please identify the person(s) and indicate the reasons why you feel the person(s) may retaliate against you.

What is your requested remedy for this complaint?

ACKNOWLEDGMENT

The information provided above is true and correct to the best of my knowledge.

BY: _____ DATE: _____

To investigate your complaint, it will be necessary to interview you, the accused party, and any witnesses with knowledge of the allegations or defenses. All persons involved in the investigation will be notified that (1) the complaint is confidential, (2) that any unauthorized disclosures of information concerning the investigation or retaliation could result in disciplinary action up to and including discharge.

I am willing to cooperate fully in the investigation of my complaint and to provide whatever evidence is deemed relevant.

BY: _____ DATE: _____

La Ley de protección al empleado consciente

“Ley de protección del denunciante”

Acciones de represalia del empleador; protección de las acciones del empleado

1. La ley de New Jersey prohíbe que los empleadores tomen medidas de represalia contra todo empleado que haga lo siguiente:
 - a. Divulgue o amenace con divulgar, ya sea a un supervisor o a una agencia pública toda actividad, directriz o norma del empleador o de cualquier otro empleador con el que exista una relación de negocios y que el empleado tiene motivos fundados para pensar que violan alguna ley, o en el caso de un trabajador licenciado o certificado de la salud que tiene motivos fundados para pensar que se trata de una manera inadecuada de atención al paciente;
 - b. Facilite información o preste testimonio ante cualquier agencia pública que conduzca una investigación, audiencia o indagación sobre la violación de alguna ley, regla o reglamento que el empleador o algún otro empleador con el que exista una relación de negocios; o en el caso de un trabajador licenciado o certificado de la salud que facilite información o preste testimonio ante cualquier agencia pública que conduzca una investigación, audiencia o indagación sobre la calidad de la atención al paciente; o
 - c. Se opona o se niega a participar en alguna actividad, directriz o práctica que el empleado tiene motivos fundados para pensar que:
 - (1) viola alguna ley, o regla o reglamento que dicta la ley o en el caso de un empleado licenciado o certificado de la salud que tiene motivos fundados para pensar que se trata de la atención inadecuada al paciente;
 - (2) es fraudulenta o delictiva; o
 - (3) es incompatible con algún mandato establecido por las directrices públicas relacionadas con la salud pública, la seguridad o el bienestar o la protección del medio ambiente. Artículo 34:19-3 de las Leyes comentadas de New Jersey de protección del empleado consciente (N.J.S.A., por sus siglas en inglés)
2. No se puede acoger a la protección contra la represalia, cuando se hace una divulgación a un organismo público, a no ser que el empleado le informe al empleador de tal actividad, política o norma a través de un aviso por escrito y le haya dado al empleador una oportunidad razonable para corregir tal actividad, política o norma. Sin embargo, no es necesaria la divulgación en los casos en que el empleado tenga indicios razonables para creer que un supervisor o más de un supervisor del empleador tienen conocimiento de tal actividad, política o norma o en los casos en los que el empleado teme que tal divulgación pueda traer como consecuencia daños físicos a su persona siempre y cuando la naturaleza de la situación sea la de una situación de emergencia.

Información del Contacto

La persona siguiente para ha sido designada a contestar sus preguntas o, proporcionar información adicional relacionada con sus derechos y responsabilidades según lo indica esta ley (N.J.S.A. 34:19-4):

Nombre: _____

Dirección: _____

Número de teléfono: _____

Este aviso se debe exponer a la vista de todos.

Una vez por año, los empleadores deben de distribuir un aviso de esta ley a sus empleados. Si necesita este documento en algún otro idioma que no sea inglés o español, sírvase llamar al (609) 292-7832. Posiblemente, una carga nominal puede ser cobrada.

Employment History: This section must be completed even if you attach a resume. List your last four employers, major assignments within the same employer. Begin with the most recent. Include any military service. Explain any gaps in employment in the space on this form marked comments located on the bottom of this page.

Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: Yes No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: Yes No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: Yes No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: Yes No			

Comments:

References: Provide the names, addresses and phone numbers of three people whom we may contact as a reference. They should not be relatives or former supervisors.

