

**AGENDA**  
**WORK SESSION MEETING**  
**BOROUGH OF MONTVALE**  
**Mayor and Council Meeting**  
**September 25, 2018**  
**Closed Executive Session to Commence 7:00 PM**  
**Meeting to Commence 7:30 PM**

**CLOSED/EXECUTIVE SESSION:**

Motion to move into Executive Session as provided for by Resolution No. 15-2018 adopted on January 1, 2018 and posted on the bulletin board in the Municipal Building:

The Mayor and Council will go into a Closed /Executive Session for the following:

Attorney/Client Privilege/Contract Negotiations/Litigation

- a. Contract Negotiations PVDPW

Minutes to be disclosed as per the Open Public Meetings Act and Resolution No. 15-2018 matters discussed will be disclosed to the public when such matters are finally determined and there is no reason to prohibit the public disclosure of information relating to such matters.

**ROLL CALL:**

Councilmember Arendacs

Councilmember Koelling

Councilmember Curry

Councilmember Lane

Councilmember Gloeggler

Councilmember Weaver

**SWEARING MONTVALE POLICE LIEUTENANT: Alisha Foley**

**ORDINANCES:**

**INTRODUCTION OF ORDINANCE 2018-1460** AN ORDINANCE OF THE BOROUGH OF MONTVALE AMENDING AND SUPPLEMENTING CHAPTER 128, "ZONING," TO REVISE THE DEFINITION OF VAPOR ESTABLISHMENT

(public hearing 10/09/18)

**INTRODUCTION OF ORDINANCE 2018-1461** AN ORDINANCE OF THE BOROUGH OF MONTVALE AMENDING AND SUPPLEMENTING CHAPTER 121 OF THE BOROUGH CODE TO ESTABLISH A SPEED LIMIT OF FIFTEEN MILES PER HOUR ON MEMORIAL DRIVE

(public hearing 10/09/18)

**INTRODUCTION OF ORDINANCE 2018-1462** AN ORDINANCE OF THE BOROUGH OF MONTVALE AMENDING AND SUPPLEMENTING CHAPTER 86 OF THE BOROUGH CODE TO REVISE THE PROCEDURES APPLICABLE TO THE ABATEMENT OF CERTAIN NUISANCES OR MAINTENANCE OF PROPERTY AND THE IMPOSITION OF THE COSTS THEREOF AS A LIEN UPON THE PREMISES

(public hearing 10/09/18)

**MINUTES:**

August 28, 2018

September 11, 2018

**MINUTES CLOSED/EXECUTIVE SESSION:**

August 28, 2018

**RESOLUTIONS: (CONSENT AGENDA\*)**

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

174-2018 A Resolution Awarding a Contract to American Asphalt & Milling Services, LLC for the Montvale 2018 Roadway Improvements Project

**RESOLUTIONS: (CONSENT AGENDA\*) Continued**

- 175-2018 Opposing Proposed Rate Increases By Suez Water
- 176-2018 A Resolution Authorizing the Connection of Block 922, Lot 19 (Also Known As 84 Huff Terrace) in Upper Saddle River to the Montvale Sanitary Sewer System
- 177-2018 A Resolution Certifying a Lien against Property Known as 42 Terkuile Road For Costs Incurred by the Borough of Montvale In Accordance With the Montvale Property Maintenance Code
- 178-2018 Resolution Authorizing The Borough Administrator To Sign The NJDEP Wqm-003 Statement Of Consent Form For The TSL Pike Predevelopment, LLC Application
- 179-2018 Authorize Release of Escrow /20 Craig Road/Block 1902/Lot 11/Mountain Development Corporation
- 180-2018 Authorize Release of Escrow / Blue Hill Estates/W. Janovic
- 181-2018 A Resolution Approving Change Order #2 Final Payment/Tele-Measurements Inc.
- 182-2018 Resolution To Affirm The Borough Of Montvale's Civil Rights Policy With Respect To All Officials, Appointees, Employees, Prospective Employees, Volunteers, Independent Contractors, And Members Of The Public That Come Into Contact With Municipal Employees, Officials And Volunteers
- 183-2018 Authorize Refund of Recreation Programs
- 184-2018 A Resolution Adopting a New Drug Testing Policy and Adopting Revised Rules and Regulations for the Borough of Montvale Police Department
- 185-2018 Amending Borough Policy & Procedure Manual Year 2018
- 186-2018 Request Removal of Authorized Officials Allowing Petty Cash Expenditures
- 187-2018 Establish Authorized Officials Allowing Petty Cash Expenditures
- 188-2018 A Resolution Authorizing Appointment Of Municipal Representatives To The Bergen County Community Development Regional Committee

**BILLS:**

**ENGINEER'S REPORT:**

Andrew Hipolit  
Report/Update

- a. Report Receipt of Bids/2018 Road Improvement Program

**ATTORNEY REPORT:**

Joseph Voytus, Esq.  
Report/Update

**UNFINISHED BUSINESS:**

- a. Approval NJ Clean Energy Program / Direct Install Lime Energy

**NEW BUSINESS:**

- a. Proposed New Municipal Complex Signs/12 Mercedes Drive

**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 October 9, 2018 at 7:30 p.m.

**\*\*\*\*\*Disclaimer\*\*\*\*\*** All M & C Meeting Are Subject To Additions, Deletions and Amendments –

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
ORDINANCE NO. 2018-1460**

**NOTICE IS HEREBY GIVEN** that the following Ordinance was introduced and passed on the first reading at the regular meeting of the Mayor and Council on the 25<sup>th</sup> day of September 2018, and that said Ordinance will be taken up for further consideration for final passage at a regular meeting of the Mayor and Council to be held on the 9th day of October 2018 at 7:30 pm, or as soon thereafter as said matter can be reached, at which time and place all persons who may be interested therein will be given an opportunity to be heard concerning same.

Maureen Iarossi Alwan, Municipal Clerk  
Borough of Montvale

**AN ORDINANCE OF THE BOROUGH OF MONTVALE AMENDING AND SUPPLEMENTING CHAPTER 128, "ZONING," TO REVISE THE DEFINITION OF VAPOR ESTABLISHMENT**

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

**Section 1.** Chapter 128 of the Borough of Montvale is hereby amended and supplemented by revising Section 9.13, "Certain uses related to vapor products prohibited; definitions," by adding the underlined text and deleting the [bracketed] text, as follows:

**§128-9.13      Certain uses related to vapor products prohibited; definitions.**

A. Wherever used in this Chapter, the following terms shall have the meaning indicated:

**VAPOR ESTABLISHMENT** means a business, residence or other location: 1) in which [at least 25% of the retail business consists of] the testing, manufacturing or retail sale of vapor products takes place and in which the sale of other products is merely incidental, or 2) where services are offered that involve vapor products, including but not limited to vape lounges or social clubs involving the use of vapor products.

**Section 2.** Repeal of Inconsistent Ordinances.

All Ordinances or parts of Ordinances in conflict with this Ordinance are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

**Section 3.** Savings Clause.

Nothing in this Ordinance shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed pursuant to this Ordinance, nor shall any just or legal right or remedy of any character be lost, impaired or affected by this Ordinance.

**Section 4.** Severability.

The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

**Section 5.** Effective Date.

This ordinance shall become effective upon adoption and publication as required by law.

\_\_\_\_\_  
MICHAEL GHASSALI, Mayor

ATTEST:

\_\_\_\_\_  
MAUREEN IAROSSE-ALWAN, RMC  
Municipal Clerk

INTRODUCED:

Councilmember	Yes	No
Arendacs		
Curry		
Gloeggler		
Koelling		
Lane		
Weaver		

ADOPTED:

Councilmember	Yes	No
Arendacs		
Curry		
Gloeggler		
Koelling		
Lane		
Weaver		

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
ORDINANCE NO. 2018-1461**

**NOTICE IS HEREBY GIVEN** that the following Ordinance was introduced and passed on the first reading at the regular meeting of the Mayor and Council on the 25<sup>th</sup> day of September 2018, and that said Ordinance will be taken up for further consideration for final passage at a regular meeting of the Mayor and Council to be held on the 9th day of October 2018 at 7:30 pm, or as soon thereafter as said matter can be reached, at which time and place all persons who may be interested therein will be given an opportunity to be heard concerning same.

