

**AGENDA
PUBLIC MEETING
BOROUGH OF MONTVALE
Mayor and Council Meeting
January 13, 2015**

(No Closed Executive Session To Be Held)

ROLL CALL:

Councilmember Cudequest	Councilmember LaMonica
Councilmember Curry	Councilmember Lane
Councilmember Ghassali	Councilmember Talarico

ORDINANCES:

None.

MEETING OPEN TO PUBLIC:

Agenda Items Only

MEETING CLOSED TO PUBLIC:

Agenda Items Only

MINUTES:

December 30, 2014

Sine Die January 5, 2015

Re-Organization January 5, 2015

RESOLUTIONS:

- 20-2015 Award Professional Service Contract/Records Management/Narita Maraj, LLC
- 21-2015 Award Professional Service Contract/Borough Attorney / Boggia & Boggia
- 22-2015 Award Professional Service Contract/Borough Auditor / Lerch, Vinci & Higgins
- 23-2015 Award Professional Service Contract/Borough Engineer / Maser Consulting
- 24-2015 Award Professional Service Contract/Borough Planner / Darlene Green
- 25-2015 Awarding Extended Service Contract / Agreement Tri-State Technical Services / Computers & Peripherals
- 26-2015 Appointment Risk Management Consultant / Professional Insurance Associates (PIA)
- 27-2015 Appointing Health Benefits Consultant BMED / Professional Insurance Associates (PIA)
- 28-2015 Award Professional Service Contract / Website / Danori, LLC
- 29-2015 Award Professional Service Contract/Prosecutor/Alternate Prosecutor/Public Defender/Alternate Public Defender/Pascack Joint Municipal Court
- 30-2015 Awarding Contract Tyco Animal Control
- 31-2015 Award Professional Service Contract Administrative Agent for the Borough consistent with N.J.A.C. 5:80-26.14 and to coordinate the affirmative marketing, review and approval of the sale and rental of affordable units in the Borough of Montvale/Piazza & Associates, Inc.
- 32-2015 A Resolution Directing a Stay on Enforcement of Borough Code Section 128-7.1(O) and Requesting that the Borough Planner and the Planning Board Engage in a Review of this Section of the Code and Other Related Code Sections
- 33-2015 Refund of Tax Overpayment/Block 3003/Lot 3/10 Garden Lane

BILLS:

REPORT OF REVENUE:

COMMITTEE REPORTS:

ENGINEER'S REPORT:

Andrew Hipolit
Report/Update

ATTORNEY REPORT:

Philip Boggia, Esq.
Report/Update

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

- a. Mayor's Formal Appointment/Finance Committee Members/As per NJ State Checklist/State Aid
- b. Schedule 2015 Budget Meetings

COMMUNICATION CORRESPONDENCE:

None.

MEETING OPEN TO THE PUBLIC:

HEARING OF CITIZENS WHO WISH TO ADDRESS THE MAYOR AND COUNCIL:

Upon recognition by the Mayor, the person shall proceed to the floor and give his/her name and address in an audible tone of voice for the records. Unless further time is granted by the Council, he/she shall limit his/her statement to five (5) minutes. Statements shall be addressed to the Council as a body and not to any member thereof. No person, other than the person having the floor, shall be permitted to enter into any discussion, without recognition by the Mayor.

MEETING CLOSED TO THE PUBLIC:

ADJOURNMENT The next Meeting of the Mayor and Council will be held January 27, 2015 at 7:30 p.m.

**MINUTES
WORK SESSION**

The Work Session Meeting of the Mayor and Council was held in the Council Chambers and called to order at 7:45pm. Adequate notification was published in the official newspaper of the Borough of Montvale. Roll Call was taken.

OPEN PUBLIC MEETING STATEMENT

Adequate notice of this meeting was provided to The Bergen Record and The Ridgewood News, informing the public of the time and place according to the provisions of the Open Public Meeting Law (Chapter 231, P.L. 1975).

ROLL CALL:

Councilmember Cudequest - absent
Councilmember Curry
Councilmember Ghassali

Councilmember LaMonica - absent
Councilmember Lane
Councilmember Talarico

Also present: Mayor Roger Fyfe; Borough Attorney, Phil Boggia; Borough Engineer, Andy Hipolit; Municipal Clerk/Administrator, Maureen Iarossi-Alwan; and Deputy Municipal Clerk, Fran Scordo

ORDINANCES:

PUBLIC HEARING OF ORDINANCE NO. 2014-1397 AN ORDINANCE TO PROVIDE FOR THE PRESERVATION OF TREES THROUGHOUT THE BOROUGH OF MONTVALE AND AMENDING CHAPTER 128 IN THE BOROUGH CODE ENTITLED "ZONING"

(Montvale Planning Board Recommendation)

Ordinance No. **2014-1397** was introduced for second reading by Councilmember Curry; seconded by Councilmember Lane; Clerk read by title only
Motion to open meeting to the public by Councilmember Lane; seconded by Councilmember Talarico
- all ayes

NO PUBLIC COMMENT

Motion to close meeting to the public by Councilmember Lane; seconded by Councilmember Curry - all ayes

Upon the recommendations of the Planning Board, it is suggested to withdraw this ordinance until further amendments can be made. A motion to withdraw by Councilmember Talarico; seconded by Councilmember Ghassali – a roll call was taken – all ayes

MINUTES:

December 9, 2014

A motion to accept the minutes by Councilmember Lane; seconded by Councilmember Curry
- all ayes

RESOLUTIONS:

161-2014 CD Cooperative Agreement/Appointing Two Representatives To Community Development Committee/One Appointment By Mayor/One Appointment By Council

WHEREAS, the Borough of Montvale has entered into a Three-Year Cooperative Agreement with the County of Bergen as provided under the Interlocal Service Act , NJSA 40A:8A-1 et seq. and Title I of the Housing and Community Development Act of 1974; and

WHEREAS, said Agreement requires that one Municipal Representative be appointed by the Governing Body of the community and one appointment by the Chief Executive Officer shall be appointed to be part of the Community Development Regional Committee for the term of one year July 1, 2014 through June 30, 2015.

NOW THEREFORE BE IT RESOLVED, that the Governing Body/Chief Executive Officer of the Borough of Montvale appoints representatives as its representative to participate on the Community Development Committee:

COUNCIL APPOINTMENT

Maureen Iarossi-Alwan
12 Mercedes Drive
Montvale, NJ 07645
Phone 201-391-5700 ext. 219

CHIEF EXECUTIVE OFFICER APPOINTMENT

Councilmember Leah LaMonica
12 Mercedes Drive
Montvale, NJ 07645
Phone 201-391-5700

BE IT FURTHER RESOLVED, that the following be appointed alternate representatives:

COUNCIL ALTERNATE APPOINTMENT

Councilmember Theresa Cudequest
12 Mercedes Drive
Montvale, NJ 07645
Phone 201-391-5700

CHIEF EXECUTIVE OFFICER ALTERNATE APPOINTMENT

Councilmember Timothy Lane
12 Mercedes Drive
Montvale, NJ 07645
Phone 201-391-5700

Home addresses and home phone numbers will be provided under separate cover.

Introduced by: Councilmember Talarico; seconded by Councilmember Lane - All ayes

162-2014 Appointing / Probationary Montvale Police Officer/John P. Guico

BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale, County of Bergen, State of New Jersey that John Guico be and is hereby appointed as a 12 month Probationary Police Officer with the Borough of Montvale Police Department; and

BE IT RESOLVED, the effective date of employment is January 5, 2013.

BE IT FURTHER RESOLVED, Officer Guico will be placed on paid administrative leave for the duration of his time assigned for recruit training January 2015 through his graduation date of March 2015.

Introduced by: Councilmember Talarico; seconded by Councilmember Lane - All ayes

163-2014 Refund of Tax Overpayment / Duplicate Payment

WHEREAS, a resolution authorizing this municipality to refund overpayment of taxes for Block 2509, Lot 35.02, 4A Arthur Court located in the Borough of Montvale, and

WHEREAS, due to a duplicate payment which resulted in an overpayment in the amount of \$4,309.29; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale, County of Bergen, New Jersey, that the Tax Collector be and is hereby authorized to refund overpayment of taxes, in the amount of \$4309.29 to Chase Bank, P O Box 961227, Ft. Worth, Texas 76161-0227, Attn. Refund Dept.

Introduced by: Councilmember Ghassali; seconded by Councilmember Lane - All ayes

164-2014 Authorizing Refund of Redemption of Tax Sale Certificate #13-00004 for Block 2601; Lot 32.04 / 5 Cider Mill Court

WHEREAS, at the Municipal Tax Sale held on October 23 2014, a lien was sold on Block 2601, Lot 32.04, also known as 5 Cider Mill Court, for 2013 delinquent taxes; and,

WHEREAS, this lien, known as Tax Sale Certificate #13-00004, was sold to Stonefield Investment Fund 3, LLC, for a 0% redemption fee and a \$37,500.00 premium; and

WHEREAS, Woodmont Properties has effected redemption of Tax Sale Certificate #13-00004 in the amount of \$28,191.89; and

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale, County of Bergen, State of New Jersey, that the Tax Collector be and is hereby authorized to Redeem Certificate #13-00004 and send payment of \$28,191.89 to

Stonefield Investment Fund 3, LLC, 21 Robert Pitt Drive, Suite 202, Monsey, NY 10952; and

BE IT FURTHER RESOLVED, that the Tax Collector be authorized to issue a check in the amount of \$37,500.00 (premium) to the aforementioned lien holder.

Introduced by: Councilmember Lane; seconded by Councilmember Ghassali - All ayes

165-2014 Appointing / Permanent Montvale Police Officer / Matthew Vladick

WHEREAS, Matthew Vladick has successfully completed a twelve (12) month probationary period; and

WHEREAS, Chief Abrams has recommended Officer Vladick for permanent appointment.

NOW, THEREFOR BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale, County of Bergen, New Jersey that Matthew Vladick is hereby permanently appointed to the Montvale Police Department, effective December 19, 2014.