Name & Address:	Phone Number:	Years Known:

Understandings and Agreements:

As an applicant for a position with the Borough of Montvale, I understand and agree that I must provide truthful and accurate information in this application. I understand that my application may be rejected if any information is not complete, true and accurate. If hired, I understand that I may be separated from employment if the Borough of Montvale later discovers that information on this form was incomplete, untrue, or inaccurate. I give the Borough of Montvale the right to investigate the information I have provided, talk with former employers (except where I have indicated they may not be contacted). I give the Borough of Montvale the right to secure additional job-related information about me. I release the Borough of Montvale and its representatives from all liability for seeking such information. I understand that the Borough of Montvale is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the Borough of Montvale will make reasonable accommodations as required by the Americans with Disabilities Act. I understand that, if employed, I may resign at any time and that the Borough of Montvale may terminate me at any time in accordance with its established policies and procedures. No representatives of the Borough of Montvale may make any assurances to the contrary. I understand that any offer of employment may be subject to job-related medical, physical, drug, or psychological tests. I also understand that some positions may involve complete background and criminal checks. *For your application to be considered, you must sign and date below.*

Applicant's Signature _____ Date _____

Conditions of Employment:

Please be advised that all offers of employment are conditional on the applicant passing a mandatory criminal background check and drug test. A pre-employment physical may also be required. Pursuant to our personnel policy, all job applicants are required to sign a consent form for drug testing and if the test results are positive and are not accounted for by the legal use of prescription or non-prescription drugs the applicant shall be ineligible for hire unless they can establish a legal basis for the use of the drug or controlled substance for which they test positive. *For your application to be considered, you must sign and date below.*

Applicant's Signature _____ Date _____

This page for Borough of Montvale use only!
Results of interview

Interviewer: _____

Date: _____ **Time:** _____

Category	It is discriminatory to inquire about:	Some examples of acceptable inquiries:
Organizations	Any clubs, social fraternities, sororities, societies, lodges, or organizations to which the applicant belongs	Membership in a union, professional or trade organization
References	The name of applicant's pastor or religious leader	Names of persons willing to provide professional and/or character references for applicant
Sex and Marital Status	a) Sex or marital status or any questions which would be used to determine same b) Number of dependents, number of children c) Spouse's occupation	
Arrest and Conviction Record	The number and kind of arrests of an applicant	Convictions which bear a relationship to the job
Height and Weight	Any inquiry into height or weight of applicant	
Physical Disabilities	Any inquiry as to physical disability, which has no direct bearing on satisfactory performance of the specific job in question. (For example, questions as to the mobility of a person without the use of his or her legs, when the job in questions involves working in a stationary position.)	Does applicant have any physical disability, which would prevent him or her from satisfactorily performing the job? (For example, questions concerning hearing impairment are acceptable on applications for a telephone operation position.)
Education	Whether or not the applicant is a high school graduate	a) Show highest grade completed b) Detail your educational background

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Receipt for Personnel Policies and Procedures Manual

I acknowledge that I have received a copy of Borough of Montvale's Personnel Policies and Procedures Manual. I agree to read it thoroughly. I agree that if there is any policy or provision in the manual that I do not understand, I will seek clarification from my supervisor or the Borough Administrator. I understand that Borough of Montvale is an "at will" employer and consistent with applicable Federal and State law, (as well as applicable bargaining unit agreements), employment with the Borough of Montvale is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. No supervisor or other representative of the Borough of Montvale has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. In addition, I understand that this manual states Borough of Montvale's personnel policies in effect on the date of publication. I understand that nothing contained in the manual may be construed as creating a promise of future benefits or a binding contract with the Borough of Montvale for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

Please sign and date this receipt and return it to the Borough Administrator.