Maureen Iarossi Alwan, Municipal Clerk  
Borough of Montvale

**AN ORDINANCE OF THE BOROUGH OF MONTVALE AMENDING AND SUPPLEMENTING CHAPTER 121 OF THE BOROUGH CODE TO ESTABLISH A SPEED LIMIT OF FIFTEEN MILES PER HOUR ON MEMORIAL DRIVE**

**WHEREAS**, Memorial Drive in the Borough of Montvale is a dead-end street with a speed limit of twenty-five miles per hour (25 mph), running from West Grand Avenue to Bayberry Drive, at which point further travel is prohibited by a closed gate; and

**WHEREAS**, there presently exists a public school, a Senior and Community Center, a Fire House, and a municipal park all along or in close proximity to Memorial Drive; and

**WHEREAS**, as a result thereof, there are numerous pedestrians walking on and around Memorial Drive, as well as a large number of vehicles parked along Memorial Drive which impede sight distances for vehicles and pedestrians; and

**WHEREAS**, in order to enhance pedestrian safety in this area, the Mayor and Council are desirous of lowering the posted speed limit to fifteen miles per hour (15 mph) along the entire length of Memorial Drive; and

**WHEREAS**, according to the Borough Engineer, such change is consistent with the Manual on Uniform Traffic Control Devices (MUTCD); and

**WHEREAS**, pursuant to N.J.S.A. 39:4-197, such change does not require the approval of the Commissioner of Transportation.

**NOW, THEREFORE, BE IT ORDAINED** by the Governing Body of the Borough of Montvale as follows:

**Section 1.** Chapter 121, "Vehicle and Traffic," Section 39, "Schedule XV – Speed Limits," of the Borough of Montvale Code is hereby amended and supplemented by adding the underlined text, as follows:

<b>Street</b>	<b>Speed limit (mph)</b>	<b>Stop Sign On</b>
Grand Avenue	45	From Chestnut Ridge Road to the center of Spring Valley Road
Grand Avenue	35	From the center of Kinderkamack Road to the center of Middletown Road
Grand Avenue	30*	From the center of Mill Road to the center of Kinderkamack Road
Grand Avenue	40*	From the center of Spring Valley Road to the center of Mill Road
Kinderkamack Road	35	From the Park Ridge Borough line to the center of Hamilton Street for both directions of traffic
Kinderkamack Road	30	From the center of Hamilton Street to the center of Park Street for both directions of traffic
Kinderkamack Road	30	From the center of Park Street to the center of Railroad Avenue
Kinderkamack Road	35	From the center of Railroad Avenue to the New York State line for both directions of traffic
<u>Memorial Drive</u>	<u>15</u>	<u>From West Grand Avenue to Bayberry Drive</u>
Park Street	30	From the center of Grand Avenue to Kinderkamack Road
Railroad Avenue	30	From Kinderkamack Road to the center of Grand Avenue

\* 25 MPH in Zone B when passing through the Pascack Hills High School and memorial schools areas during recess, when the presence of children is clearly visible from the roadway, or while children are going to or leaving school, during opening and closing hours.

## **Section 2.** Repeal of Inconsistent Ordinances.

All Ordinances or parts of Ordinances in conflict with this Ordinance are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

## **Section 3.** Savings Clause.

Nothing in this Ordinance shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed pursuant to this Ordinance, nor shall any just or legal right or remedy of any character be lost, impaired or affected by this Ordinance.

## **Section 4.** Severability.

The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

**Section 5. Effective Date.**

This ordinance shall become effective upon adoption and publication as required by law.

MICHAEL GHASSALI, Mayor

ATTEST:

MAUREEN IAROSSO-ALWAN, RMC  
Municipal Clerk

**INTRODUCED:**

Councilmember	Yes	No
Arendacs		
Curry		
Gloeggler		
Koelling		
Lane		
Weaver		

**ADOPTED:**

Councilmember	Yes	No
Arendacs		
Curry		
Gloeggler		
Koelling		
Lane		
Weaver		

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
ORDINANCE NO. 2018-1462**

**NOTICE IS HEREBY GIVEN** that the following Ordinance was introduced and passed on the first reading at the regular meeting of the Mayor and Council on the 25<sup>th</sup> day of September 2018, and that said Ordinance will be taken up for further consideration for final passage at a regular meeting of the Mayor and Council to be held on the 9th day of October 2018 at 7:30 pm, or as soon thereafter as said matter can be reached, at which time and place all persons who may be interested therein will be given an opportunity to be heard concerning same.

Maureen Iarossi Alwan, Municipal Clerk  
Borough of Montvale

**AN ORDINANCE OF THE BOROUGH OF MONTVALE AMENDING AND SUPPLEMENTING CHAPTER 86 OF THE BOROUGH CODE TO REVISE THE PROCEDURES APPLICABLE TO THE ABATEMENT OF CERTAIN NUISANCES OR MAINTENANCE OF PROPERTY AND THE IMPOSITION OF THE COSTS THEREOF AS A LIEN UPON THE PREMISES**

**WHEREAS**, from time to time, it is necessary for the designated Public Officer of the Borough of Montvale to arrange for the abatement of nuisances, repair of defects in certain property, or maintenance of certain property where the individual or entity responsible for same has failed to remedy same despite adequate notice having been provided by the Borough; and

**WHEREAS**, in such instances, the Borough is entitled to charge the costs thereof as a lien against the property after a report has been presented to the Mayor and Council by the Public Officer detailing the actions taken and the costs attendance in the abatement, repairs or maintenance; and

**WHEREAS**, the Borough of Montvale is desirous of amending the regulations pertaining to said procedure in order to ensure that the Public Officer can address the nuisance, repair or maintenance in a timely fashion.

**NOW, THEREFORE, BE IT ORDAINED** by the Governing Body of the Borough of Montvale as follows:

**Section 1.** Chapter 86, "Property Maintenance," Section 10, "Administration," is hereby amended and supplemented by adding the underlined text and deleting the [bracketed] text, as follows:

**§86-10            Administration.**

...

D.      Notice and hearing where violation discovered.

...

- (8) Where the person or entity responsible for the abatement of any nuisance, as nuisance is defined herein, correction of a defect in the premises or the maintenance

of the premises in a proper condition so as to comply with the requirements of any municipal ordinances or state law applicable thereto fails to comply with the time specified for abatement, correction or maintenance set forth in the notice provided by the public officer, and where such abatement, correction or maintenance requires expending borough moneys therefor, the public officer shall be authorized to abate the nuisance, correct the defect or perform such work as is necessary to place the premises in the proper condition and in compliance with the ordinances of the Borough and the laws of the State. Thereafter, the public officer shall present a report of the work performed [proposed to be done] to accomplish the foregoing to the Mayor and Council with [an estimate of] the actual costs and expenses thereof, along with a summary of the proceedings undertaken by the public officer to secure compliance, including notices served upon the owners, operators, lessors or agents, as the case may be, hearings and the order of the hearing board with reference thereto. The Mayor and Council may, thereupon, by resolution, [authorize the abatement of the nuisance, correction of the defect or the work necessary to place the premises in proper condition and in compliance with ordinances of the borough and laws of the state. The public officer may, thereafter, proceed to have the work performed in accordance with the said resolution at borough expense, not to exceed the amount specified in the resolution, and shall, upon completion thereof, submit a report of the moneys expended and costs to the Mayor and Council. After review of the same, the Mayor and Council may] approve the said expenses and costs; and they shall become a lien against the said premises and shall be added to and become and form a part of the taxes next to be assessed and levied upon such lands, the same to bear interest at the same rate as taxes, and shall be collected and enforced in the same manner as are taxes. A copy of the resolution approving the said expenses and costs shall be certified by the Mayor and Council and filed with the Tax Collector, and a copy of this report and resolution shall be sent by certified mail to the owner.

## **Section 2.** Repeal of Inconsistent Ordinances.

All Ordinances or parts of Ordinances in conflict with this Ordinance are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

## **Section 3.** Savings Clause.

Nothing in this Ordinance shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed pursuant to this Ordinance, nor shall any just or legal right or remedy of any character be lost, impaired or affected by this Ordinance.

## **Section 4.** Severability.

The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

**Section 5. Effective Date.**

This ordinance shall become effective upon adoption and publication as required by law.

ATTEST:

MICHAEL GHASSALI, Mayor

MAUREEN IAROSSE-ALWAN, RMC  
Municipal Clerk

INTRODUCED:

Councilmember	Yes	No
Arendacs		
Curry		
Gloeggler		
Koelling		
Lane		
Weaver		

ADOPTED:

Councilmember	Yes	No
Arendacs		
Curry		
Gloeggler		
Koelling		
Lane		
Weaver		

**WORKSHOP SESSION  
MINUTES**

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/or 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).

Also Present: Mayor Mike Ghassali; Borough Attorney, Joe Voytus; Administrator/Municipal Clerk, Maureen Iarossi-Alwan; and Deputy Municipal Clerk, Fran Scordo

**ROLL CALL:**

Councilmember Arendacs  
Councilmember Curry  
Councilmember Gloeggler

Councilmember Koelling  
Councilmember Lane - absent  
Councilmember Weaver

**ORDINANCES:**

None.