Introduced by: Councilmember Talarico; seconded by Councilmember Lane - All ayes

166-2014 Appointing / Permanent Montvale Police Officer / Eric Robalino

WHEREAS, Eric Robalino has successfully completed a twelve (12) month probationary period; and

WHEREAS, Chief Abrams has recommended Eric Robalino for permanent appointment.

NOW, THEREFOR BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale, County of Bergen, New Jersey that Eric Robalino is hereby permanently appointed to the Montvale Police Department, effective December 19, 2014.

Introduced by: Councilmember Talarico; seconded by Councilmember Lane - All ayes

167-2014 A Resolution Adopting Special Traffic Regulations Concerning the Parking, Running and Idling of Commercial Trucks on Upper Saddle River Road Pursuant to N.J.S.A. 39:4-197.3 and Borough Code Restrictions on Loud and Unnecessary Noise

WHEREAS, Montvale Code § 68-1 prohibits "any unnecessary, loud, prolonged or disturbing noise within the limits of the Borough of Montvale"; and

WHEREAS, such prohibited noises include, but are not limited to, the "use, operation or running of any automobile,...mechanical equipment or vehicle... in such manner as to create loud of unnecessary grating, grinding, rattling or other noise, whether upon the streets or highways or adjacent thereto"; and

WHEREAS, such prohibited noises further include the "erection (including excavating), demolition, alteration or repair of any building" except between the hours of 7:00 a.m. and sunset on weekdays, 9:00 a.m. and sunset on Saturday, and at all times on Sunday; and

WHEREAS, N.J.S.A. 39:4-197.3, municipalities are permitted to adopt resolutions declaring that an emergency or temporary condition dictates the adoption of special traffic regulations within the

scope of *N.J.S.A. 39:4-197* and provide for such special traffic regulation for a period not longer than three months; and

WHEREAS, the scope of *N.J.S.A. 39:4-197* includes the right to adopt restrictions “[r]egulating the parking of vehicles on streets and portions thereof”; and

WHEREAS, the governing body has determined that the parking, idling and running of certain commercial vehicles on Upper Saddle River Road in the Borough of Montvale outside of the permitted construction times in the Borough has created a loud and unnecessary temporary disturbance to the residents located on Upper Saddle River Road necessitating special traffic regulations.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Montvale that the governing body hereby declares that an emergency and temporary condition on Upper Saddle River Road in the Borough of Montvale necessitates the adoption of special traffic regulations; and

BE IT FURTHER RESOLVED that the Mayor and Council of the Borough of Montvale do further find that the parking, idling and running of commercial vehicles on Upper Saddle River Road between the hours of midnight and 7:00 a.m. has created loud and unnecessary noises that are properly prohibited by the Borough Code; and

BE IT FURTHER RESOLVED that pursuant to the authority granted by the Borough Code and the New Jersey Statutes, including but not limited to *N.J.S.A. 39:4-197* and *N.J.S.A. 39:4-197.3*, that a special traffic regulation is hereby implemented, prohibiting the parking of commercial vehicles along the length of Upper Saddle River in the Borough of Montvale between the hours of midnight and 7:00 a.m.; and

BE IT FURTHER RESOLVED that this special traffic regulation shall be effective January 1, 2015, and shall remain in effect until April 1, 2015, except as it may be otherwise modified by the Borough; and

BE IT FURTHER RESOLVED that the Police Department is hereby authorized to enforce this regulation by towing and/or fines not to exceed \$250.00 per occurrence; and

BE IT FURTHER RESOLVED that the Police Department and the Pascack Valley Department of Public Works are hereby authorized to place appropriate signage to inform the public of this special traffic regulation, consistent with the requirements of *N.J.S.A. 39:4-198*.

Introduced by: Councilmember Ghassali; seconded by Councilmember Lane - All eyes

168-2014 Transfer Of Appropriations

WHEREAS, certain transfer of funds for various 2014 budget appropriations are necessary to cover anticipated expenditures; and

WHEREAS, *N.J.S.A. 40A:4-58* provides for transfers from appropriations with an excess over and above the amount deemed to be necessary to fulfill the purpose for such appropriations, to those appropriations deemed to be insufficient;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Montvale, that the transfers be made between the 2014 budget appropriations as follows:

<u>CURRENT FUND</u>	<u>FROM</u>	<u>TO</u>
General Appropriations		
Operations – Within “CAPS”		
Police:		
Salaries and Wages	\$2,500.00	
Police:		
Other Expenses		\$2,500.00
Engineering Services and Costs:		
Other Expenses	2,000.00	

Municipal Services Act:
Other Expenses

\$4,500.00	2,000.00
	<u>\$4,500.00</u>

Introduced by: Councilmember Lane; seconded by Councilmember Curry - All ayes

169-2014 Cancellation Of 2013 Current Fund Appropriation Reserve

WHEREAS, there exists an unexpended 2013 Current Fund budget appropriation reserve balance; and

WHEREAS, it is necessary to formally cancel said balance so that the unexpended balance may be credited to surplus;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale that the following unexpended 2013 Current Fund budget appropriation reserve balance be cancelled:

GENERAL APPROPRIATIONS

Operations - Excluded from "CAPS"

Public and Private Programs Offset by Revenues

Municipal Alliance Program \$4,073.35

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Introduced by: Councilmember Lane; seconded by Councilmember Curry - All ayes

170-2014 Cancellation Of Improvement Authorizations

WHEREAS, there exists unexpended improvement authorization balances on the balance sheet of the General Capital Fund; and

WHEREAS, the unexpended improvement authorization balances remain dedicated to projects now completed or the balances are determined to be in excess of the amounts necessary for the completion of the projects; and

WHEREAS, it is necessary to formally cancel said balances so that the unexpended balances may be credited to reserve for payment of debt or fund balance;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale that the following unexpended improvement authorization balances be cancelled:

GENERAL CAPITAL FUND:

<u>ORDINANCE</u>	<u>DESCRIPTION</u>	<u>FUNDED</u>	<u>UNFUNDED</u>
2002-1178	Various Improvements – Recreation Fields	\$1,527.50	
2013-1380	Acquisition of Various Equipment for the Volunteer Fire Department	1,555.24	
		<u>\$3,082.74</u>	<u>\$0.00</u>
		=====	=====

Introduced by: Councilmember Lane; seconded by Councilmember Ghassali - All ayes

171-2014 Cancellation Of Prior Year Outstanding Check

WHEREAS, There exists an outstanding check from the prior year drawn against the General Checking Account; and

WHEREAS, it has been determined that the outstanding check from the prior year be cancelled to Current Fund surplus;

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale, that the following outstanding check from the prior year be cancelled:

GENERAL CHECKING

<u>DATE</u>	<u>CHECK NUMBER</u>	<u>AMOUNT</u>	<u>FUND</u>	<u>ACCCOUNT</u>
02/12/13	7206	\$46.50	Current	Surplus

Introduced by: Councilmember Ghassali; seconded by Councilmember Curry - All ayes

172-2014 Cancellation Of Various Balances

WHEREAS, there exists certain receivable and reserve balances on the Current Fund balance sheet of the Borough of Montvale; and

WHEREAS, the funds creating these receivable and reserve balances have been investigated, and it has been determined that these receivable and reserve balances should be cancelled; and

WHEREAS, it is necessary to formally cancel said balances so that the uncollected receivable balances may be charged to fund balance and the reserve balance may be credited to fund balance;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale that the following receivable and reserve balances from the Current Fund be cancelled:

<CHARGES>/CREDITS

Current Fund

Grants Receivable:

Municipal Alliance Program - 2013	<\$5,645.31>
Municipal Alliance Program - 2014	<4,938.00>
N.J. Department of Transportation: Akers Avenue	<7,422.33>
	<\$18,005.64>
	=====

Reserve for Grants – Appropriated:

N.J. Department of Transportation: Akers Avenue	\$10,880.28
	=====

Introduced by: Councilmember Lane; seconded by Councilmember Curry - All ayes

173-2014 Cancellation Of 2014 Current Fund Appropriation

WHEREAS, there exists an unexpended 2014 Current Fund budget appropriation balance; and

WHEREAS, it is necessary to formally cancel said balance so that the unexpended balance may be credited to surplus;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale that the following unexpended 2014 Current Fund budget appropriation balance be cancelled:

GENERAL APPROPRIATIONS

Operations - Excluded from "CAPS"

Public and Private Programs Offset by Revenues

Municipal Alliance Program \$4,938.00

Introduced by: Councilmember Lane; seconded by Councilmember Curry - All ayes

174-2014 Authorize Payment # 1 / Valley View Pump Station / National Water Main Cleaning Co.

WHEREAS, The Borough of Montvale awarded a contract via Resolution No. 93-2014 on June 10, 2014 for services in connection with the Sanitary Sewer repairs for Valley View Pump Station in the amount of \$91,011.00; and

WHEREAS, the Borough Engineer, in a letter dated December 23, 2014 attached to the original of the resolution takes no exception to Payment No. 1 in the amount of \$56,884.63; and

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

Payment #1 in the amount of \$56,884.63 is hereby paid to National Water Main Cleaning Co., maintaining offices at 875 Summer Avenue, Newark, NJ.

Introduced by: Councilmember Lane; seconded by Councilmember Talarico - All ayes

BILLS: Municipal Clerk read the Bill Report

Motion to pay bills by Councilmember Lane; seconded by Councilmember Curry - All ayes

ENGINEER'S REPORT:

Andrew Hipolit

Report/Update

a. Update Valley View Pump Station

The project is still ongoing

b. KHov Project

Upper Saddle River Road project; they have made some major changes to the site like the parking of the vehicles on site, sweeping the road of mud

c. Woodland Heights

Had some issues with soil erosion; Progressing fast two homes are built already;

d. Road Paving

Will finish in the spring

ATTORNEY REPORT:

Philip Boggia, Esq.

Report/Update

Update on DePiero Lawsuit

Judge will be making a decision by end of January

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

a. Receipt Request For Proposals/Municipal Planner/Professional Planning Services
Received only two proposals

MEETING OPEN TO THE PUBLIC:

HEARING OF CITIZENS WHO WISH TO ADDRESS THE MAYOR AND COUNCIL:

Upon recognition by the Mayor, the person shall proceed to the floor and give his/her name and address in an audible tone of voice for the records. Unless further time is granted by the Council, he/she shall limit his/her statement to five (5) minutes. Statements shall be addressed to the Council as a body and not to any member thereof. No person, other than the person having the floor, shall be permitted to enter into any discussion, without recognition by the Mayor.