Date: _____

Signature: _____

Print Name: _____

Department: _____

Active Group Terms

Member terms that will be active on 01/05/2015

Group Name	Term of Office	Member Type	Member Role	Term Starts On	Term Ends On
ADMINISTRATION					
Rose Curry	1 Year	Elected Official	Council Liaison	01/05/2015	12/31/2015
Jeffrey Fette	1 Year	Employee	Bldg & Grounds	01/05/2015	12/31/2015
Jeffrey Fette	1 Year	Employee	Facilities Inspector	01/05/2015	12/31/2015
Jeffrey Fette	1 Year	Employee	Safety Director	01/05/2015	12/31/2015
Jeffrey Fette	1 Year	Employee	Field Coordinator	01/05/2015	12/31/2015
Marly Frasciello	1 Year	Employee	Sec'y Police Chief	01/05/2015	12/31/2015
R. Lorraine Hutter	1 Year	Employee	Planning/Office Mgr	01/05/2015	12/31/2015
Maureen Iarossi-Alwan	1 Year	Employee	Administrator	01/05/2015	12/31/2015
Heather McGee	1 Year	Employee	Secretary Police	01/05/2015	12/31/2015
Doreen Rowland	1 Year	Employee	Floater	01/05/2015	12/31/2015
Janet Russo	1 Year	Employee	Floater	01/05/2015	12/31/2015
Eileen Walsh	1 Year	Employee	Admin. Asst.	01/05/2015	12/31/2015
ADMINISTRATOR HOUSING OFFICER					
Robert Regan Esq.	1 Year	Contractual	Attorney	01/05/2015	12/31/2015
ANIMAL CONTROL					
Kimberly Nangle	1 Year	Contractual	Animal Control Offcr	01/05/2015	12/31/2015
Carol Tyler	1 Year	Contractual	Animal Control Offcr	01/05/2015	12/12/2015
ASSESSMENT SEARCH					
Maureen Iarossi-Alwan	1 Year	Employee	Assessment Searcher	01/05/2015	12/31/2015
BOARD OF HEALTH					
Gail Brunner	1 Year	Contractual	Sanitary Inspector	01/05/2015	12/31/2015
Gary Cocharan	1 Year	Contractual	Sanitary Inspector	01/05/2015	12/31/2015
Joyce Cohen	5 Years	Volunteer	President	01/04/2011	12/13/2015
Rose Curry	1 Year	Elected Official	Council Liaison	01/05/2015	12/31/2015
Monica Danna	1 Year	Volunteer	Member	01/05/2015	12/31/2015
Cathy Flagg	1 Year	Volunteer	Member	01/05/2015	12/03/2015
Leigh Hopper	5 Years	Volunteer	Member	01/06/2014	12/31/2018
Joyce Jacobson	5 Years	Volunteer	3rd Alternate	01/06/2014	12/31/2018
Joel Landzberg, MD	5 Years	Volunteer	Member	01/03/2012	12/31/2016
Patricia Lennon	5 Years	Volunteer	1st Alternate	01/06/2014	12/31/2018
Angela Musella	1 Year	Contractual	Health Officer	01/05/2015	12/31/2015
Janet Russo	1 Year	Employee	Secretary	01/05/2015	12/31/2015
Carol Tyler	1 Year	Contractual	Animal Control Offcr	01/05/2015	12/31/2015
BONDING COUNSEL					
McManimon Scotland	1 Year	Contractual	Bonds	01/05/2015	12/31/2015
BOROUGH ATTORNEY					
Philip Boggia	1 Year	Contractual	Borough Attorney	01/05/2015	12/31/2015
BOROUGH COUNCIL					
Theresa Cudequest	3 Years	Elected Official	Council Member	01/02/2013	12/31/2015
Rose Curry	3 Years	Elected Official	Council Member	01/05/2015	12/31/2017
Mike Ghassali	3 Years	Elected Official	Council Member	01/02/2013	12/31/2015
Leah LaMonica	3 Years	Elected Official	Council Member	01/05/2015	12/31/2017
Timothy Lane	3 Years	Elected Official	Council Member	01/06/2014	12/31/2016
Salvatore Talarico	3 Years	Elected Official	Council Member	01/06/2014	12/31/2016