**MINUTES:**

July 31, 2018

A motion to accept minutes by Councilmember Koelling; seconded by Councilmember Gloeggler – all ayes with the exception of Councilmember Weaver abstaining

August 14, 2018

A motion to accept minutes by Councilmember Koelling; seconded by Councilmember Gloeggler – all ayes with the exception of Councilmember Arendacs abstaining

**MINUTES CLOSED/EXECUTIVE SESSION:**

August 14, 2018

A motion to accept minutes by Councilmember Koelling; seconded by Councilmember Gloeggler – all ayes with the exception of Councilmember Arendacs abstaining

**RESOLUTIONS: (CONSENT AGENDA\*)**

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

**169-2018 Refund Tax Overpayment / Block 403, Lot 2 / 99 Spring Valley Road**

**WHEREAS**, a resolution authorizing the Borough of Montvale to refund an overpayment of taxes for the property located at 99 Spring Valley Road, also known as Block 403, Lot 2;

**WHEREAS**, due to sub-division of lot, a duplicate payment was made; 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 99 LLC , 2050 Center Ave, Suite 410, Fort Lee, NJ 07024 in the amount of \$5,352.00

**170-2018 A Resolution Certifying a Lien against Property Known as 109 North Kinderkamack Road For Costs Incurred by the Borough of Montvale In Accordance With the Montvale Property Maintenance Code**

**WHEREAS**, in accordance with Chapter 86 of the Montvale Borough Code, entitled "Property Maintenance," notice of numerous property maintenance violations was sent to the owner of property/bank foreclosure known as 109 North Kinderkamack Road, designated as Block 708/Lot 6 on the Montvale Tax Map, and

**WHEREAS**, the owner of said property or the bank foreclosure division did not comply with these notices and did not abate the identified violations; and

**WHEREAS**, the Montvale Construction Official is required to take the steps in order for the necessary work to be performed and has certified the cost of same to the Governing Body with the submission of an invoice from Raymond Brothers, Landscaping, Inc. 55 Prospect Place, Hillsdale, NJ 07642 dated August 16, 2018, a copy of which is attached hereto and made a part hereof; and

**WHEREAS**, the cost to abate the property maintenance violations at 109 North Kinderkamack Road will be \$1,650.00; and

**WHEREAS**, it is the desire of this Governing Body, in accordance with Borough Code § 86-10(D)(8), to approve said costs and to authorize the imposition of a lien against the property.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Montvale, County of Bergen, State of New Jersey, that a lien for all the bills submitted by the vendor is hereby certified as against the property known as 109 Kinderkamack Road in the Borough of Montvale; and

**BE IT FURTHER RESOLVED** that said lien shall be added to and become and form a part of the taxes next to be assessed and levied upon such lands, the same to bear interest at the same rate as taxes, and shall be collected and enforced in the same manner as are taxes, in accordance with Chapter 86 of the Borough Code and applicable law; and

**BE IT FURTHER RESOLVED** that the Borough Clerk shall forward a certified copy of this resolution to the owner(s) of the subject property by certified mail; and

**BE IT FURTHER RESOLVED** that the Tax Collector shall be responsible for collection of the amounts herein certified.

**171-2018 A Resolution Certifying a Lien against Property Known as 121 North Kinderkamack Road For Costs Incurred by the Borough of Montvale In Accordance With the Montvale Property Maintenance Code**

**WHEREAS**, in accordance with Chapter 86 of the Montvale Borough Code, entitled "Property Maintenance," notice of numerous property maintenance violations was sent to the owner of property/bank foreclosure known as 121 North Kinderkamack Road, designated as Block 703/Lot 4 on the Montvale Tax Map, and

**WHEREAS**, the owner of said property or the bank foreclosure division did not comply with these notices and did not abate the identified violations; and

**WHEREAS**, the Montvale Construction Official is required to take the steps in order for the necessary work to be performed and has certified the cost of same to the Governing Body with the submission of an invoice from Raymond Brothers, Landscaping, Inc. 55 Prospect Place, Hillsdale, NJ 07642 dated August 16, 2018, a copy of which is attached hereto and made a part hereof; and

**WHEREAS**, the cost to abate the property maintenance violations at 121 North Kinderkamack Road will be \$745.00; and

**WHEREAS**, it is the desire of this Governing Body, in accordance with Borough Code § 86-10(D)(8), to approve said costs and to authorize the imposition of a lien against the property.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Montvale, County of Bergen, State of New Jersey, that a lien for all the bills submitted by the vendor is hereby certified as against the property known as 121 Kinderkamack Road in the Borough of Montvale; and **BE IT FURTHER RESOLVED** that said lien shall be added to and become and form a part of the taxes next to be assessed and levied upon such lands, the same to bear interest at the same rate as taxes, and shall be collected and enforced in the same manner as are taxes, in accordance with Chapter 86 of the Borough Code and applicable law; and **BE IT FURTHER RESOLVED** that the Borough Clerk shall forward a certified copy of this resolution to the owner(s) of the subject property by certified mail; and **BE IT FURTHER RESOLVED** that the Tax Collector shall be responsible for collection of the amounts herein certified.

**172-2018 Authorize Hiring / Part Time On Call / Crossing Guard / Frank Lentino**

**WHEREAS**, the Montvale Police Department desires to hire a part-time on call crossing guard in the Borough of Montvale; and,

**WHEREAS**, Frank Lentino has met the qualifications for this position, agrees to the terms and conditions of employment; 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 above named individual is hereby appointed to the position of Part-time On Call Crossing Guard, effective September 1, 2018.

**173-2018 Award Contract PSE&G Incentive Program Energy Upgrade Municipal Complex- Lime Energy NJ Direct Install**

**WHEREAS**, the Borough requires energy efficiency upgrades in our municipal complex; and

**WHEREAS**, Direct Install, New Jersey's Clean Energy Program which is offered by the New Jersey Board of Public Utilities (NJBPB) provides incentives for local governments that reduce the capital cost of investing in energy efficiency upgrades; and,

**WHEREAS**, the Borough has successfully completed Direct Install projects in the past, and a recent investigation of Borough owned buildings by Lime Energy identified areas that are eligible for lighting and HVAC upgrades; and,

**WHEREAS**, Lime Energy is the NJBPB pre-approved Direct Install contractor for Bergen County, therefore no bidding process is required; and,

**WHEREAS**, Lime Energy provided proposals including a Direct Install Application, project summary form, scope of work, and not-to-exceed price is hereby attached to this resolution; and,

**WHEREAS**, the Administration and Borough Engineer determined that the proposals submitted by Lime Energy are advantageous to the Borough, cost and other factors considered; and,

**WHEREAS**, Lime Energy will complete and submit the Direct Install Applications to NJBPB – New Jersey's Clean Energy Program, and purchase and install the energy efficiency upgrades in municipals buildings; and,

**WHEREAS**, the Administration recommends authorizing Lime Energy to Submit the Direct Install Applications to NJBPB – New Jersey's Clean Energy Program; and,

**WHEREAS**, the Administration recommends awarding a contract to Lime Energy for completing the energy efficiency upgrades in the municipal complex in the amount of \$46,149.85; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Montvale, that a contract is awarded to Lime Energy in the amount not to exceed \$46,149.85.

The Council hereby authorizes the Borough Administrator to execute any and all documents and take any all actions necessary to complete and realize the intent and purpose of this resolution.

Introduced by: Councilmember Koelling; seconded by Councilmember Curry - all ayes

**BILLS:**

Motion to pay bills by Councilmember Koelling; seconded by Councilmember Gloeggler - all ayes

**ENGINEER'S REPORT:**

Andrew Hipolit  
Report/Update  
No Report

**ATTORNEY REPORT:**

Joseph Voytus, Esq.  
Report/Update

In reviewing the current ordinance, it was decided to change the language about vapor establishments and the definition; Councilmembers all agreed and the amended ordinance will be on for next meeting.

**UNFINISHED BUSINESS:**

Councilmember Weaver mentioned that at the last meeting in regards to Memorial Drive; the Police Chief was to research about what is the correct speed 25mph or 15mph; temporary speed signs should be installed as well as striping of the crosswalks.

**NEW BUSINESS:**

A request to work at night to finish milling and paving Chestnut Ridge Road was agreed by all councilmembers;

Councilmember Weaver mentioned that there are overgrown branches on the sidewalk near the Sharp building and Valley View, if someone can take a look to see who will trim them

**COMMUNICATION CORRESPONDENCE:**

For Information Purposes Only: Final Design Layout/Sports Courts/Memorial Drive/Included In Road Improvement Bid Specifications

**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.

Motion to open meeting to the public by Councilmember Koelling; seconded by Councilmember Curry - all ayes

**Ron Waldt, 7 Wayne Street**

Has a concern with the Exxon gas station, that under the direction of the code official directly behind the building there was a fence there which was removed, is it going to be replaced; went to the recycle center

with his pickup truck filled with debris and was told he cannot dump construction debris there anymore; on Grand Ave west of Memorial Drive there are tree logs that have not been removed;

Laureana Organ

Traffic on Summit Ave has gotten worse; a man was having a heart attack in her driveway, the ambulance took too long to get there she had to call 911 twice;

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

Motion to go into closed session by Councilmember Koelling; seconded by Councilmember Gloeggler  
- all ayes

**ADJOURNMENT**

Motion to adjourn Public Meeting by Councilmember Koelling; seconded by Councilmember Curry  
- all ayes

Meeting was adjourned at 8:30pm

The next meeting of the Mayor and Council will be held September 10, 2018 at 7:30 p.m.