A motion to open meeting to the public by Councilmember Lane; seconded by Councilmember Talarico – all ayes

A resident ask what is the next step for tree ordinance; Mayor Fyfe responded by saying that the committee will need to take the recommendations from the Planning Board as well as some concerns from residents and make the changes accordingly.

A motion to close meeting to the public by Councilmember Ghassali; seconded by Councilmember Curry – all ayes

Motion to adjourn by Councilmember Lane; seconded by Councilmember Talarico – all ayes

ADJOURNMENT

Meeting adjourned at 8:01pm

THE RE-ORGANIZATION MEETING OF THE MAYOR AND COUNCIL WILL BE HELD ON MONDAY, JANUARY 5, 2015 AT 7:30 P.M.

Respectfully submitted, Fran Scordo, Deputy Municipal Clerk

**SINE DIE MEETING
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 - absent
Councilmember Curry
Councilmember Ghassali
Councilmember LaMonica
Councilmember Lane
Councilmember Talarico

UNFINISHED BUSINESS OF 2014:

None

ADJOURNMENT SINE DIE MEETING:

Motion to adjourn by Councilmember Ghassali; seconded by Councilmember Lane - all ayes

ADJOURNMENT

FOLLOWED BY REORGANIZATION MEETING FOR THE YEAR 2015:

Respectfully submitted, Fran Scordo, Deputy Municipal Clerk

**RE-ORGANIZATION MEETING
MINUTES**

The Re-Organization Meeting of the Mayor and Council was held in the Council Chambers and called to order at 7:32 PM. Adequate notification was published in the official newspaper of the Borough of Montvale according to the provisions of the Open Public Meeting Law (Chapter 231, P.L. 1975).

SWEARING IN OF INCUMBEMENT COUNCILMEMBER

Rose Curry

SWEARING IN OF INCUMBEMENT COUNCILMEMBER

Leah LaMonica

OPENING PRAYER

Opening Prayer given by Josh Rasdall, Pastor at Montvale Evangelical Free Church

SWEAR IN OF PROBATIONARY POLICE OFFICER

John P. Guico

ROLL CALL

Councilmember Cudequest - absent	Councilmember LaMonica
Councilmember Curry	Councilmember Lane
Councilmember Ghassali	Councilmember Talarico

NOMINATION FOR POSITION OF COUNCIL PRESIDENT

Motion by Councilmember Talarico to nominate Councilmember Curry for Council President; seconded by Councilmember Lane - All ayes on roll call vote

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 requests it, in which case, the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

***CONSENT AGENDA**

RESOLUTIONS 01-2015 THROUGH 16-2015 & 19-2015

Introduced by Councilmember Lane; seconded by Councilmember LaMonica - all ayes

01-2015 Cash Management Plan

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:

1. 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.

02-2015 Authorizing payment to the United States Postal Service to effect the use of a Post Machine

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 affect the use of a Postal Franking Machine.

03-2015 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	Thursday, November 26, 2015
and the Day After	Friday, November 27, 2015
Christmas Day	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.

04-2015 Designating the Mayor, Municipal Clerk, Administrator, Chief Municipal Financial Officer, Treasurer, as Official signatories on Borough Warrants and the Judge, Municipal Court Administrator and Deputy Court Administrators as Official signatories on Municipal Court Accounts

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.

05-2015 Roll Call of the Councilmembers to be called in alphabetical order

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

06-2015 Authorizing the Mayor, Clerk and Collector to issue warrants for certain items with ratification at the following meeting

BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale, NJ, 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

07-2015 All bills to be presented in proper form to the Finance Department no later than the 25th of each month

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.

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

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.

09-2015 Designation of official newspapers for advertising for the Borough of Montvale

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 2014:

The Record – Hackensack, N.J.

The Ridgewood News – Hackensack, N.J.

10-2015 Fixing the rate of interest to be charged for the nonpayment of taxes, assessments and excess sewer fees

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.

11-2015 Order of business to be followed at all regular meetings of the Mayor and Council

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

BE IT FURTHER RESOLVED, the agenda is subject to amendments by a majority vote of the council and action may be taken on issues that are not listed on the agenda, as authorized by the Open Public Meetings Act.

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. Both Public and Workshop Meetings open to public to speak
- 8. Old Business
- 9. New Business
- 10. Reading of all communications, petitions, etc
- 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.

12-2015 All monies collected by any Borough Official or Employee of the Borough shall be turned over the Borough Treasurer within 48 hours

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.

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.

13-2015 Establish Mayor & Council Meeting Schedule for the Year 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.

14-2015 Establishing a procedure for the periodic release of minutes of executive/session minutes

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

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

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

- 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.

15-2015 Open Public Meetings Act, Chapter 231 of Public Laws of the State of New Jersey/Closed Sessions Governing Body

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.

16-2015 Adoption of year 2015 By-Laws of the Mayor and Council of the Borough of Montvale

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.

Included with original minutes

19-2015 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

BOROUGH OF MONTVALE

JANUARY 5, 2015

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):	

BOROUGH OF MONTVALE

JANUARY 5, 2015

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
Introduced by Councilmember Ghassali; seconded by Councilmember Lane	- all ayes

17-2015 Officers Fire Department

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

Introduced by Councilmember Lane; seconded by Councilmember Talarico - all ayes

18-2015 NJ Pay to Play Law/Professional Service Contract Appointments/Year 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 \$15,000.00; 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:

Borough Attorney: Philip N. Boggia, Esq.
Boggia & Boggia, Esqs.
71 Mt. Vernon Street
Ridgefield Park, NJ 07660

Borough Engineer: Andrew Hipolit
Maser Consulting P.A.
200 Valley Road, Suite 400
Mount Arlington, NJ 07856

Auditor: 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.

Introduced by Councilmember Lane; seconded by Councilmember LaMonica – all ayes

**OATHS OF OFFICE ADMINISTERED TO OFFICERS OF MONTVALE FIRE DEPARTMENT
SWEARING IN BY MAYOR ROGER J. FYFE**

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

**MAYOR & GOVERNING BODY APPOINTMENTS, 2015 STAFF, BOARD AND COMMITTEE
APPOINTMENTS**

Mayor Fyfe read the staff, board and committee appointments into the record. (Listing attached to original minutes).

A motion by Councilmember Lane; seconded by Councilmember Talarico - All ayes on a roll call vote

OPEN MEETING TO PUBLIC:

Motion to open meeting to the public by Councilmember Lane; seconded by Councilmember Talarico - All ayes

NO PUBLIC COMMENT

CLOSE MEETING TO PUBLIC:

Motion to close meeting to the public by Councilmember Lane; seconded by Councilmember Talarico - All ayes

COUNCIL COMMENTS:

Councilmember Lane

Thanked everyone for coming; thanked all the residents for their support throughout 2014; Congratulated Councilmembers LaMonica and Curry on their re-election; Thanked all the volunteers especially the Fire Department; Great to see Chief Miller moving around so well after sustaining his injuries in a fire in April; Moving forward in 2015 will be the reconstruction of firehouse; welcome input from residents;

Councilmember Ghassali

Congratulations to Councilmember Curry and LaMonica; 2015 will be the sixth year on council; Happy to see the Pascack Valley DPW delivering services to Montvale; looking forward to the upcoming projects such as the reconstruction of the firehouse; continued discussion of the tree ordinance; the administrative staff is doing good work and is appreciated by residents and councilmembers;

Councilmember Curry

Expression of gratitude for the past three years; happy to serve for the next three years; thanked the residents for giving her the opportunity to serve the community; thanked the many volunteers of which she has worked with on the various boards; thanked the borough employees as well;

Councilmember LaMonica

Thanked everyone for re-electing to a third term; proud to serve with Mayor Fyfe and this group of councilmembers; encourage all residents to reach out; many challenges ahead in 2015;

Councilmember Talarico

Congratulate fellow Councilmembers on their re-election; thanked Montvale services, Tri-Boro dispatch, Tri-Boro ambulance, Fire Department, DPW, Police Department and all the associated auxiliaries; these groups are the back bone of the community; the Police Department went through some changes with retirements, promotions and first School Resource Officer at Pascack Hills High School; In June of 2014 the Police Department received accredited status from the NJ State Association of Chief of Police;

Mayor Fyfe

Special thank you for all the volunteers; A decision by the court will be made by end of January about the DePieros lawsuit; DPW was a great success, they still have some hiccups to work through; Pascack Valley Joint Court is the only joint court in Bergen County, contributing to its success is the court administrator, Cathy Cullen, Judge Harry Norton and the support staff is phenomenal; Firehouse project will be forthcoming and there will be numerous discussions about bonding, using surplus and not to incur a lot of debt; would like to continue to pave roads without borrowing money; In early 2015, will be purchasing a new response vehicle for Tri-boro ambulance with Park Ridge and Woodcliff Lake; the Library is another well run part of the borough that doesn't receive the recognition it deserves. Susan Rutenber is the Director and does an exceptional job; All the boards and commissions that were appointed tonight get supported by the administrative staff, which is the best staff any one can have. The councilmembers have been dealing with a bow and arrow ordinance and a tree ordinance which discussions between committees and councilmember will continue in the year ahead;

CLOSING PRAYER

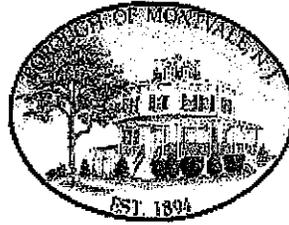
Closing Prayer given by Josh Rasdall, Pastor at Montvale Evangelical Free Church

Motion to adjourn Re-Organization meeting by Councilmember Lane; seconded by Councilmember Talarico - All ayes.