Active Group Terms

Member terms that will be active on 01/05/2015

Group Name	Term of Office	Member Type	Member Role	Term Starts On	Term Ends On
BOROUGH PLANNER					
Darlene Green	1 Year	Contractual	Borough Planner	01/05/2015	12/31/2015
CHAMBER OF COMMERCE/MAYOR APPT					
Leah LaMonica	1 Year	Elected Official	Council Liaison	01/05/2015	12/31/2015
CLERK'S OFFICE					
Maureen Iarossi-Alwan	54 Years	Employee	Muni Clerk/Tenured	08/01/1996	07/31/2050
Fran Scordo	1 Year	Employee	Deputy Muni Clerk	01/05/2015	12/31/2015
COAH MEDIATION TEAM					
John DePinto	1 Year	Volunteer	Chairman Planning Bd	01/05/2015	12/31/2015
Mayor Roger Fyfe	1 Year	Elected Official	Mayor	01/05/2015	12/31/2015
Darlene Green	1 Year	Contractual	Borough Planner	01/05/2015	12/31/2015
Maureen Iarossi-Alwan	1 Year	Employee	Administrator	01/05/2015	12/31/2015
Leah LaMonica	1 Year	Elected Official	Alternate	01/05/2015	12/31/2015
Robert Regan Esq.	1 Year	Contractual	Admin Housing Officer	01/05/2015	12/31/2015
CONSTRUCTION					
Charles "Chuck" Batch	3 Years	Employee	Sub Code Fire	06/24/2013	06/24/2016
Rose Curry	1 Year	Elected Official	Council Liaison	01/05/2015	12/31/2015
Frank "Duffy" Dyer	3 Years	Employee	Sub Code Electric	08/21/2013	08/31/2016
Jeffrey Fette	39 Years	Employee	ConstCode Tenured	10/01/2012	12/31/2050
David Ludwig	39 Years	Employee	PlumbCode Tenured	10/01/2012	12/31/2050
Cynthia Petersen	1 Year	Employee	Tech. Assistant	01/05/2015	12/31/2015
Christina Rotolo	1 Year	Employee	Floater	01/05/2015	12/31/2015
COURT					
Catherine Cullen	41 Years	Employee	Court Admin /Tenured	01/03/2010	12/31/2050
Tracy Jeffery	1 Year	Employee	Bailif	01/05/2015	12/31/2015
Shaka Lemoniaus	1 Year	Employee	Violations Clerk	01/05/2015	12/31/2015
Maria Rotolo	1 Year	Employee	Deputy Court Admin	01/05/2015	12/31/2015
John Wirth	1 Year	Employee	Bailif	01/05/2015	12/31/2015
EMERGENCY MANAGEMENT					
Philip Boggia	1 Year	Contractual	Borough Attorney	01/05/2015	12/31/2015
Kathy Bowen	1 Year	Employee	Local Assist Board	01/05/2015	12/31/2015
Frank DiPalma	1 Year	Volunteer	(R.A.C.E.S.) Member	01/05/2015	12/31/2015
James Ewing	1 Year	Volunteer	Member	01/05/2015	12/31/2015
Marly Frasciello	3 Years	Employee	Coordinator	01/05/2015	12/31/2017
Mayor Roger Fyfe	1 Year	Elected Official	Mayor	01/05/2015	12/31/2015
Edward Gold	1 Year	Contractual	MD	01/05/2015	12/31/2015
Theodore Guasconi	1 Year	Volunteer	Member	01/05/2015	12/31/2015
Warren Hager	1 Year	Volunteer	Member	01/05/2015	12/31/2015
Andrew Hipolit	1 Year	Contractual	Borough Engineer	01/05/2015	12/31/2015
Maureen Iarossi-Alwan	1 Year	Employee	Administrator	01/05/2015	12/31/2015
Joseph Lannuier	1 Year	Volunteer	(R.A.C.E.S.) Member	01/05/2015	12/31/2015
Paul Mathews	1 Year	Volunteer	(R.A.C.E.S.) Member	01/05/2015	12/31/2015
Heather McGee	1 Year	Volunteer	Triboro Ambulance	01/05/2015	12/31/2015
Clinton Miller	1 Year	Volunteer	Fire Chief	01/05/2015	12/31/2015
Angela Musella	1 Year	Contractual	Bd of Health Rep	01/05/2015	12/31/2015
Steve Overgaard	1 Year	Volunteer	Member	01/05/2015	12/31/2015
Salvatore Talarico	1 Year	Elected Official	Council Liaison	01/05/2015	12/31/2015