**Respectfully submitted, Fran Scordo, Deputy Municipal Clerk**

**WORKSHOP SESSION  
MINUTES**

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/or 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).

Also Present: Mayor Mike Ghassali; Borough Attorney, Joe Voytus; Administrator/Municipal Clerk, Maureen Iarossi-Alwan; and Deputy Municipal Clerk, Fran Scordo

**ROLL CALL:**

Councilmember Arendacs  
Councilmember Curry  
Councilmember Gloeggler

Councilmember Koelling  
Councilmember Lane - absent  
Councilmember Weaver

**ORDINANCES:**

None.

**MINUTES:**

July 31, 2018

A motion to accept minutes by Councilmember Koelling; seconded by Councilmember Gloeggler  
– all ayes with the exception of Councilmember Weaver abstaining

August 14, 2018

A motion to accept minutes by Councilmember Koelling; seconded by Councilmember Gloeggler  
– all ayes with the exception of Councilmember Arendacs abstaining

**MINUTES CLOSED/EXECUTIVE SESSION:**

August 14, 2018

A motion to accept minutes by Councilmember Koelling; seconded by Councilmember Gloeggler  
– all ayes with the exception of Councilmember Arendacs abstaining

**RESOLUTIONS: (CONSENT AGENDA\*)**

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

**169-2018 Refund Tax Overpayment / Block 403, Lot 2 / 99 Spring Valley Road**

**WHEREAS**, a resolution authorizing the Borough of Montvale to refund an overpayment of taxes for the property located at 99 Spring Valley Road, also known as Block 403, Lot 2;  
**WHEREAS**, due to sub-division of lot, a duplicate payment was made; 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 99 LLC, 2050 Center Ave, Suite 410, Fort Lee, NJ 07024 in the amount of \$5,352.00

**170-2018 A Resolution Certifying a Lien against Property Known as 109 North Kinderkamack Road For Costs Incurred by the Borough of Montvale In Accordance With the Montvale Property Maintenance Code**

**WHEREAS**, in accordance with Chapter 86 of the Montvale Borough Code, entitled "Property Maintenance," notice of numerous property maintenance violations was sent to the owner of property/bank foreclosure known as 109 North Kinderkamack Road, designated as Block 708/Lot 6 on the Montvale Tax Map, and

**WHEREAS**, the owner of said property or the bank foreclosure division did not comply with these notices and did not abate the identified violations; and

**WHEREAS**, the Montvale Construction Official is required to take the steps in order for the necessary work to be performed and has certified the cost of same to the Governing Body with the submission of an invoice from Raymond Brothers, Landscaping, Inc. 55 Prospect Place, Hillsdale, NJ 07642 dated August 16, 2018, a copy of which is attached hereto and made a part hereof; and

**WHEREAS**, the cost to abate the property maintenance violations at 109 North Kinderkamack Road will be \$1,650.00; and

**WHEREAS**, it is the desire of this Governing Body, in accordance with Borough Code § 86-10(D)(8), to approve said costs and to authorize the imposition of a lien against the property.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Montvale, County of Bergen, State of New Jersey, that a lien for all the bills submitted by the vendor is hereby certified as against the property known as 109 Kinderkamack Road in the Borough of Montvale; and **BE IT FURTHER RESOLVED** that said lien shall be added to and become and form a part of the taxes next to be assessed and levied upon such lands, the same to bear interest at the same rate as taxes, and shall be collected and enforced in the same manner as are taxes, in accordance with Chapter 86 of the Borough Code and applicable law; and

**BE IT FURTHER RESOLVED** that the Borough Clerk shall forward a certified copy of this resolution to the owner(s) of the subject property by certified mail; and

**BE IT FURTHER RESOLVED** that the Tax Collector shall be responsible for collection of the amounts herein certified.

**171-2018 A Resolution Certifying a Lien against Property Known as 121 North Kinderkamack Road For Costs Incurred by the Borough of Montvale In Accordance With the Montvale Property Maintenance Code**

**WHEREAS**, in accordance with Chapter 86 of the Montvale Borough Code, entitled "Property Maintenance," notice of numerous property maintenance violations was sent to the owner of property/bank foreclosure known as 121 North Kinderkamack Road, designated as Block 703/Lot 4 on the Montvale Tax Map, and

**WHEREAS**, the owner of said property or the bank foreclosure division did not comply with these notices and did not abate the identified violations; and

**WHEREAS**, the Montvale Construction Official is required to take the steps in order for the necessary work to be performed and has certified the cost of same to the Governing Body with the submission of an invoice from Raymond Brothers, Landscaping, Inc. 55 Prospect Place, Hillsdale, NJ 07642 dated August 16, 2018, a copy of which is attached hereto and made a part hereof; and

**WHEREAS**, the cost to abate the property maintenance violations at 121 North Kinderkamack Road will be \$745.00; and

**WHEREAS**, it is the desire of this Governing Body, in accordance with Borough Code § 86-10(D)(8), to approve said costs and to authorize the imposition of a lien against the property.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Montvale, County of Bergen, State of New Jersey, that a lien for all the bills submitted by the vendor is hereby certified as against the property known as 121 Kinderkamack Road in the Borough of Montvale; and **BE IT FURTHER RESOLVED** that said lien shall be added to and become and form a part of the taxes next to be assessed and levied upon such lands, the same to bear interest at the same rate as taxes, and shall be collected and enforced in the same manner as are taxes, in accordance with Chapter 86 of the Borough Code and applicable law; and **BE IT FURTHER RESOLVED** that the Borough Clerk shall forward a certified copy of this resolution to the owner(s) of the subject property by certified mail; and **BE IT FURTHER RESOLVED** that the Tax Collector shall be responsible for collection of the amounts herein certified.

**172-2018 Authorize Hiring / Part Time On Call / Crossing Guard / Frank Lentino**

**WHEREAS**, the Montvale Police Department desires to hire a part-time on call crossing guard in the Borough of Montvale; and,

**WHEREAS**, Frank Lentino has met the qualifications for this position, agrees to the terms and conditions of employment; 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 above named individual is hereby appointed to the position of Part-time On Call Crossing Guard, effective September 1, 2018.

**173-2018 Award Contract PSE&G Incentive Program Energy Upgrade Municipal Complex- Lime Energy NJ Direct Install**

**WHEREAS**, the Borough requires energy efficiency upgrades in our municipal complex; and

**WHEREAS**, Direct Install, New Jersey's Clean Energy Program which is offered by the New Jersey Board of Public Utilities (NJBPB) provides incentives for local governments that reduce the capital cost of investing in energy efficiency upgrades; and,

**WHEREAS**, the Borough has successfully completed Direct Install projects in the past, and a recent investigation of Borough owned buildings by Lime Energy identified areas that are eligible for lighting and HVAC upgrades; and,

**WHEREAS**, Lime Energy is the NJBPB pre-approved Direct Install contractor for Bergen County, therefore no bidding process is required; and,

**WHEREAS**, Lime Energy provided proposals including a Direct Install Application, project summary form, scope of work, and not-to-exceed price is hereby attached to this resolution; and,

**WHEREAS**, the Administration and Borough Engineer determined that the proposals submitted by Lime Energy are advantageous to the Borough, cost and other factors considered; and,

**WHEREAS**, Lime Energy will complete and submit the Direct Install Applications to NJBPB – New Jersey's Clean Energy Program, and purchase and install the energy efficiency upgrades in municipals buildings; and,

**WHEREAS**, the Administration recommends authorizing Lime Energy to Submit the Direct Install Applications to NJBPB – New Jersey's Clean Energy Program; and,

**WHEREAS**, the Administration recommends awarding a contract to Lime Energy for completing the energy efficiency upgrades in the municipal complex in the amount of \$46,149.85; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Montvale, that a contract is awarded to Lime Energy in the amount not to exceed \$46,149.85.

The Council hereby authorizes the Borough Administrator to execute any and all documents and take any all actions necessary to complete and realize the intent and purpose of this resolution.

Introduced by: Councilmember Koelling; seconded by Councilmember Curry - all ayes

**BILLS:**

Motion to pay bills by Councilmember Koelling; seconded by Councilmember Gloeggler - all ayes

**ENGINEER'S REPORT:**

Andrew Hipolit  
Report/Update  
No Report

**ATTORNEY REPORT:**

Joseph Voytus, Esq.  
Report/Update

In reviewing the current ordinance, it was decided to change the language about vapor establishments and the definition; Councilmembers all agreed and the amended ordinance will be on for next meeting.