Meeting adjourned at 8:28PM

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

Respectfully submitted, Fran Scordo, Deputy Municipal Clerk



**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 20-2015**

RE: Awarding Professional Service Contract/Records Management Services/Narita Maraj, LLC

WHEREAS, the Borough of Montvale is in need to hire a Records Management Service as a non-fair and open contract pursuant to the provisions of *N.J.S.A. 19:44A-20.4 or 20.5*; and,

WHEREAS, it is the desire of the Mayor and Borough Council to award a professional service contract to Narita Maraj, LLC, 57 Belgrove Drive, Kearny, NJ 07032, for the management of the Borough of Montvale's Records; and

WHEREAS, The State of New Jersey mandates a local records management program for all municipalities; and

WHEREAS, The Records Management Services and the Open Public Records Act (OPRA) has mandated the process of records management required by the State of New Jersey and the Records Management Services (R.M.S.); and

WHEREAS, the contract is hereby awarded in an amount not to exceed \$10,920.00; and

WHEREAS, any expenditures exceeding \$10,920.00 must be approved by Mayor and Council by resolution; and

WHEREAS, the Certified Municipal Finance Officer has certified the availability of funds; and,

WHEREAS, the Local Public Contracts Law (*N.J.S.A. 40A:111 et seq.*) requires that the Resolution authorizing the award of contract for "Professional Services" without competitive bids and the Contract itself must be available for public inspection;

BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale as follows:

1. This Contract is awarded without competitive bidding as a "Professional Service" in accordance with *N.J.S.A. 40A:11-5(1)(a)* of the Local Public Contracts Law the services are to be performed are specific in nature, required by law to maintain, legal disposal and appropriate preservation of public records .

2. The Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

3. A Notice of this action shall be printed once in the official newspaper of the Borough.

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

Adopted: January 13, 2015

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor

N.J.A.C. 15:3-1.1

NEW JERSEY ADMINISTRATIVE CODE
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*** This file includes all Regulations adopted and published through the ***
*** New Jersey Register, Vol. 47, No. 1, January 5, 2015 ***

TITLE 15. STATE
CHAPTER 3. RECORDS RETENTION
SUBCHAPTER 1. GENERAL PROVISIONS

N.J.A.C. 15:3-1.1 (2015)

§ 15:3-1.1 Purpose; scope

(a) Pursuant to P.L. 1920, c.46 (N.J.S.A. 47:2-3 et seq.), P.L. 1953, c.410 (N.J.S.A. 47:3-26 et al.), and P.L. 1994, c.140 (N.J.S.A. 47:3-26 as amended), the Division of Archives and Records Management in the Department of State is charged with the responsibility for establishing the framework for the management of public records of the State of New Jersey in a systematic and comprehensive fashion. State and local government agencies are required to make and preserve records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency and to provide prompt and timely access to the same.

(b) This chapter encompasses all public entities at the State, county and local government levels, including subdivisions thereof, any department, division, board, bureau, office, commission, district, or institution, or other instrumentality within or created by the State or political subdivision or combination of political subdivisions; or any school, fire, or water district or other special district or districts; and any independent authority, commission, district, institution, or instrumentality; or special districts, and authorities.

NARITA MARAJ, LLC.

57 Belgrove Drive/ # 3B

Kearny, NJ 07032

201-683-1535

PROPOSAL FOR RECORDS MANAGEMENT SERVICES

Borough of Montvale – All Departments

1. The following is a proposal for 2015 Records Management Services to maintain and prepare records for storage and/or approved destruction. Records are located in various areas of Borough Hall, including but not limited to: archive room, offsite storage, employee workspaces/cubicles and other temporary storage areas.

A. Appraise the value of records and assign retention periods to them.

For example: Does a record have historical value or a temporary use? Retention period or storage time is based on the value of the record. The State of New Jersey provides schedules that must be followed in applying retention periods.

B. Schedule and coordinate records appraisal with employees, as necessary.

C. Simultaneously, create paper and maintain electronic inventory sheets, and box and label records for storage and/or destruction. Labeling includes temporary handwritten labels and printed labels.

D. Prepare destruction forms from inventory lists. Submit to Department, Clerk and Auditors for required signatures and approvals.

E. Submit completed destruction forms to New Jersey State Records Management Services thru ARTEMIS software and/or regular mail, if necessary. Follow-up on final State approvals.

F. Work with I.T. Consultant to resolve any ARTEMIS software issues, if necessary.

G. Schedule and coordinate destruction of records with Departments and Borough's shredding vendor.

H. Maintain and organize records in the archive room and offsite storage area.

I. Plan and coordinate scanning projects.

2. The above services are dependent on the following resources being provided by the Borough:

- A. DPW or casual labor assistance with boxes over 15lbs in weight, boxes stored above shoulder height, odd size boxes, and/or boxes stored in precarious locations.
- B. Temporary holding/work area for organization. (Records should be secure and maintained in decent order until destruction.)
- C. Access to a computer workstation and necessary software.
- D. Availability of other supplies: boxes, labels, markers, etc.
- E. Availability of employees to review and assist in appraisal of their records.

3. Work Schedule

One day per each work week (7 hours per week) during the course of 12 months.

4. Rate per hour

\$30.00 (Billed by hours worked)

5. Total Estimated cost for 2015*

7 hours x 52 weeks x \$30.00 = **\$10,920.00**

*This fee does not including shredding costs, DPW/casual labor costs, computer costs, I.T. assistance, supplies, etc. Those are additional fees to be paid for by Borough of Montvale.

Respectfully submitted:

Narita Maraj

Dated: _____

Accepted by:

Title:
Borough of Montvale

Dated: _____



**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 21-2015**

RE: Award Professional Service Contract / Borough Attorney / Boggia & Boggia

WHEREAS, the Borough of Montvale has a need to acquire Attorney Services as a non-fair and open contract pursuant to the provisions of *N.J.S.A. 19:44A-20.4 or 20.5*; and,

WHEREAS, Boggia & Boggia, 71 Mt. Vernon Street, Ridgefield Park, NJ 07660 were appointed at the Re-organization Meeting of the Governing Body on January 5, 2015; and

WHEREAS, the anticipated term of this contract is for 1 year; and

WHEREAS, the Certified Municipal Finance Officer has certified the availability of funds; and,

WHEREAS, Philip Boggia, Esq. has completed and submitted a Business Entity Disclosure Certification which certifies that he has not made any reportable contributions to a political or candidate committee in the Borough of Montvale in the previous one year, and that the contract will prohibit Philip Boggia, Esq. from making any reportable contributions through the term of the contract; and

WHEREAS, the Local Public Contracts Law (*N.J.S.A. 40A:111 et seq.*) requires that the Resolution authorizing the award of contracts for "Professional Services" without competitive bids and the Contract itself must be available for public inspection;

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

1. The Mayor and Municipal Clerk of the Borough of Montvale are hereby authorized and directed to execute the attached Contract with Boggia & Boggia.

2. This Contract is awarded without competitive bidding as a "Professional Service" in accordance with *N.J.S.A. 40A:11-5(1)(a)* of the Local Public Contracts Law because the services are to be performed by a person authorized by law to practice a recognized profession.

3. The Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

4. A Notice of this action shall be printed once in the official newspaper of the Borough.

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

Adopted: January 13, 2015

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor



**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 23-2015**

**RE: Award Professional Service Contract / Engineering Services / Maser Consulting P.A.
Andrew R. Hipolit, P.E., PP., C.M.E.**

WHEREAS, the Borough of Montvale has a need to acquire Engineering Services as a non-fair and open contract pursuant to the provisions of *N.J.S.A. 19:44A-20.4 or 20.5*; and,

WHEREAS, Maser Consulting P.A., 200 Valley Road, Mount Arlington, NJ 07856 were appointed at the Re-organization Meeting of the Governing Body on January 5, 2015; and

WHEREAS, Andrew R. Hipolit, shall be designated as Principal In Charge for all services provided to the Borough of Montvale, and

WHEREAS, the anticipated term of this contract is for 1 year; and

WHEREAS, the Certified Municipal Finance Officer has certified the availability of funds; and,

WHEREAS, Maser Consulting. has completed and submitted a Business Entity Disclosure Certification which certifies that he has not made any reportable contributions to a political or candidate committee in the Borough of Montvale in the previous one year, and that the contract will prohibit Maser Consulting from making any reportable contributions through the term of the contract; and

WHEREAS, the Local Public Contracts Law (*N.J.S.A. 40A:111 et seq.*) requires that the Resolution authorizing the award of contracts for "Professional Services" without competitive bids and the Contract itself must be available for public inspection;

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

1. The Mayor and Municipal Clerk of the Borough of Montvale are hereby authorized and directed to execute the attached Contract with Maser Consulting.
2. This Contract is awarded without competitive bidding as a "Professional Service" in accordance with *N.J.S.A. 40A:11-5(1)(a)* of the Local Public Contracts Law because the services are to be performed by a person authorized by law to practice a recognized profession.
3. The Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.
4. A Notice of this action shall be printed once in the official newspaper of the Borough.

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

Adopted: January 13, 2015

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor



**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 24-2015**

RE: Award Professional Service Contract / Borough Planner / Maser Consulting, P.A. / Darlene Green

WHEREAS, the Borough of Montvale has a need to acquire Municipal Planner as a non-fair and open contract pursuant to the provisions of *N.J.S.A. 19:44A-20.4 or 20.5*; and,

WHEREAS, Maser Consulting, P.A. was appointed at the Re-Organization Meeting of the Governing Body on January 5, 2015; and

WHEREAS, it is the desire of the Mayor and Borough Council to appoint Darlene Green, P.P., AICP/Associate/Senior Project Planner of Maser Consulting, P.A., Perryville III Corporate Park, 53 Frontage Road, Suite 120, Clinton, NJ 08809 for planning services for the Borough for this period; and

WHEREAS, the anticipated term of this contract is for 1 year; and

WHEREAS, the Certified Municipal Finance Officer has certified the availability of funds; and,

WHEREAS, Maser Consulting, P.A. has completed and submitted a Business Entity Disclosure Certification which certifies that he has not made any reportable contributions to a political or candidate committee in the Borough of Montvale in the previous one year, and that the contract will prohibit Maser Consulting, P.A. from making any reportable contributions through the term of the contract; and

WHEREAS, the Local Public Contracts Law (*N.J.S.A. 40A:111 et seq.*) requires that the Resolution authorizing the award of contracts for "Professional Services" without competitive bids and the Contract itself must be available for public inspection;

BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale as follows:

1. This Contract is awarded without competitive bidding as a "Professional Service" in accordance with *N.J.S.A. 40A:11-5(1)(a)* of the Local Public Contracts Law because the services are to be performed by a person authorized by law to practice a recognized profession.