Active Group Terms

Member terms that will be active on 01/05/2015

Group Name	Term of Office	Member Type	Member Role	Term Starts On	Term Ends On
ENGINEERING					
Andrew Hipolit	1 Year	Contractual	Borough Engineer	01/05/2015	12/31/2015
Salvatore Talarico	1 Year	Elected Official	Council Liaison	01/05/2015	12/31/2015
ENVIRONMENTAL/MAYOR APPT.					
Bill Antczak	1 Year	Volunteer	Member	01/05/2015	12/31/2015
Paul Cohen	1 Year	Volunteer	Vice Chairman	01/05/2015	12/31/2015
Daniel Eichhorn	1 Year	Volunteer	Member	01/05/2015	12/31/2015
Mike Ghassali	1 Year	Elected Official	Council Liaison	01/05/2015	12/31/2015
Robert Hanrahan	1 Year	Volunteer	Member	01/05/2015	12/31/2015
Randall Preston	1 Year	Volunteer	Member	01/05/2015	12/31/2015
Janet Russo	1 Year	Employee	Secretary	01/05/2015	12/31/2015
Lisa Skoglund	1 Year	Volunteer	Member	01/05/2015	12/31/2015
Wolfgang Vogt	3 Years	Volunteer	Chairman	01/02/2013	12/31/2015
FINANCE					
Carl Bello	1 Year	Employee	Treasurer	01/05/2015	12/31/2015
Jeffrey Bliss	1 Year	Contractual	Auditor	01/05/2015	12/31/2015
Mike Ghassali	1 Year	Elected Official	2nd Signature Voucher	01/05/2015	12/31/2015
Christine Kalafut	1 Year	Employee	Payroll	01/05/2015	12/31/2015
Timothy Lane	1 Year	Elected Official	Council Liaison	01/05/2015	12/31/2015
Kenneth Sesholtz	54 Years	Employee	CMFO Tenured	06/10/1997	12/31/2050
Gladys Vegliante	1 Year	Employee	Accounts Payable	01/05/2015	12/31/2015
FIRE DEPARTMENT					
Rick Alton	1 Year	Volunteer	Lieutenant #2	01/05/2015	12/31/2015
Michael Barnes	1 Year	Volunteer	Captain Co. 2	01/05/2015	12/31/2015
Mike Cintineo	1 Year	Volunteer	Lieutenant #1	01/05/2015	12/31/2015
Geoffrey Gibbons	1 Year	Volunteer	Deputy Fire Chief	01/05/2015	12/31/2015
Timothy Lane	1 Year	Elected Official	Council Liaison	01/05/2015	12/31/2015
Charles Lydon	1 Year	Volunteer	Captain Co. 1	01/05/2015	12/31/2015
Clint Miller, Sr	1 Year	Volunteer	Fire Chief	01/05/2015	12/31/2015
Al Nagy	1 Year	Volunteer	Fire Commissioner	01/05/2015	12/31/2015
James Nicol	1 Year	Volunteer	Fire Commissioner	01/05/2015	12/31/2015
Robert Smith	1 Year	Volunteer	Fire Commissioner	01/05/2015	12/31/2015
FIRE PREVENTION					
Mark Ginenthal	1 Year	Employee	Fire Inspector	01/05/2015	12/31/2015
Timothy Lane	1 Year	Elected Official	Council Liaison	01/05/2015	12/31/2015
Robert Ludwig	1 Year	Employee	Fire Official	01/05/2015	12/31/2015
Clint Miller	1 Year	Employee	Fire Inspector	01/05/2015	12/31/2015
John Wirth	1 Year	Employee	Fire Inspector	01/05/2015	12/31/2015
REHOUSE RESTRUCTURE COMMITTEE					
Rose Curry	1 Year	Elected Official	Council Member	01/05/2015	12/31/2015
Mike Ghassali	1 Year	Elected Official	Council Member	01/05/2015	12/31/2015
Timothy Lane	1 Year	Elected Official	Council Member	01/05/2015	12/31/2015
HISTORIAN/MAYOR APPT.					
Helen Gartman	1 Year	Volunteer	Assistant	01/05/2015	12/31/2015
Maria Hopper	1 Year	Volunteer	Borough Historian	01/05/2015	12/31/2015
Betty Phelps	1 Year	Volunteer	Volunteer	01/05/2015	12/31/2015