**UNFINISHED BUSINESS:**

Councilmember Weaver mentioned that at the last meeting in regards to Memorial Drive; the Police Chief was to research about what is the correct speed 25mph or 15mph; temporary speed signs should be installed as well as striping of the crosswalks.

**NEW BUSINESS:**

A request to work at night to finish milling and paving Chestnut Ridge Road was agreed by all councilmembers;

Councilmember Weaver mentioned that there are overgrown branches on the sidewalk near the Sharp building and Valley View, if someone can take a look to see who will trim them

**COMMUNICATION CORRESPONDENCE:**

For Information Purposes Only: Final Design Layout/Sports Courts/Memorial Drive/Included In Road Improvement Bid Specifications

**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.

Motion to open meeting to the public by Councilmember Koelling; seconded by Councilmember Curry - all ayes

**Ron Waldt, 7 Wayne Street**

Has a concern with the Exxon gas station, that under the direction of the code official directly behind the building there was a fence there which was removed, is it going to be replaced; went to the recycle center

with his pickup truck filled with debris and was told he cannot dump construction debris there anymore; on Grand Ave west of Memorial Drive there are tree logs that have not been removed;

Laureana Organ

Traffic on Summit Ave has gotten worse; a man was having a heart attack in her driveway, the ambulance took too long to get there she had to call 911 twice;

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

Motion to go into closed session by Councilmember Koelling; seconded by Councilmember Gloeggler  
- all ayes

**ADJOURNMENT**

Motion to adjourn Public Meeting by Councilmember Koelling; seconded by Councilmember Curry  
- all ayes

Meeting was adjourned at 8:30pm

The next meeting of the Mayor and Council will be held September 10, 2018 at 7:30 p.m.

**Respectfully submitted, Fran Scordo, Deputy Municipal Clerk**

**PUBLIC MEETING  
MINUTES**

The Public Meeting of the Mayor and Council was held in the Council Chambers and called to order at 1:05PM. Adequate notification was published in the official newspaper of the Borough of Montvale.

**OPEN PUBLIC MEETING STATEMENT**

Adequate notice of this meeting was provided to The Bergen Record and/or 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).

Also Present: Mayor Mike Ghassali; Administrator/Municipal Clerk, Maureen Iarossi-Alwan; and Deputy Municipal Clerk, Fran Scordo

**ROLL CALL:**

Councilmember Arendacs - absent  
Councilmember Curry - absent  
Councilmember Gloeggler

Councilmember Koelling  
Councilmember Lane - absent  
Councilmember Weaver

**ORDINANCES:**

None

**RESOLUTIONS:**

None

**RESOLUTIONS: (CONSENT AGENDA\*)**

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

None

**BILLS:** Municipal Clerk read the Bill Report.

Motion to pay bills by Councilmember Koelling; seconded by Councilmember Weaver - all ayes

**ENGINEER'S REPORT:**

Andrew Hipolit  
Report/Update  
No Report

**ATTORNEY REPORT:**

Joe Voytus, Esq.  
Report/Update  
No Report

**UNFINISHED BUSINESS:**

None.

**NEW BUSINESS:**

None.

**COMMUNICATION CORRESPONDENCE:**

None.

**ADJOURNMENT**

Motion to adjourn Public Meeting by Councilmember Koelling; seconded by Councilmember Weaver - all ayes

Meeting was adjourned at 1:15pm

The next Workshop Session of the Mayor and Council will be held September 25, 2018 at 7:30 p.m.

**Respectfully submitted, Fran Scordo, Deputy Municipal Clerk**

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 174-2018**

**RE: A Resolution Awarding a Contract to American Asphalt & Milling Services, LLC for the Montvale 2018 Roadway Improvements Project**

**Whereas**, the Borough of Montvale has a need for services in connection with the Montvale 2018 Roadway Improvements Project; and

**Whereas**, consistent with the New Jersey *Local Public Contract Law, N.J.S.A. 40A:11-1*, et seq., the Borough of Montvale did publicly solicit bids for said project under the title "2018 Roadway Improvements" with bids due on September 18, 2018; and

**Whereas**, said solicitation requested bids for a Base Bid plus Alternates "A" through "D"; and

**Whereas**, in response to said solicitation, five (5) bids were received; and

**Whereas**, the Mayor and Council, in consultation with the Borough Engineer, have determined that sufficient funds are available to perform the work and have recommended that the Borough award only the Base Bid plus Alternate "A"; and

**Whereas**, the lowest bid for the Base Bid plus Alternate "A" was submitted by American Asphalt & Milling Services, LLC, in the total amount of \$747,796.97; and

**Whereas**, said bid was within the funds allocated for this project and within the Engineer's estimate for this work; and

**Whereas**, the offices of the Borough Engineer and Borough Attorney have reviewed this bid and have deemed it responsive to the bid specifications; and

**Whereas**, the Borough's Chief Financial Officer has certified that funds have been appropriated and are available for this purpose.

**Now, Therefore, Be It Resolved** by the Mayor and Council of the Borough of Montvale, that a contract for the above-referenced project shall be awarded as follows:

**Bidder**

American Asphalt & Milling Services, LLC  
96 Midland Avenue  
Kearny, New Jersey 07032

**In the amount of:**

Base Bid	\$612,673.97
Alternate "A"	\$135,123.00
<b>TOTAL</b>	<b>\$747,796.97</b>

**Be It Further Resolved** that the Mayor and Borough Clerk are hereby directed, authorized and empowered to execute all documents and to take all steps reasonably necessary to effectuate the purposes of this Resolution, subject to approval by the Borough Engineer and Attorney.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Curry							
Gloeggler							
Koelling							
Lane							
Weaver							

**Adopted: September 25, 2018**

**ATTEST:**

\_\_\_\_\_  
Maureen Iarossi-Alwan  
Municipal Clerk

**APPROVED:**

\_\_\_\_\_  
Michael Ghassali  
Mayor

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 175-2018**

**RE: Opposing Proposed Rate Increases By Suez Water**

**WHEREAS**, the Suez Water Companies has petitioned the Board of Public Utilities for an increase in their rates for residential water service; and

**WHEREAS**, if the proposal is adopted as presented, the monthly fixed service charge for a one-family home will increase by \$7.12 or 80%, and the monthly consumption rate for a one-family home with a 5/8" meter will increase by 8.5% per ccf; and

**WHEREAS**, for the average one-family home using 9 ccf or 6,732 gallons of water per month the proposed increase on a monthly water bill will aggregate to 16.15%, which is an increase of \$8.03; and

**WHEREAS**, the annual average aggregate increase to a one-family home using a 9 ccf. or 6,732 gallons of water per month will be \$.96.36; and

**WHEREAS**, affordability is already an issue in New Jersey; and

**WHEREAS**, while the Mayor and Council encourage all Borough of Montvale residents to use this precious natural resource of wisely and conserve water whenever possible, such a significant increase for Senior Citizens on fixed incomes could result in an unhealthy rationing of water usage in an effort to reduce the cost; and

**WHEREAS**, such a significant increase by Suez Water in the cost of a basic necessity is unreasonable and unconscionable in this economic environment;

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Montvale hereby oppose the proposed increase by Suez Water; and

**BE IT FURTHER RESOLVED** that the Borough of Montvale Governing Body calls upon the Board of Public Utilities to temper the rate increase, and more particularly the 80% increase to the monthly service charge; and

**BE IT FURTHER RESOLVED** that the Borough Clerk is hereby directed to forward a copy of this resolution to the Honorable Jacob S. Gertsman, Administrative Law Judge for the public hearing; the Board of Public Utilities; Senator Cardinale; Assemblywoman Schepisi; Assemblyman Auth; and all Bergen County municipalities.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Curry							
Gloeggler							
Koelling							
Lane							
Weaver							

**Adopted: September 25, 2018**

ATTEST:

APPROVED:

\_\_\_\_\_  
Maureen Iarossi-Alwan  
Municipal Clerk

\_\_\_\_\_  
Michael Ghassali  
Mayor

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 176-2018**

**A Resolution Authorizing the Connection of Block 922, Lot 19 (Also Known As 84 Huff Terrace) in Upper Saddle River to the Montvale Sanitary Sewer System**

**WHEREAS**, N.J.S.A. 40:63-68 authorizes any municipality to contract with any other municipality to have its sewage received and disposed of by such other municipality; and

**WHEREAS**, on or about January 21, 1985, a Sewer Connection Agreement (the "Agreement") was entered into by and between the Boroughs of Upper Saddle River, Montvale and Woodcliff Lake which permitted certain properties in Blocks 1205, 1206, 1207 and 1213 in Upper Saddle River to connect to the sanitary sewer systems of Montvale and Woodcliff Lake; and