2. The Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

3. A Notice of this action shall be printed once in the official newspaper of the Borough.

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

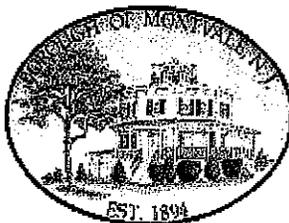
Adopted: January 13, 2015

ATTEST:

Maureen Iarossi-Alwan
Municipal Clerk

APPROVED:

Roger J. Fyfe
Mayor



**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 25-2015**

RE: Awarding Service Contract / Agreement Tri-State Technical Services / Computers & Peripherals

WHEREAS, the Borough of Montvale requires professional computer services and an extended service agreement for the computers and peripherals for the period January 1, 2015 through December 31, 2015; and

WHEREAS, section N.J.S.A. 40A:11-5 of the Local Public Contracts Law, (N.J.S.A. 40A:11-1 et seq.) exempts such professional services from competitive bidding.

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

That a contract for professional computer services for an Service Agreement for Computers and Peripherals proposal which is attached and made part of this resolution be awarded to Tri-State Technical Computer Services, Inc., of 442 Lafayette Avenue, Hawthorne, New Jersey 07506 in the amount of \$7,954.00 for the period January 1, 2015 through December 31, 2015, as described in the Service Agreement;

WHEREAS, the Certified Municipal Finance Officer has provided funds to be available subject to the adoption of the year 2015 Municipal Budget; and

BE IT FURTHER RESOLVED that a copy of this resolution be published in The Ridgewood News, be on file, available for public inspection, in the office of the Municipal Clerk, 12 Mercedes Drive, Montvale, NJ 07645.

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

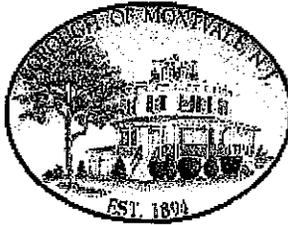
Adopted: January 13, 2015

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor



**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 26-2015**

RE: Appointment of A Risk Management Consultant In Accordance With The Requirements Set Forth By The Bergen County Municipal Joint Insurance Fund (BCMJIF) For The Borough Commencing January 1, 2015

WHEREAS, the Borough Of Montvale (hereinafter, the Municipality) is a member of the **Bergen County Municipal Joint Insurance Fund (BCMJIF)** and the **Municipal Excess Liability Joint Insurance Fund (MEL)** collectively referred to as, the Funds, for property and casualty coverage's, which include property, general liability, crime, environmental, employee benefits liability, excess liability and workers compensation; and

WHEREAS, the bylaws of said Funds require the Municipality appoint a **RISK MANAGEMENT CONSULTANT** to perform the various functions and professional services integral to the effective operation of the Municipality's Insurance Program and Loss Control efforts; and

WHEREAS, the Board of Fund Commissioners for the BCMJIF established a fee for such services equal to six percent (6%) of the Municipality's assessment, which expenditure represents reasonable compensation for the services required and is a part of the Municipal Assessment promulgated by the Fund's; and

WHEREAS, the Municipality has conducted a solicitation process to review and evaluate the credentials, services, performance and integrity of several professional firms experienced in these types of services; and

WHEREAS, the judgmental nature of the Risk Management Consultant's duties renders comparative bidding impractical;

NOW THEREFORE BE IT RESOLVED, that the Mayor and Council does hereby appoint **Professional Insurance Associates Inc.** as its Risk Management Consultant in accordance with the Fund's bylaws; and

BE IT FURTHER RESOLVED, that the Mayor and Borough Clerk are hereby authorized and directed to execute a Risk Management Consultant's Agreement and to cause a notice of this decision to be published in accordance with NJSA 40A:11-5 (1) (a) (i).

BE IT FURTHER RESOLVED, that a certified copy of this Resolution shall be forwarded to Professional Insurance Associates, 429 Hackensack Street, Carlstadt, New Jersey 07072.

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

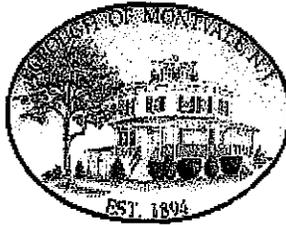
Adopted: January 13, 2015

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor



**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 27-2015**

RE: A Resolution To Appoint A Health Benefits Consultant Relative To The Borough's Membership In The Bergen Municipal Employee Benefits Fund (BMED) Commencing January 1, 2015

WHEREAS, the **BOROUGH OF MONTVALE** (hereinafter, the Municipality) is a member of the **Bergen Municipal Employee Benefits Fund (BMED)** and the **Municipal Reinsurance Health Insurance Fund (MRHIF)** collectively referred to as, the Funds, for the Borough's Employee Health Benefits Program, which includes medical, prescription and dental coverage's; and

WHEREAS, the bylaws of said Funds require the Municipality appoint a **HEALTH BENEFITS CONSULTANT** to perform the various functions and professional services integral to the effective operation of the Municipality's Employee Health Benefits Program; and

WHEREAS, the Board of Fund Commissioners for the BMED established a fee for such services equal to two and one-half percent (2.5%) of the Municipality's assessment, which expenditure represents reasonable compensation for the services required and is a part of the Municipal Assessment promulgated by the Fund's; and

WHEREAS, the Municipality has conducted a solicitation process to review and evaluate the credentials, services, performance and integrity of several professional firms experienced in these types of services; and

WHEREAS, the judgmental nature of the Health Benefits Consulting duties and the fact the service will be performed by personnel authorized by law to practice a recognized profession that is regulated by law, renders comparative bidding impractical;

NOW THEREFORE BE IT RESOLVED, that the Mayor and Council does hereby appoint **PIA Security Programs Inc.** as its Health Benefits Consultant in accordance with the Fund's bylaws; and

BE IT FURTHER RESOLVED, that in accordance with past practice, the **HEALTH BENEFITS CONSULTANT** shall receive as compensation, one percent (1%) of the Municipality's assessment, paid by the Fund, in accordance with the policies and procedures; and

BE IT FURTHER RESOLVED, that the Mayor and Borough Clerk are hereby authorized and directed to execute a Health Benefits Consultant's Agreement and to cause a notice of this decision to be published in accordance with NJSA 40A:11-5 (1) (a) (i).

BE IT FURTHER RESOLVED, that a certified copy of this Resolution shall be forwarded to PIA Security Programs, Inc., 429 Hackensack Street, Carlstadt, New Jersey 07072.

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

Adopted: January 13, 2015

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor



**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 28-2015**

RE: Award Professional Service Contract / Website Improvements / Danori, LLC

WHEREAS, the Borough of Montvale has a need to acquire website improvements as a non-fair and open contract pursuant to the provisions of *N.J.S.A. 19:44A-20.4 or 20.5*; and,

WHEREAS, it is the desire of the Mayor and Borough Council to award a professional service contract to Danori, LLC, 31 West Lincoln Street, Verona, NJ 07044, for improvements to the Borough's website in the amount not to exceed \$7,500; and

WHEREAS, any expenditures exceeding \$7,500 must be approved by Mayor and Council by resolution; and

WHEREAS, the Certified Municipal Finance Officer has certified the availability of funds; and,

WHEREAS, the Local Public Contracts Law (*N.J.S.A. 40A:111 et seq.*) requires that the Resolution authorizing the award of contract for "Professional Services" without competitive bids and the Contract itself must be available for public inspection;

BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale as follows:

1. This Contract is awarded without competitive bidding as a "Professional Service" in accordance with *N.J.S.A. 40A:11-5(1)(a)* of the Local Public Contracts Law because the services are to be performed by a person authorized by law to practice a recognized profession.

2. The Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

3. A Notice of this action shall be printed once in the official newspaper of the Borough.

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

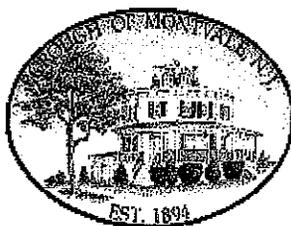
Adopted: January 13, 2015

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor



**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 29-2015**

RE: Award Professional Service Contract/Prosecutor/Alternate Prosecutor/Public Defender/Alternate Public Defender/Pascack Joint Municipal Court

WHEREAS, the Pascack Joint Municipal Court has a need to contract for the services of various professionals to serve as the municipal prosecutor or alternate prosecutor, pursuant to N.J.S.A. 2B:25-1, et seq., and to serve as the municipal public defender or alternate public defender, pursuant to N.J.S.A. 2B:24-1, et seq.; and

WHEREAS, these services are being solicited under the non-fair and open procedures of N.J.S.A. 19:44A-20.4 and -20.5; and

WHEREAS, the Attorney General of the State of New Jersey has advised municipalities that without formal appointment of an alternate municipal prosecutors, the municipality and/or the prosecutor may lose immunity conferred by the New Jersey Municipal Tort Claims Act; and

WHEREAS, there are occasions when the appointed municipal public defender may have a conflict of interest, thus creating a need for an alternate public defender; and

WHEREAS, it is the desire of the Pascack Joint Municipal Court to appoint the following individuals to the positions set forth below:

Prosecutor: Christopher C. Botta, Esq.
Alternate Prosecutor: Patricia Speake-Martin, Esq.
Alternate Prosecutor: Natalia Angeli, Esq.

Public Defender: Gerald R. Salerno, Esq.
Alternate Public Defender: Robert Metzdorf, Esq.

WHEREAS, the salary of the Prosecutor shall be \$25,000, and the salary of the Public Defender shall be \$7,000; and

WHEREAS, said salaries shall be included as part of the Operational Costs for the Pascack Joint Municipal Court as per the agreement between the participating municipalities; and

WHEREAS, any compensation to be paid to the Alternate Prosecutor and/or Alternate Public Defender shall be paid by the Prosecutor or Public Defender, as appropriate; and

WHEREAS, the term of these contracts shall commence on January 6, 2014, and shall continue for the remainder of the calendar year 2014; and

WHEREAS, the Certified Municipal Finance Officer has the availability of funds; and,

WHEREAS, all of the aforementioned professionals have completed and submitted a Business Entity Disclosure Certification which certifies that he/she has not made any reportable contributions to a political or candidate committee in the Borough of Montvale in the previous one year, and that the contract will prohibit professionals from making any reportable contributions through the term of their contract; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1, et seq.) requires that the Resolution authorizing the award of contracts for "Professional Services" without competitive bids and Contracts must be available for public inspection.

BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale as follows:

1. These Contracts are awarded without competitive bidding as "Professional Services" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law, because the services are to be performed by a person authorized by law to practice a recognized profession.

2. The Business Disclosure Entity Certification and the Contracts, including the terms of compensation for each professional, shall be placed on file with this resolution.

3. A Notice of this action shall be printed once in the official newspaper of the Borough.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Montvale confirm these appointments

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

Adopted: January 13, 2015

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor



**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 30-2015**

RE: Authorize Contract Animal Control Services/Tyco

WHEREAS, the Board of Health of the Borough of Montvale has received a proposal from Tyco Animal Control Service, 1 Stout Lane, Ho-Ho-Kus, NJ.

WHEREAS, said proposal has been reviewed and approved by the Board of Health; and

WHEREAS, the Board of Health recommends this contract with Tyco Animal Control Service based upon prior services provided; and

WHEREAS, it is the intention of the Mayor and Council to provide funds in the year 2015 Budget for this contract, Other Expense Portion of the Animal Control Services Budget; and

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale that the contract for Animal Control Services for 2015 be and is hereby awarded to Tyco Animal Control Service, 1 Stout Lane, Ho-Ho-Kus, NJ pursuant to the terms and conditions and rates as outlined in the attached contract effective January 1, 2015, copy of which is attached to this resolution for the base amount of \$9,300.00 annually payable monthly with additional costs charged per the rates as outlined in the attached proposal.

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

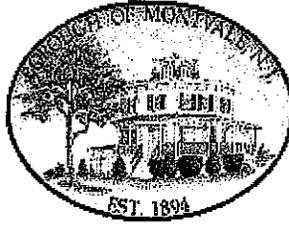
Adopted: January 13, 2015

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor



**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 31-2015**

RE: Award Professional Service Contract Administrative Agent for the Borough consistent with N.J.A.C. 5:80-26.14 and to coordinate the affirmative marketing, review and approval of the sale and rental of affordable units in the Borough of Montvale/Piazza & Associates, Inc.

WHEREAS, the Borough of Montvale requires the services of an experienced, qualified agency to serve as Administrative Agent for the Borough consistent with N.J.A.C. 5:80-26.14 and to coordinate the affirmative marketing, review and approval of the sale and rental of affordable units in the Borough of Montvale, and the income qualification of the applicants who seek to reside in such units; and

WHEREAS, such services have previously been provided to the Borough by the Bergen County Housing Authority, which has advised the Borough that it will no longer be providing such services in connection with affordable rental units in the Borough and future sale units; and

WHEREAS, the Borough is in receipt of a proposal from Piazza & Associates, Inc., 216 Rockingham Row, Princeton Forrestal Village, Princeton, New Jersey 08540 to perform such services as is more particularly detailed in a document entitled, "Proposal Submitted To The Borough of Montvale, Bergen County, New Jersey, which is hereto attached to the original of this resolution; and

WHEREAS, said services constitute a professional service under the Local Public Contracts Law; and

WHEREAS, the Chief Financial Officer of the Borough has certified that funding is available for such services.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Montvale that it does hereby approve the aforesaid proposal with Piazza & Associates, Inc. for a one (1) year period in accordance with the draft Contract, provided that Piazza & Associates, Inc. submits documentation consistent with N.J.S.A. 19:44A-8 and 16 that it has not made a reportable contribution to any candidate for local office in Montvale or any political committee in the Borough; and

BE IT FURTHER RESOLVED that Mayor Roger A. Fyfe and Borough Clerk/Administrator Maureen Iarossi-Alwan be and are hereby authorized to execute the Contract on behalf of the Borough.

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

Adopted: January 13, 2015

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor



**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 32-2015**

RE: A Resolution Directing a Stay on Enforcement of Borough Code Section 128-7.1(O) and Requesting that the Borough Planner and the Planning Board Engage in a Review of this Section of the Code and Other Related Code Sections

WHEREAS, Section 128-7.1(O) of the Borough of Montvale Code prohibits the parking of all non-passenger vehicles in parking lots in non-residential districts between the hours of 11:00 p.m. and 5:00 a.m., with the exception of vehicles screened from view pursuant to an approved site plan; and

WHEREAS, it has come to the attention of the Council that this provision, as written, would prohibit commercial establishments from parking their own commercial vehicles in their own parking lots overnight in many instances or even during hours that such establishments are open; and

WHEREAS, it has also come to the attention of the Council that the interpretation of this provision as it relates to a prohibition on certain signage in non-residential districts may also be creating confusion and unintended consequences for commercial establishments and Borough officials charged with enforcement of such provisions; and

WHEREAS, the Borough Council recognizes that this may constitute a hardship upon certain businesses which was never the intent of the Borough; and

WHEREAS, the Borough Council is therefore desirous of reviewing the efficacy of these provisions and the impact that they may have on restaurants and other commercial establishments in the Borough, as well as the impact that related provisions of the Borough Code related to signage may have upon such establishments.

NOW, THEREFORE, BE IT RESOLVED that the Zoning Officer and all other officials are hereby directed to stay enforcement of Section 128-7.1(O) of the Borough Code pending further notification from the Borough Council, except that the ban on commercial repair work or service may continue to be enforced; and

BE IT FURTHER RESOLVED that the Mayor and Borough Council hereby request that the Borough Planner and Planning Board conduct a thorough and comprehensive review of Section 128-7.1(O) of the Borough Code and of all other provisions of the Borough Code related to signage and to study the impact that such regulations may have on commercial establishments in the Borough; and

BE IT FURTHER RESOLVED that that Mayor and Borough Council further request that the Planner and Planning Board jointly prepare a report with recommendations concerning proposed amendments to the Borough Code consistent with the intent of this Resolution.

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

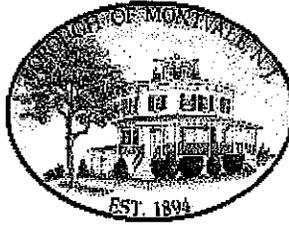
Adopted: January 13, 2015

ATTEST:

APPROVED:

Maureen Larossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor



**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 33-2015**

RE: Refund Tax Overpayment / Block 3003 Lot 3; 10 Garden Lane

WHEREAS, a resolution authorizing the Borough of Montvale to refund an overpayment of taxes for the property located at 10 Garden Lane, also known as Block 3003 Lot 3; and

WHEREAS, the above referenced property was incorrectly assessed for the year 2014 and was charge additional property taxes in error in the amount of \$4,785.11; and

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale, County of Bergen, New Jersey, that the Tax Collector be and is hereby authorized to refund Mr. and Mrs. Anthony Paxinopoulos in the amount of \$4,785.11.

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

Adopted: January 13, 2015

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Roger J. Fyfe
Mayor

RESOLUTION

BE IT RESOLVED by the Mayor and Council of the Borough of Montvale, N.J., that the following bills, having been referred to the Borough Council and found correct, be and the same hereby be paid:

<u>FUND</u>	<u>AMOUNT</u>	<u>NOTES</u>
Current	\$2,385,650.95	Bill List Wire 1/13/15
	<u>217,637.38</u>	Wires/Manual Checks
Current TOTAL	2,603,288.33	
Escrow - Trust	30,678.76	Bill List Wire 1/13/15
Housing Trust	60.00	Bill List Wire 1/13/15
Capital Fund	19,250.00	Bill List Wire 1/13/15
Dog Trust	250.00	Bill List Wire 1/13/15
Engineering Trust	1,040.00	Bill List Wire 1/13/15

This resolution was adopted by the Mayor and Council of Montvale at a meeting held on 1/13/15

Introduced by: _____

Approved: 1/13/15

Seconded by: _____

Roger Fyfe, Mayor

ATTEST:

Maureen Iarossi-Alwan, Municipal Clerk

MANUAL/VOID CHECKS - WIRES
January 13, 2015

<u>Check #</u>	<u>PO #</u>	<u>Date</u>	<u>Transaction/Vendor</u>	<u>Amount</u>
WIRE		12/24/14	Payroll Account	140,779.45
WIRE		12/24/14	Salary Account	76,408.28
WIRE		12/24/14	FSA Account	<u>449.65</u>
Total				<u>217,637.38</u>

Vendor # Name	PO #	PO Date	Description	Amount	Contract Charge Account	PO Type	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
00104 MONTVALE BOARD OF EDUCATION													
	15-00012	01/05/15	2015 LOCAL SCHOOL TAX			B							
	2	2015	LOCAL SCHOOL TAX/JANUARY	1,216,690.00	5-01-55-207-000		B LOCAL SCHOOL TAXES	R	01/05/15	01/07/15		JANUARY 2015	N
Vendor Total:				1,216,690.00									
00118 NJ STATE LEAGUE OF													
	15-00020	01/06/15	2015 MEMBERSHIP DUES										
	1	2015	MEMBERSHIP DUES	644.00	5-01-20-701-044		B PROFESSIONAL ASSOCIATION DUES	R	01/06/15	01/07/15		MI-I2015321	N
Vendor Total:				644.00									
00137 PASCACK VALLEY REGIONAL HS DST													
	15-00011	01/05/15	REGIONAL SCHOOL TAX 2015			B							
	2		REGIONAL SCHOOL TAX 2015/JAN.	977,327.00	5-01-55-206-000		B REGIONAL SCHOOL TAX	R	01/05/15	01/07/15		JANUARY 2015	N
Vendor Total:				977,327.00									
00139 MAUREEN IAROSSI-ALWAN													
	15-00009	01/05/15	DRAW PETTY CASH 2015										
	1		DRAW PETTY CASH 2015	500.00	5-01-55-202-000		B PETTY CASH - CLERK	R	01/05/15	01/07/15		2015 PETTY CASH	N
Vendor Total:				500.00									
00151 LAMENDOLA, BRIAN													
	14-01414	12/22/14	REIM CLOTHING										
	1		REIM CLOTHING	6.93	4-01-25-745-262		B LAMENDOLA, BRIAN - CLOTHING	R	12/22/14	01/07/15		CLOTHING	N
Vendor Total:				6.93									
00159 AMADO, HERMINIO													
	15-00029	01/07/15	REIMB CLOTHING										
	1		REIMB CLOTHING	333.14	4-01-25-745-261		B AMADO, HERMINIO - CLOTHING	R	01/07/15	01/07/15		CLOTHING	N
Vendor Total:				333.14									