Active Group Terms

Member terms that will be active on 01/05/2015

Group Name	Term of Office	Member Type	Member Role	Term Starts On	Term Ends On
HISTORIC PRESERVATION/MAYOR APPT.					
Symmi DeFrancesco	4 Years	Volunteer	Class C Member	01/05/2015	12/31/2018
Wendy Fontana	4 Years	Volunteer	Class C Member	01/06/2014	12/31/2017
Maria Hopper	5 Years	Volunteer	Class B Member	01/03/2012	12/31/2016
Leah LaMonica	1 Year	Elected Official	Council Liaison	01/05/2015	12/31/2015
Perry Petrillo	3 Years	Volunteer	Class A Member	01/02/2013	12/31/2015
Richard Voorhees	4 Years	Volunteer	Class B Member	01/03/2012	12/31/2015
INSURANCE/MAYOR APPT					
Mayor Roger Fyfe	1 Year	Elected Official	Ins JIF Empl RepAlt	01/05/2015	12/31/2015
Maureen Iarossi-Alwan	1 Year	Employee	Insurance/JIF	01/05/2015	12/31/2015
LIBRARY					
Tom Bonnell	5 Years	Volunteer	Board Member	01/02/2013	12/31/2017
Elizabeth Ganss	5 Years	Volunteer	Board Member	01/06/2014	12/31/2018
Donald Londahl-Smidt	5 Years	Volunteer	Board Member	01/05/2015	12/31/2019
Irmgard Oelkers	5 Years	Volunteer	Board Member	01/04/2011	12/31/2015
Vicki Stockbower	5 Years	Volunteer	Board Member	01/03/2012	12/31/2016
Richard Voorhees	1 Year	Volunteer	Mayor's Designee	01/05/2015	12/31/2015
LOCAL ASSISTANCE BOARD					
Kathy Bowen	1 Year	Employee	Director	01/05/2015	12/31/2015
Joanne Palkavich	1 Year	Volunteer	Member	01/05/2015	12/31/2015
Salvatore Talarico	1 Year	Elected Official	Council Liaison	01/05/2015	12/31/2015
LOCAL BD OF ED/ MAYOR APPT					
Rose Curry	1 Year	Elected Official	Council Liaison	01/05/2015	12/31/2015
MAYORS OFFICE					
Mayor Roger Fyfe	4 Years	Elected Official	Mayor	01/03/2012	12/31/2015
Eileen Walsh	1 Year	Employee	Admin. Asst.	01/05/2015	12/31/2015
MONTVALE CORPORATIONS COMM/MAYOR APPT.					
Mayor Roger Fyfe	1 Year	Elected Official	Mayor	01/05/2015	12/31/2015
Maureen Iarossi-Alwan	1 Year	Employee	Administrator	01/05/2015	12/31/2015
Leah LaMonica	1 Year	Elected Official	Council Liaison	01/05/2015	12/31/2015
MONTVALE SENIORS / MAYOR APPT					
Leah LaMonica	1 Year	Elected Official	Council Liaison	01/05/2015	12/31/2015
MONTVALE TV ACCESS					
Mike Ghassali	1 Year	Elected Official	Council Liaison	01/05/2015	12/31/2015
Susan Rutenber	1 Year	Volunteer	Member	01/05/2015	12/31/2015
MOTOR POOL					
Howard Minnick	1 Year	Employee	Senior Van Driver	01/05/2015	12/31/2015
Alfred Thomas	1 Year	Employee	Senior Van Driver	01/05/2015	12/31/2015
MUNICIPAL ALLIANCE					
E. Kash Cruise	1 Year	Employee	SRO-PHHS/Police Ofcr	01/05/2015	12/31/2015
Brian Lamendola	1 Year	Employee	Police Officer	01/05/2015	12/31/2015
Allison McNeice	1 Year	Employee	Police Officer	01/05/2015	12/31/2015
Salvatore Talarico	1 Year	Elected Official	Council Liaison	01/05/2015	12/31/2015