**WHEREAS**, subsequently, in or around 1997, the Borough of Montvale did authorize the connection of a certain parcel identified as Block 307, Lot 1, known as 1 Thier Lane in the Borough of Upper Saddle River, to connect to Montvale's sanitary sewer system, subject to the payment of all connection charges and fees required by the Borough of Montvale; and

**WHEREAS**, a request has been made by the owner of Block 922, Lot 19 in the Borough of Upper Saddle River, identified as 84 Huff Terrace (the "Property") to connect to the Montvale sanitary sewer system; and

**WHEREAS**, the Borough Engineer has reviewed this request and has determined that Montvale's sanitary sewer system can accept this additional flow.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Montvale that the request from the owner of the Property to connect to the Montvale sanitary sewer system is hereby approved, subject to the following terms and conditions:

1. The owner of the Property must pay all required connection charges and fees
2. The request to connect to Montvale's sanitary sewer system must also be approved by the Borough of Upper Saddle River prior to any connection being made
3. The connection shall be fully inspected and approved by the Borough of Upper Saddle River

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Curry							
Gloeggler							
Koelling							
Lane							
Weaver							

**Adopted: September 25, 2018**

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Maureen Iarossi-Alwan  
Municipal Clerk

\_\_\_\_\_  
Michael Ghassali  
Mayor

## **Maureen Iarossi**

---

**From:** Boroclerk <Boroclerk@usrtoday.org>  
**Sent:** Monday, September 17, 2018 2:00 PM  
**To:** Maureen Iarossi  
**Subject:** 84 Huff Terrace, Upper Saddle River, NJ

Hi Maureen,

Ms. Patricia Collins, owner of the above property said she paid the \$6,000 fee to connect to the Montvale sewer system.

Can you tell me if your Mayor and Council will approve the connection at their next meeting.

If so, Upper Saddle River can then approve it at their October 4th Council meeting.

Thanks for your help.

Rose Vido, RMC  
Borough of Upper Saddle River  
376 West Saddle Rive Road  
Upper Saddle River, NJ 07458

9-14-18

Borough Clerk.

MONTVALE, N.J.

Please be advised THAT I  
PATRICIA A. COLLINS, LIVE ON  
HUFF TERRACE, UPPER SADDLE RIVER  
AND SEEK PERMISSION TO BE  
HOOKED UP TO MONTVALE'S SANITARY  
SEWER SYSTEM WHICH IS LOCATED  
ON HUFF TERRACE.

THANK YOU FOR YOUR CONSIDERATION.

Sincerely

Pat A. Collins

PATRICIA A. COLLINS

84 HUFF TERRACE

UPPER SADDLE RIVER, NJ 07458

TEL. 391. 3270

LOT 19 BLOCK 922

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 177-2018**

**RE: A Resolution Certifying a Lien against Property Known as 42 Terkuile Road For Costs Incurred by the Borough of Montvale In Accordance With the Montvale Property Maintenance Code**

**WHEREAS**, in accordance with Chapter 86 of the Montvale Borough Code, entitled "Property Maintenance," notice of numerous property maintenance violations was sent to the owner of property/bank foreclosure known as 42 Terkuile Road, designated as Block 404; Lot 7 on the Montvale Tax Map, and

**WHEREAS**, the owner of said property or the bank foreclosure division did not comply with these notices and did not abate the identified violations; and

**WHEREAS**, the Montvale Construction Official is required to take the steps in order for the necessary work to be performed and has certified the cost of same to the Governing Body with the submission of an invoice from Raymond Brothers, Landscaping, Inc. 55 Prospect Place, Hillsdale, NJ 07642 dated August 16, 2018, a copy of which is attached hereto and made a part hereof; and

**WHEREAS**, the cost to abate the property maintenance violations at 42 Terkuile Road will be \$3,450.00; and

**WHEREAS**, it is the desire of this Governing Body, in accordance with Borough Code § 86-10(D)(8), to approve said costs and to authorize the imposition of a lien against the property.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Montvale, County of Bergen, State of New Jersey, that a lien for all the bills submitted by the vendor is hereby certified as against the property known as 42 Terkuile Road in the Borough of Montvale; and

**BE IT FURTHER RESOLVED** that said lien shall be added to and become and form a part of the taxes next to be assessed and levied upon such lands, the same to bear interest at the same rate as taxes, and shall be collected and enforced in the same manner as are taxes, in accordance with Chapter 86 of the Borough Code and applicable law; and

**BE IT FURTHER RESOLVED** that the Borough Clerk shall forward a certified copy of this resolution to the owner(s) of the subject property by certified mail; and

**BE IT FURTHER RESOLVED** that the Tax Collector shall be responsible for collection of the amounts herein certified.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Curry							
Gloeggler							
Koelling							
Lane							
Weaver							

**Adopted: September 25, 2018**

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Maureen Iarossi-Alwan  
Municipal Clerk

\_\_\_\_\_  
Michael Ghassali  
Mayor

**Raymond  
Brothers  
Landscaping, Inc.**

RECEIVED

SEP 10 2018

BLDG. DEPT

LANDSCAPE DESIGN, INSTALLATION & MAINTENANCE

N.J. State Registration No. 13VH00541100

55 Prospect Place • Hillsdale, New Jersey 07642

(201) 664-7270 • Fax: (201) 664-7755

September 6, 2018

Mr. Jeff Fette  
Borough of Montvale  
12 Mercedes Drive  
Montvale, N.J. 07645  
201-391-5732 Ext. 223  
Email: jfette@montvaleboro.org

**Re: Various Landscape Improvements – 42 Turkile Road**

Dear Mr. Fette:

Raymond Brothers Landscaping, Inc. is pleased to have the opportunity of submitting this proposal to you in order to help develop a more appealing landscaped environment around your site. If Raymond Brothers Landscaping, Inc. can provide you with any services not listed in this proposal, please give us a call.

This proposal will include the following and will be completed by employees and associates of Raymond Brothers Landscaping, Inc.

**Various Landscape Improvements**

- Clean up and weed the front and two front side yard areas of all overgrown weeds and cut the grass (the weeds are currently approximately 5-6 feet in height and the grass is approximately 3 feet in height).....\$1,600.00 + tax
- Clean up and weed the back yard areas of all overgrown weeds and cut the grass the weeds are currently approximately 5-6 feet in height and the grass is approximately 3 feet in height).....\$1,850.00 + tax

Start Date:

\*Estimated Completion Date:

*\*Start date and estimated completion date to be determined upon signing of contract*

**INDEMNITY:** To the fullest extent permitted by law, Borough of Montvale, defend, indemnify and hold harmless Raymond Brothers Landscaping, Inc. it's owners, agents, consultants, employees, subcontractors, from all claims for bodily injury and property damage that may arise on Borough of Montvale's premises including any acts or omissions by contractors or subcontractors whether employed directly or indirectly, which occur while Raymond Brothers Landscaping, Inc. is not physically on the premises.

All nursery plants (shrubs and trees) we sell and install will be guaranteed six months from day of installation, and will only be replaced one time. We guarantee only the plant; there will be an additional charge for any labor to remove and replant; usually 40% of the plant price. It is your responsibility to provide proper care for the plant upon installation – watering, spraying for insect and disease (we cannot replace improperly cared for plants). Transplants are not guaranteed.

All necessary permits, if any, are the responsibility of, and must be obtained by the owner and/or manager agent prior to commencement of work. Owner and/or manager agent is also responsible for identification and/or marking of property lines and/or boundaries in and around work area. Raymond Brothers Landscaping, Inc. will not be held responsible for any damage done to underground wiring, piping and/or other underground utilities or obstructions.

*All invoices and balances for above work are to be paid by purchaser upon completion of job. Invoices not paid within fifteen (15) days shall have all warranties voided and shall be considered delinquent in which case purchaser agrees to pay all cost of collection including all reasonable attorneys' fees, if legal proceedings are necessary. All monthly maintenance accounts having invoices unpaid will also have service interrupted until account is made current.*

*By signing below I hereby agree to, and understand, all terms and conditions, and therefore, authorize Raymond Brothers Landscaping, Inc. to complete all work above.*

DATE OF ACCEPTANCE: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

CONTRACTORS SIGNATURE Todd Raymond \_\_\_\_\_

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO.178 -2018**

**RE: RESOLUTION AUTHORIZING THE BOROUGH ADMINISTRATOR TO SIGN THE  
NJDEP WQM-003 STATEMENT OF CONSENT FORM FOR THE TSL PIKE  
PREDEVELOPMENT, LLC APPLICATION**

**WHEREAS**, the New Jersey Department of Environmental Protection requires Consent of the Governing Body and Certification by the Wastewater Conveyance System Owner;

**WHEREAS**, the Borough of Montvale owns and operates their wastewater conveyance system that **TSL PIKE PREDEVELOPMENT, LLC** is proposing to connect to for sanitary sewerage disposal;

**WHEREAS**, the Borough Engineer has reviewed the NJDEP WQM-003 Form and has determined that the Borough's sanitary sewer system has adequate capacity;

**WHEREAS**, the Borough Engineer has reviewed the NJDEP WQM-003 Form and recommends that the Borough's Mayor and Council authorize the Borough Administrator to execute the WQM-003 Form Section A-1 and Section A-3B;

**WHEREAS**, the Borough's Mayor and Council has considered this recommendation;

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Montvale, formally approves the Borough Administrator to execute the above stated Application.