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Amount	Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
01132 COOPERATIVE COMMUNICATIONS, INC														
15-00023 01/06/15 BORO TELEPHONE CHARGES/DEC.														
	1	2013915700	BORO PHONE CHARGES	2,164.24	4-01-31-827-076			B TELEPHONE CHARGES	R	01/06/15	01/07/15		DECEMBER	N
		Vendor Total:		2,164.24										
01148 10-75 EMERGENCY LIGHTING LLC														
14-01169 10/21/14 2014 PD MV DETAIL/DECALS/APP														
	1	2014	PD MV DETAIL/DECALS/APP	1,350.00	4-01-25-760-051			B PURCHASE OF VEHICLES	R	10/21/14	01/07/15		3094	N
		Vendor Total:		1,350.00										
01169 EWING, JAMES														
14-01385 12/17/14 REIMB 2 WAY RADIOS & SPEAKERS														
	1		REIMB 2 WAY RADIOS	279.00	4-01-25-747-077			B COMMUNICATIONS EQUIPMENT	R	12/17/14	01/07/15		REIMB. RADIO	N
	2		4 PACK RADIO SPEAKERS	22.59	4-01-25-747-077			B COMMUNICATIONS EQUIPMENT	R	12/17/14	01/07/15		REIMB. RADIO	N
	3		ADDITIONAL	19.53	4-01-25-747-077			B COMMUNICATIONS EQUIPMENT	R	12/26/14	01/07/15		REIMB. RADIO	N
				<u>321.12</u>										
		Vendor Total:		321.12										
01211 TURN OUT UNIFORMS & CO.														
14-01325 12/05/14 PIERRI NEW EQUIPMENT														
	1		PIERRI NEW EQUIPMENT	99.99	4-01-25-745-256			B PIERRI, JASON - CLOTHING	R	12/05/14	01/07/15		147319	N
		Vendor Total:		99.99										
01293 NJ DIV.PENSIONS & BENEF./DCRP														
14-00127 01/24/14 DCRP GROUP LIFE & DISABILITY														
	38		DCRP LONG TERM LIFE INSURANCE	56.17	4-01-36-846-029			B OTHER CONTRACTUAL - DCRP	R	12/08/14	01/07/15		DECEMBER	N
	39		DCRP LONG TERM DISABILITY INS.	23.57	4-01-36-846-029			B OTHER CONTRACTUAL - DCRP	R	12/08/14	01/07/15		DECEMBER	N
				<u>79.74</u>										
		Vendor Total:		79.74										

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
03632 RR DONNELLEY	14-01315	12/02/14	Safety Paper: Reg 42A/100 Blue									
	1		Safety Paper: Reg 42A/100 Blue	31.50	4-01-27-785-036	B OFFICE SUPPLIES	R	12/02/14	01/07/15		915083138	N
	Vendor Total:			31.50								
03930 HAM RADIO OUTLET INC.	14-01384	12/17/14	OEM RADIO EQUIPMENT									
	1		GAP TITAN-DX	429.95	4-01-25-747-077	B COMMUNICATIONS EQUIPMENT	R	12/17/14	01/07/15		D1-236772	N
	2		200' GUY KIT	29.95	4-01-25-747-077	B COMMUNICATIONS EQUIPMENT	R	12/17/14	01/07/15		D1-236772	N
	3		COMET-NCG B-10NMO	85.90	4-01-25-747-077	B COMMUNICATIONS EQUIPMENT	R	12/17/14	01/07/15		D1-236772	N
	Vendor Total:			545.80								

Total Purchase Orders: 66 Total P.O. Line Items: 109 Total List Amount: 2,436,929.71 Total Void Amount: 0.00

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND 2014 BUDGET	4-01	105,311.98	0.00	105,311.98	0.00	0.00	105,311.98
CURRENT FUND 2014 BUDGET	5-01	2,280,338.97	0.00	2,280,338.97	0.00	0.00	2,280,338.97
CAPITAL FUND	C-04	19,250.00	0.00	19,250.00	0.00	0.00	19,250.00
BOA ESCROW ACCOUNTS	E-08	30,678.76	0.00	30,678.76	0.00	0.00	30,678.76
OTHER TRUST ACCOUNT	T-03	1,100.00	0.00	1,100.00	0.00	0.00	1,100.00
DOG TRUST ACCOUNT	T-12	250.00	0.00	250.00	0.00	0.00	250.00
Year Total:		1,350.00	0.00	1,350.00	0.00	0.00	1,350.00
Total of All Funds:		2,436,929.71	0.00	2,436,929.71	0.00	0.00	2,436,929.71

MEMORANDUM:

TO: Mayor & Councilmembers, Kenneth Sesholtz, CMFO & Carl Bello, Treasurer
FROM: Maureen Iarossi-Alwan, Administrator/Municipal Clerk
DATE: Agenda Item Review/1-13-2015
RE: **2015 Proposed Budget Meeting & Timeline for Montvale Municipal Budgets**

Budget Timeline:

Budget Meeting Dates/Times:

January 27th, 2015 @ 6:00 p.m.

February 10th, 2015 @ 6:00 p.m.

February 24th, 2015 @ 6:00 p.m.

Budget Introduction: March 10th, 2015

Budget Adoption: April 14th, 2015

January 27th, 2015 @ 6:00 p.m.

1. Administration 6:00 – 6:30
2. Fire Department 6:30 – 6:45
3. Police Department 6:45 – 7:00
4. Capital Budget Requests 7:00 – 7:30

February 11th, 2015 @ 6:00 p.m.

1. Senior Citizen/Steve Ohayon 6:00 – 6:15
2. Recreation Department/J. Freeman 6:15 – 6:45
3. Planning Board/L. Hutter 6:45 - 7:00
4. Overview of all other department budgets 7:00 – 7:30

February 24th, 2015 @ 6:00 p.m. *Final Meeting Re-review:* of all budgets prior to Introduction on March 10th, 2015

Budget Introduction: March 10th, 2015

Budget Adoption: April 14th, 2015

Councilmembers please schedule to meet with your appointed departments prior to the above scheduled meeting dates. 2015 department budget line item detail worksheets/requests for each council liaison prior meeting date.

LFN 2014-21

December 11, 2014

Local Finance Notice

Chris Christie
Governor

Kim Guadagno
Lt. Governor

Richard E. Constable, III
Commissioner

Thomas H. Neff
Director

Contact Information

Director's Office

V. 609.292.6613

F. 609.292.9073

Local Government Research

V. 609.292.6110

F. 609.292.9073

Financial Regulation and Assistance

V. 609.292.4806

F. 609.984.7388

Local Finance Board

V. 609.292.0479

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Local Management Services

V. 609.292.7842

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Authority Regulation

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Municipal & County CFOs

CY 2015 Budget Matters

This Local Finance Notice provides information with respect to CY 2015 budgets.

Early Budget Planning and CY 2015 Budget Deadline Extension and Enforcement

Municipalities that have not yet begun to plan and prepare their 2015 budgets are already behind and should immediately begin the process. Consistent with 2014, the Division of Local Government Services will allow an extension to introduce and adopt 2015 budgets.

Early adoption is an effective management tool in that it provides a meaningful plan to finance policy initiatives. Delayed budget adoption limits management flexibility; resulting in a shorter time period to implement fiscal adjustments. In addition, ratings agencies take some comfort in early and appropriate fiscal planning and the Division believes in facilitating early planning to protect New Jersey's strong credit history.

CY municipalities planning a property tax levy cap referendum election must meet notice and publication deadlines tied to the April school board election date. These municipalities should appropriately plan their 2015 budgets to facilitate a sound decision regarding this option. The full calendar for referendums will be released when the Division of Elections sets the timetables. The budget filing dates below are expected to be consistent with election timetable. A separate Local Finance Notice will be issued when the referendum schedule is established.

The Local Finance Board approved at the December meeting the statutory budget deadline revisions set forth in the table on page 2. As in the past, the changes modify the statutory dates for introduction, adoption, and Mayor/Council Faulkner Act and related budget transmissions.

These changes (absent referendum dates) are shown below:

Introduction and Adoption of Budget – Non Referendum	Statutory Date	Revised Date*
Mayor/Council Faulkner Act (Executive) budget transmission to governing body	1/15	2/12
Municipal introduction and approval of budget	2/10	3/13
County introduction and approval of budget	1/26	3/13
Municipal adoption	3/20	4/24
County adoption	2/28	4/24



*or the next regularly scheduled meeting of the governing body.

Notwithstanding the revised dates, a budget may be adopted anytime within 10 days of receiving the Director’s certification of approval of the budget.

Governing bodies may by resolution, adopted by March 13, 2015, extend the adoption date of the 2015 budget and increase temporary budget appropriations as may be necessary due to the extended period.

II. Transition Aid Application Process

CY municipalities in financial distress will only have one opportunity to apply for Transitional Aid to Localities (Transition Aid). The due date for application is March 13, 2015 or the next regularly scheduled meeting of the governing body. Municipalities applying for Transition Aid must submit an introduced budget with the application. Requesting such aid is generally not desired by municipalities as aid awards come with a significant loss of local control and stringent conditions. A separate Transition Aid Local Finance Notice will be released soon.

It is expected that funding for the program will continue to decline and all but the most financially stressed municipalities in danger of being unable to meet debt service, basic payroll, and other essential functions will be eligible for aid. Successful applicants must demonstrate that they are already taking clear steps toward reducing local spending and maximizing their own revenues.

For budget introduction purposes, the municipalities that received Transitional Aid in CY 2014 may anticipate Transition Aid in an amount equal to **85 percent** of their CY 2014 aid allocation (or such amounts as the Director may otherwise permit).