Active Group Terms

Member terms that will be active on 01/05/2015

Group Name	Term of Office	Member Type	Member Role	Term Starts On	Term Ends On
ASCACK JOINT MUNICIPAL COURT					
Natalia Angeli, Esq.	1 Year	Contractual	Alternate Prosecutor	01/05/2015	12/31/2015
Christopher Botta, Esq.	1 Year	Contractual	Prosecutor	01/05/2015	12/31/2015
Robert Metzdorf, Esq.	1 Year	Contractual	Alt Public Defender	01/05/2015	12/31/2015
Gerald Salerno, Esq.	1 Year	Contractual	Public Defender	01/05/2015	12/31/2015
Patricia Speake-Martin, Esq.	1 Year	Contractual	Alternate Prosecutor	01/05/2015	12/31/2015
ASCACK VALLEY DPW JOINT COMMITTEE					
Mayor Roger Fyfe	1 Year	Elected Official	Mayor	01/05/2015	12/31/2015
Maureen Iarossi-Alwan	1 Year	Employee	Administrator	01/05/2015	12/31/2015
Timothy Lane	1 Year	Elected Official	Council Member	01/05/2015	12/31/2015
Salvatore Talarico	1 Year	Elected Official	Council Member	01/05/2015	12/31/2015
LANNING BOARD/MAYOR APPTS. Class I, II & 4					
John Culhane	4 Years	Volunteer	Class IV	01/02/2013	12/31/2016
John DePinto	4 Years	Volunteer	Chairman	01/05/2015	12/31/2018
Jeffrey Fette	1 Year	Employee	Class II	01/05/2015	12/31/2015
Mike Ghassali	1 Year	Elected Official	Council Liaison	01/05/2015	12/31/2015
Darlene Green	1 Year	Contractual	Borough Planner	01/05/2015	12/31/2015
R. Lorraine Hutter	1 Year	Employee	Land Use Admin	01/05/2015	12/31/2015
William Lintner	4 Years	Volunteer	Class IV	01/03/2012	12/31/2015
Robert Regan Esq.	1 Year	Contractual	Attorney	01/05/2015	12/31/2015
Frank Stefanelli	4 Years	Volunteer	Class IV	01/03/2012	12/31/2015
Dante Teagno	4 Years	Volunteer	Class IV	01/06/2014	12/31/2017
Wolfgang Vogt	3 Years	Volunteer	CL IV Envrn Lia 3 yr	01/02/2013	12/31/2015
Chett Webber	1 Year	Volunteer	Mayor's Designee	01/05/2015	12/31/2015
OLICE					
Frank DiPalma	1 Year	Employee	Special Police Ofc.	01/05/2015	12/31/2015
Nicholas Evans	1 Year	Employee	Special Police Ofc.	01/05/2015	12/31/2015
Chris Frasciello	1 Year	Employee	Special Police Ofc.	01/05/2015	12/31/2015
Marly Frasciello	1 Year	Employee	Police Matron	01/05/2015	12/31/2015
Dawn Helfenbein	1 Year	Employee	SchoolCrossing Guard	01/05/2015	12/31/2015
Heather McGee	1 Year	Employee	Matron/Crossing Guar	01/05/2015	12/31/2015
Vincent Parodi	1 Year	Employee	Special Police Ofc.	01/05/2015	12/31/2015
Lauren Pic	1 Year	Employee	SchoolCrossing Guard	01/05/2015	12/31/2015
Maureen Scheffler	1 Year	Employee	SchoolCrossing Guard	01/05/2015	12/31/2015
Salvatore Talarico	1 Year	Elected Official	Police Commissioner	01/05/2015	12/31/2015
Jean Turi	1 Year	Employee	SchoolCrossing Guard	01/05/2015	12/31/2015
Haig Yeranossian	1 Year	Employee	SchoolCrossing Guard	01/05/2015	12/31/2015
Karen Young	1 Year	Employee	SchoolCrossing Guard	01/05/2015	12/31/2015
Lorraine Zurich	1 Year	Employee	SchoolCrossing Guard	01/05/2015	12/31/2015
ROPERTY MAINTENANCE					
Jeffrey Fette	1 Year	Employee	Prop Mnt / Tenured	01/05/2015	12/31/2015
RECREATION					
Rose Curry	1 Year	Elected Official	Council Liaison	01/05/2015	12/31/2015
Frank DiPalma	1 Year	Volunteer	Member	01/05/2015	12/31/2015
Dave Duffy	1 Year	Volunteer	Member	01/05/2015	12/31/2015
Johnna Duffy	1 Year	Volunteer	Member	01/05/2015	12/31/2015
James Freeman	1 Year	Employee	Director	01/05/2015	12/31/2015
Robert Geerlof	1 Year	Volunteer	Member	01/05/2015	12/31/2015