**BE IT FURTHER RESOLVED** that the Borough Administrator is hereby authorized to execute the NJDEP WQM-003 Form on behalf of the Borough of Montvale for **TSL PIKE PREDEVELOPMENT, LLC** Application.

Councilmember	Motion	Second	Yes	No	Absent	Abstain
Koelling						
Curry						
Gloeggler						
Arendacs						
Lane						
Weaver						

**Adopted: September 25, 2018**

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Maureen Iarossi-Alwan  
Clerk/Administrator

\_\_\_\_\_  
Michael Ghassali  
Mayor

My signature and the Clerk's seal serve to acknowledge the above resolution and constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement as authorized by the resolution above.

**CERTIFICATION**

I, Maureen Iarossi-Alwan, RMC of the Borough of Montvale, Bergen County, State of New Jersey, do hereby certify this resolution was adopted at a Regular Meeting of the Borough's Mayor and Council held on September 25, 2018.

\_\_\_\_\_  
Maureen Iarossi-Alwan, RMC  
Clerk/Administrator



Engineers  
Planners  
Surveyors  
Landscape Architects  
Environmental Scientists

400 Valley Road, Suite 304  
Mount Arlington, NJ 07856  
T: 973.398.3110  
F: 973.398.3199  
www.maserconsulting.com

September 12, 2018

VIA EMAIL

Maureen Iarossi-Alwan  
Borough Clerk/Borough Administrator  
Borough of Montvale  
12 Mercedes Drive  
Montvale, NJ 07643

Re: TWA Application  
TSL Pike Predevelopment, LLC  
Block 1102, Lot 2.01  
110 Summit Avenue  
Borough of Montvale, Bergen County, NJ  
Our File No. MVP-545

Dear Ms. Iarossi-Alwan:

The Applicant requires NJDEP Treatment Works Approval (TWA) permit approval to generate sewer flow and connect their proposed development to the municipal sewer system for the above-referenced project.

We have reviewed the Applicant's TWA submission and take no exception to the submitted documents.

We recommend that the Borough Council approve a Resolution (see attached draft) granting the Borough the authority to sign the Statements of Consent (Form WQM-003), which is required prior to submission of the TWA to BCUA and the NJDEP.

Very truly yours,

MASER CONSULTING P.A.

A handwritten signature in black ink, appearing to read 'Andrew R. Hipolit'.

Andrew R. Hipolit, P.E., P.P., C.M.E.  
Borough Engineer

ARH/cd

cc: Mayor and Council via Clerk  
Robert Regan, Esq.  
Joseph Voytus, Esq., Borough Attorney  
Steven Napolitano, P.E.  
Lorraine Hutter, Planning Board Secretary  
Rich Campanelli, DPW Superintendent

p:\mvp\mvp-545 pike dev. 110 summit ave\correspondence\out\180912\_arh\_iarossi-alwan\_twa app\_mvp-545.docx

Customer Loyalty through Client Satisfaction

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 179-2018**

**RE: Authorize Release of Escrow /20 Craig Road/Block 1902/Lot 11/Mountain Development Corporation**

**WHEREAS**, Mountain Development Corp., 20 Craig Road, Montvale , NJ 07645 has requested release of escrow for Block 1902; Lot 11, for escrow posted 20 Spring Valley Road, Montvale, NJ ; and

**WHEREAS**, the Borough Engineer and other Borough professionals take no exception to the release; and

**NOW THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Montvale the amount of \$39.29 is hereby released to Mountain Development Corp, 3 Garret Mountain Plaza, Suite 400, Woodland Park, NJ 07424 ; and

**BE IT FURHTER RESOLVED**, the Treasurer shall receive a copy of this resolution for processing.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Curry							
Gloeggler							
Koelling							
Lane							
Weaver							

**Adopted: September 25, 2018**

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Maureen Iarossi-Alwan  
Municipal Clerk

\_\_\_\_\_  
Michael Ghassali  
Mayor

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 180-2018**

**RE: RE: Authorize Release of Escrow / Blue Hill Estates/W. Janovic**

**WHEREAS**, Blue Hill Estates has requested a release in the remaining escrow in a proposed subdivision which will no longer be pursued; and

**WHEREAS**, the Borough Engineer and other Borough professionals take no exception to the release; and

**NOW THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Montvale the amount of \$275.00 is hereby released to Blue Hill Estates, 719 Orangeburg Road, River Vale, NJ 07675 Attn: Walter Janovic; and

**BE IT FURTHER RESOLVED**, the Treasurer shall receive a copy of this resolution for processing.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Curry							
Gloeggler							
Koelling							
Lane							
Weaver							

**Adopted: September 25, 2018**

**ATTEST:**

\_\_\_\_\_  
Maureen Iarossi-Alwan  
Municipal Clerk

**APPROVED:**

\_\_\_\_\_  
Michael Ghassali  
Mayor

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 181-2018**

**RE: A Resolution Approving Change Order #2 Final Payment/Tele-Measurements Inc.**

**WHEREAS**, the Borough previously awarded a contract and approved Resolution No. 210-2018 for the Installation of New Audio/Visual Equipment for the Montvale Public Access TV Control Room with a change order; and

**WHEREAS**, a contract awarded to Tele-Measurements, Inc. was in the amount of \$177,126.00; and

**WHEREAS**, the Borough had approved Change Order #2 for the additional equipment necessary for the video taping of workshop session in the Executive Conference Room and to add certain equipment for that purpose to the cable tv studio; and

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Montvale that the above-referenced Contract is hereby amended to include such equipment which is outlined and attached to the original of this resolution in the final amounts of \$3,142.00 and \$7,653.00 for a total contract price of \$187,921.00; and

Account #  
Amount \$10,795.00

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Curry							
Gloeggler							
Koelling							
Lane							
Weaver							

**Adopted: September 25, 2018**

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Maureen Iarossi-Alwan  
Municipal Clerk

\_\_\_\_\_  
Michael Ghassali  
Mayor

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 182-2018**

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

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

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

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

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

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

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

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

**Section 5:** No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

**Section 6:** The Borough Administrator shall establish written procedures that require all officials, employees, appointees and volunteers of the Borough of Montvale as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this resolution.

**Section 7:** The Borough Administrator shall establish a system to monitor compliance and shall report at least annually to the governing body the results of the monitoring.

**Section 8:** At least annually, the Borough Administrator shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within the Borough of Montvale. This communication shall include a statement from the governing body expressing its unequivocal commitment to enforce this resolution. This summary shall also be posted on the Borough of Montvale web site.

**Section 9:** This resolution shall take effect immediately.

**Section 10:** A copy of this resolution shall be published in the official newspaper of the Borough of Montvale in order for the public to be made aware of this policy and the Borough of Montvale's commitment to the implementation and enforcement of this policy.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Curry							
Gloeggler							
Koelling							
Lane							
Weaver							

**Adopted: September 25, 2018**

ATTEST:

APPROVED:

\_\_\_\_\_  
Maureen Iarossi-Alwan  
Municipal Clerk

\_\_\_\_\_  
Michael Ghassali  
Mayor

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 183-2018**

**RE: Authorize Refund of Recreation Programs**

**BE IT RESOLVED**, the below individuals are hereby granted refunds for:

Tennis Lessons - \$83.56 – Wilson Cheng

Tennis Lessons - \$83.56 – Suzanne Lefkowitz

Taikwondo - \$125.18 – Quing Yang

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Curry							
Gloeggler							
Koelling							
Lane							
Weaver							

**Adopted: September 25, 2018**

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Maureen Iarossi-Alwan  
Municipal Clerk

\_\_\_\_\_  
Michael Ghassali  
Mayor

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 184-2018**

**RE: A Resolution Adopting a New Drug Testing Policy and Adopting Revised Rules and Regulations for the Borough of Montvale Police Department**

**Whereas**, the New Jersey Attorney General issued a new Directive 2018-2 concerning drug testing;  
and

**Whereas**, in connection therewith, it has been recommended that the Governing Body approve a New Drug Testing Policy and to revise the Rules and Regulations governing the operations of the Montvale Police Department; and

**Whereas**, the Mayor and Council have reviewed this Drug Testing Policy and these Rules and Regulations and believe it is in the best interests of the Borough to adopt same.