III. Disclosure of Structural Budget Imbalances: Greater Division Attention to Municipalities with Structural Imbalances

The Division fully appreciates that many municipalities are facing budgetary challenges that include general economic difficulties, a depressed housing market, a high number of tax appeals, and other challenges. State reform measures in the areas of binding arbitration, pensions, and health care have already helped to control or reduce costs, with additional reforms being debated in the Legislature. Many municipalities have increasingly sought to control costs through personnel actions, smarter procurement, shared services, and even consolidation.

The Division is concerned that some municipalities have for too long relied heavily on short term solutions. Such solutions can, when applied in moderation be appropriate solutions while structural reforms are implemented. Local officials should understand the structural imbalances their communities may face. Further, it is extremely important for these imbalances to be communicated to the public, financial markets and the State. While budget messages often contain the "good news" of cost reductions from new initiatives (i.e., shared services), the challenge of one-time solutions to structural imbalances are not often disclosed.

For these reasons, the Budget Message section of the annual budget was revised in 2012 to include a good faith explanation of budget issues related to structural imbalance. There are four areas: Revenues at Risk, Non-Recurring Cost Reductions, Anticipated Future Appropriation Increases, and Counterbalancing Structural Improvements. If the Local Finance Board adopts the municipal User-Friendly Budget rule proposed at its September meeting, this sheet will be moved to the user-friendly budget form.

1. **2015 Revenues at Risk:** these are anticipated revenues that will not recur in 2016, or that are known to be declining over time. "Revenues at Risk" should include, but are not limited to: revenues from one time land sales; concession fees or deposits associated with agreements, including redevelopment agreements or utility agreements; short term or expiring grants that support operating costs; transfers of funds from authorities that are not expected to continue; awards of Transition Aid; and other revenues that are known to be temporary in nature or not reasonably expected to continue.

Alternatively, expiring grants that support operating costs may also be classified as Non-Recurring Cost Reductions, if they have ongoing local costs that must be budgeted, as with COPS grants.

2. **2015 Non-Recurring Cost Reductions:** These are proposed reductions in line items that will not recur in 2016, or that are known to be declining over time. Non-recurring Cost Reductions should include, but are not limited to: short term savings in debt service payments attributable to refunding issues that allow for a skipped debt service payment or reductions in short term maturities; savings in expenses made possible through contractual short term concessions that result in later increased payments (i.e. elimination of immediate overtime expenses in return for the creation of bankable compensatory time), and other one-time short term savings that will not be available in 2016.
3. **Anticipated 2016 Appropriation Increases:** These are reasonable projections of appropriation increases. These can include, but not be limited to: increases in debt service payments due to new or restructured debt; increases in lease payments due to new or restructured leases; increased salary or compensation payments attributable to contractual obligations; and other increases in items of expenditure for which policy changes or decisions will necessitate increased appropriations (for example, full year's cost of a program partially implemented in 2015).
4. **Structural Imbalance Offsets:** These are budget changes that are expected to occur in 2016 that offset the impact of the three items above. These offsets may include new or one-time 2015 appropriations or non-recurring increases in 2015 appropriations that will not appear in 2016 and out-year budgets. Examples of these include: 2015 funding of deferred charges from a prior year; 2015 appropriation of funds for retroactive salary increases; payments from litigation settlements; increased capital appropriations, or increases in employee premium sharing for health care costs; etc.

These items may also include increased revenues such as the full year value of fee increases only partially implemented in 2015, or contractually required increases in payments under supply contracts or service agreements.

IV. Governor's Budget and Municipal Aid

The Governor is expected to propose a State 2016 FY budget at the end of February. At the very latest, immediately after the budget is proposed the Division will notify municipalities as to Consolidated Municipal Property Tax Relief Aid (CMPTRA) and Energy Tax Receipts aid that can be anticipated in the budget.

V. CY 2015 Budget and Levy Cap Issues

Local Examination: Group 3 budgets will be examined by the Division for CY 2015. Groups 1 and 2 may be eligible for local examination. If the governing body that is eligible for local examination wants the Division to examine the budget, they must pass a resolution prior to the introduction of the budget requesting our review. The spreadsheet on local examination is on our website. Eligibility status is also on the Municipal Information Sheet. **Local examination municipalities must follow all applicable statutory deadlines.**

VI. Hurricane Sandy Budget Issues

We are in year three of budget issues regarding Hurricane Sandy. FEMA reimbursements received are to be appropriately pledged to the funding mechanism passed by the governing body, i.e. special emergency or capital financing. For the 2013 and 2014 budget, the Director allowed the anticipation of FEMA reimbursements as revenue to offset the budgeting on the first and second year of the five year special emergency pay-down. If you did not receive the entire amount of FEMA revenue anticipated, you may establish a receivable for the difference. Since this is funding from a federal source, a corresponding reserve does not have to be established. If you received excess FEMA revenue, then the excess should be used to pay-down additional special emergency notes or the revenue should be used to offset costs of a bond ordinance, depending upon what project the reimbursement represents.

For the 2015 budget, FEMA revenue will be allowed to be anticipated to offset special emergency appropriations only if the corresponding amounts are available per the State OEM website. However, a portion of the 10% municipal share will also have to be funded in 2015. The 10% share of the portion of the special emergency that is supported by project worksheets will be funded in the 2015 budget. This 10% portion will be split over the remaining 3 years. An analysis should be submitted with the introduced budget.

VII. Other Budget Reminders

Amendment Procedures: The procedures for the flow of the budget cycle are specified in N.J.S.A. 40A:4-4. The amendment process cannot begin until after the public hearing has been held on the introduced budget. Once the public hearing is held, the budget can be amended on the same night, as long as it is after the public hearing portion of the meeting.

Health Insurance Contributions and Waivers: Accounting for employee contributions for health insurance has been determined to be as follows:

- employee health care contributions shall be treated as a payroll agency transaction and no employee contributions shall be treated as anticipated revenue in a local unit's budget
- amounts appropriated for employees who receive payments in lieu of accepting health benefits ("waivers") must be appropriated as a separate line item ("Health Benefit Waiver" with FCOA Code #23-221).

To disclose the value of employee contributions and reduced employer costs for health care coverage to the public, each formal Budget Message shall contain information or a schedule showing the amounts contributed from employees, the employer share, and total costs. The disclosure may be broken down by employee group. As an option, the local unit may include a breakdown of future revenue from those employees currently under contracts that will begin contributions when those contracts expire.

 The health insurance 2010 levy cap exclusion will be based upon an average State Health Benefit increase of 7.4 percent. The levy cap workbook will calculate the exclusion, which will be the increase over 2 percent up to the 7.4 percent maximum. The appropriation cap exception will be the increase over 4 percent up to the 7.4 percent maximum. The amount is calculated in the levy cap workbook under 1977 cap.

Municipal Library Tax Levy: P.L. 2011, c.38 provides a dedicated line item on property tax bill to fund municipal free and joint free public libraries. It does not result in any increased taxes, but changes the way the minimum library appropriation is displayed to the public.

Library Surplus Transfers: In 2010, N.J.S.A. 40:54-15 established conditions **requiring** transfer of certain public library fund balance amounts to a municipality and that the transferred funds be used exclusively as property tax relief. This means the funds transferred must be anticipated as revenue without an offsetting appropriation and no levy cap adjustment. The transferred surplus does not have to be anticipated in the budget all in one year. Approval of the calculation and conditions concerning transfer of funds is subject to the approval of the State Library. State Library staff is aware of the requirements and time frames and is prepared to work with local library and fiscal officials to meet budget deadlines.

Information on "identification of excess funds" can be obtained from the State Library [website](#). Questions on this process can be directed to Michelle Stricker at the State Library at mstricker@njstatelib.org.

✓ **Posting Budgets on Website:** N.J.S.A. 40A:4-10 requires that each municipality and county post their current year adopted budgets and three prior years on their web site

(N.J.S.A. 40A:4-10). For those municipalities without their own website, the Division of Local Government Services will post their budgets.

Local officials now have their 2011, 2012, 2013 and 2014 budgets posted (PDF format recommended). Once the 2015 budget is adopted it should be posted (and 2011 may be dropped). Municipalities without their own website should contact the Division (dlgs@dca.nj.gov) to send copies of their adopted budgets to the Division for posting.

Filing of Shared Service Agreements: N.J.S.A. 40A:65-4(b) requires that local units file a copy of new or renewed shared service agreements with the Division of Local Government Services. These agreements should be sent electronically (preferred as Word or PDF) to dlgs@dca.nj.gov, or mailed to the Division's Shared Services Unit, Division of Local Government Services, P.O. Box 803, Trenton, NJ 08625-0803.

VIII. Upcoming Budget Related Matters

Implementation of Statutorily Required User Friendly Budget: The Division plans to implement the new "User Friendly Budget" summary as part of the CY 2015 adoption cycle if the rule is adopted at the January 2015 Local Finance Board meeting. This summary will provide citizens with budget data in a form that they can understand and in a format that is consistent across all municipalities. This is intended to give municipal officials and citizens a clear understanding of the cost and staffing involved in providing various services. By requiring submission of this data electronically, comprehensive municipal budget summaries can be quickly posted on the Internet in an easy-to-understand format that can be downloaded for comparative purposes. The User-Friendly Budget would be a required part of both the introduced and adopted municipal budget.

This new process must be adopted by the Local Finance Board pursuant to N.J.S.A. 40A:5-48, the state law that required the creation of a user-friendly plain language budget summary. The law specifically requires not only all line items of budget data aggregated by service type, but also detailed information in areas such as shared services, property tax rates and collection rates, long-term tax exemptions and abatements, and debt. See [Local Finance Notice 2014-19](#) for further information concerning the User-Friendly Budget.

Approved: Thomas H. Neff, Director, Division of Local Government Services

Table of Web Links

Document	Internet Address
Information on Library Surplus Transfers	http://lss.njstatelib.org/lss_files/ReturnOfFundsPacket040814.zip
Local Finance Notice 2014-19 (Municipal User-Friendly Budget Form)	http://www.nj.gov/dca/divisions/dlgs/lfns/14/2014-19.pdf