Active Group Terms

Member terms that will be active on 01/05/2015

Group Name	Term of Office	Member Type	Member Role	Term Starts On	Term Ends On
Bill Greco	1 Year	Volunteer	Member	01/05/2015	12/31/2015
Deborah Hawken	1 Year	Volunteer	Chairperson	01/05/2015	12/31/2015
Doreen Marchetti	1 Year	Volunteer	Tennis Advisor	01/05/2015	12/31/2015
Karen Meyers	1 Year	Volunteer	Member	01/05/2015	12/31/2015
Armando Murillo	1 Year	Volunteer	Member	01/05/2015	12/31/2015
Meredith Stewart	1 Year	Volunteer	Member	01/05/2015	12/31/2015
Thomas Sullivan	1 Year	Volunteer	Member	01/05/2015	12/31/2015
REGIONAL BD OF ED / MAYOR APPT					
Mike Ghassali	1 Year	Elected Official	Council Liaison	01/05/2015	12/31/2015
RISK MANAGEMENT					
PIA Frank Covelli	1 Year	Contractual	Consultant	01/05/2015	12/31/2015
SEXUAL HARASSMENT OFFICERS					
Jeremy Abrams	1 Year	Employee	Police Chief	01/05/2015	12/31/2015
Maureen Iarossi-Alwan	1 Year	Employee	Administrator	01/05/2015	12/31/2015
SHARED SERVICES COMMITTEE					
Mayor Roger Fyfe	1 Year	Elected Official	Mayor	01/05/2015	12/31/2015
Timothy Lane	1 Year	Elected Official	Council Member	01/05/2015	12/31/2015
Salvatore Talarico	1 Year	Elected Official	Council Member	01/05/2015	12/31/2015
SMALL BUSINESS SIGNAGE COMMITTEE/MAYOR APPT					
Scott Foreman	1 Year	Volunteer	Chamber Commerce	01/05/2015	12/31/2015
Mayor Roger Fyfe	1 Year	Elected Official	Mayor	01/05/2015	12/31/2015
Mike Ghassali	1 Year	Elected Official	Council Member	01/05/2015	12/31/2015
STORMWATER MANAGEMENT COORDINATOR					
Andrew Hipolit	1 Year	Contractual	Coordinator	01/05/2015	12/31/2015
TAX OFFICE					
Michael Leposky	42 Years	Employee	Assessor/Tenured	04/01/2008	04/01/2050
Fran Scordo	4 Years	Employee	Tax Collector	01/03/2012	12/31/2015
Fran Scordo	4 Years	Employee	Tax Search Officer	01/03/2012	12/31/2015
WEB SITE					
Dan Bello	1 Year	Contractual	Webmaster	01/05/2015	12/31/2015
Rose Curry	1 Year	Elected Official	Council Liaison	01/05/2015	12/31/2015
YOUTH GUIDANCE COUNCIL					
E. Kash Cruise	1 Year	Employee	SRO-PHHS/Police Ofcr	01/05/2015	12/31/2015
Mayor Roger Fyfe	1 Year	Elected Official	Mayor	01/05/2015	12/31/2015
Brian Lamendola	1 Year	Employee	Police Officer	01/05/2015	12/31/2015
Salvatore Talarico	1 Year	Elected Official	Council Liaison	01/05/2015	12/31/2015
TRAINING OFFICER					
Jeffrey Fette	1 Year	Employee	Class II / Tenured	01/05/2015	12/31/2015