**Now, Therefore, Be It Resolved** by the Mayor and Council of the Borough of Montvale, as the appropriate authority pursuant to *N.J.S.A. 40A:14-118*, that both the Drug Testing Policy and the Rules and Regulations for the Montvale Police Department attached hereto are hereby adopted and shall be effective immediately.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Curry							
Gloeggler							
Koelling							
Lane							
Weaver							

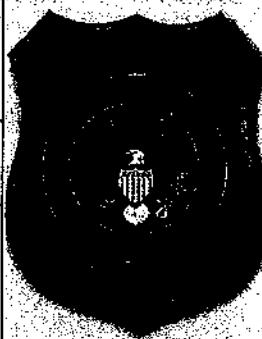
**Adopted: September 25, 2018**

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Maureen Iarossi-Alwan  
Municipal Clerk

\_\_\_\_\_  
Michael Ghassali  
Mayor

<b>MONTVALE POLICE DEPARTMENT</b>			
<b>VOLUME:</b>	<b>CHAPTER:</b>	<b># OF PAGES: 27</b>	
<b>SUBJECT: MONTVALE POLICE DEPARTMENT LAW ENFORCEMENT DRUG TESTING POLICY</b>			
<b>BY THE ORDER OF:</b> Chief of Police Jeremy Abrams		<b>ACCREDITATION STANDARDS:</b>	
<b>APPROPRIATE AUTHORITY:</b> Montvale Mayor and Council			
<b>Effective Date:</b> August 14, 2018		<b>SUPERSEDES ORDER #:</b> Any/All previous Drug Testing Policies	

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## **I. INTRODUCTION**

As the chief law enforcement officer of the Borough, the Chief of Police is duty bound to ensure that the citizens of Montvale, New Jersey receive police services from law enforcement officers whose competency and integrity are beyond question. The Chief of Police is responsible for ensuring that the illegal use of drugs by individual law enforcement officers does not undermine the integrity of law enforcement by the Montvale Police Department (MPD) or threaten the safety and morale of other law enforcement officers.

This policy conforms with the New Jersey Attorney General's Law Enforcement Drug Policy Revised April 2018 and supersedes any and all previous drug testing policies issued by the Borough of Montvale for the Montvale Police Department and supersedes the New Jersey Law Enforcement Drug Testing Manual (7/15/01) as well as prior versions of the Attorney General's Law Enforcement Drug Testing Policy (last rev. May 2012). It has been revised in accordance with Attorney General Directive 2018-2 requiring the implementation of a random drug testing policy by all state, county and municipal law enforcement agencies under the legal authority of the Attorney General. It also requires the drug testing of law enforcement applicants as a condition of employment. The Division of Criminal Justice together with the State Toxicology Laboratory is responsible for coordinating the New Jersey law enforcement drug testing program. Information concerning the program may be found at the Division's website [www.njdci.org](http://www.njdci.org).

## **II. APPLICABILITY / SCOPE**

### **A. Personnel**

1. Applicants for a position as a law enforcement officer who, if appointed, will be responsible for the enforcement of the criminal laws of this State and will be authorized to carry a firearm under N.J.S.A. 2C:39-6.2
2. Law enforcement officer trainees subject to the Police Training Act while they attend a mandatory basic training course.
3. Montvale Police Officers who are responsible for the enforcement of the criminal laws of this State, come under the jurisdiction of the Police Training Act and are authorized to carry a firearm under N.J.S.A. 2C:39-6.
4. The Law Enforcement Drug Testing Policy does not apply to civilian employees of a law enforcement agency. Agencies that wish to drug test civilian employees should consult with legal counsel to establish drug testing policies and procedures consistent with human resource policy and/or collective bargaining rights.

## B. Employment Status

Drug testing may be categorized by the employment status of the individual being tested and the method by which the individual was selected for testing. These methods include applicant testing, trainee testing, and officer testing. Testing is required of all police applicants and trainees. Pursuant to AG Directive 2018-2, the Montvale Police Department is required to implement a random drug testing program for all sworn officers on the department. Further, the Montvale Police Department has an independent obligation to undertake drug testing of individual officers and trainees when there is reasonable suspicion to believe that the officer or trainee is illegally using drugs.

### 1. Applicant Testing

The Montvale Police Department Drug Testing Policy recognizes that drug testing is an important component of a pre-employment background investigation. Thus, employees will be drug tested as a condition of employment. The policy requires drug testing prospective employees at any point during the pre-employment process.

In addition, applicants for employment may be tested as many times as MPD deems necessary to ensure that the applicants are not engaged in the illegal use of drugs. For example, applicants who have been drug tested as part of the application process may be tested again if a significant amount of time has elapsed since the previous step in the employment process.

During the pre-employment process, MPD must ensure that it complies with the provisions of the Americans with Disabilities Act (ADA) by refraining from making any medical inquiries. Therefore, the medication information form should not be used at the applicant stage, unless a positive test result requires an explanation by the prospective employee.

### 2. Trainee Testing

Individuals hired as law enforcement officers who are required to attend and successfully complete a mandatory basic training course approved by the Police Training Commission are subject to drug testing during their attendance at a police academy. Trainees will be required to submit one or more urine specimens for testing while they attend a mandatory basic training course. The drug testing of law enforcement trainees, including probationary MPD trainees will be conducted by the police academy staff under rules and regulations adopted by the Police Training Commission.

Individual trainees shall also be required to submit a urine specimen for testing when there exists reasonable suspicion to believe that the trainee is illegally using drugs. A trainee shall be ordered to submit to a drug test based on reasonable suspicion only

with the approval of the county prosecutor, the Montvale Chief of Police or the academy director.

### 3. Officer Testing

Montvale Police Officers shall be ordered to submit a urine specimen for testing when they have been randomly selected to submit to a drug test. Random selection shall be defined as a method of selection in which each and every sworn member of the law enforcement agency, regardless of rank or assignment, has an equal chance to be selected for drug testing each and every time a selection is conducted.

Montvale Police Officers shall also be required to submit a urine specimen for testing when there exists reasonable suspicion to believe that the officer is illegally using drugs. An officer shall be ordered to submit to a drug test based on reasonable suspicion only with the approval of the county prosecutor or the MPD Chief of Police.

Urine specimens may also be collected from law enforcement officers during a regularly scheduled and announced medical examination or a fitness for duty examination. However, the collection and analysis of these specimens are not governed by this policy.

## C. Types of Testing

### 1. Random Testing / Random Selection Process

Random drug testing of all Montvale Police Officers is required by AG Directive 2018-2. Random selection is defined as a method of selecting employees for drug testing in which every member of the agency, regardless of rank or assignment, has an equal chance of being selected each and every time a selection is made. The number of officers to be selected each time a random test is conducted shall be less than the total number of sworn officers employed by the agency.

AG Directive 2018-2 requires a minimum of ten percent of the sworn officers within an agency be randomly tested each time. Pursuant to the Directive, MPD must perform the random test at least once in 2018 and at least twice in every subsequent calendar year.

By A.G. Guideline, the agency must choose a method of random selection which ensures that every sworn officer in the agency has an equal chance of being selected each and every time a selection takes place. In other words, an officer who has been selected on one or more previous occasions for a random drug test is not excused from future tests.

Per A.G. Guideline, the mechanism for selecting officers can be as simple and inexpensive as placing names in a hat, or as complex and expensive as a custom computer program. The Montvale Police Department policy will be to use a

computerized random selection generator as recommended and/or directed by the Bergen County Prosecutors Office or, if no computer program is available, a "raffle drum" or similar mechanical mechanism filled with numbered ping pong type balls corresponding to each member of the department. MPD may opt to have a sealed notarized list of officers corresponding to random numbers that are picked by the computer program or mechanically picked from the drum to protect the identity of the officer selected until all testing for that cycle is complete.

The random selection process will be verified and documented. A Montvale PBA #303 representative will be present during the selection process. Any individual who discloses the identity of an officer selected for random testing, or the fact that a random selection is scheduled to take place prior to the collection of urine specimens, will be subject to discipline.

The Officers selected by the random test will be required to immediately provide the urine specimen if on duty, or as soon as they report for their next duty assignment. Collection of the specimen is outlined in the Specimen Acquisition procedure contained in this policy.

Officers who are away and unavailable (vacation, sick or injured leave, military leave, or any other approved absence from duty) for an extended period of time will be notified of their random selection upon their return to duty and will be required to provide a specimen in accordance with this policy at the time of their return.

Failure to comply or provide a specimen or the act of delaying providing a specimen will be deemed a refusal and will subject to the refusal consequences procedure contained in this policy.

## 2. Reasonable Suspicion

MPD Officers must undertake drug testing when there is reasonable suspicion to believe that the law enforcement officer is engaged in the illegal use of controlled substances. Reasonable suspicion "requires objective facts which, with inferences, would lead a reasonable person to conclude that drug-related activity is taking or has taken place and that a particular individual is involved in that drug activity."

The reasonable suspicion standard is "less demanding" than the probable cause standard in two ways. First, the amount of evidence needed to satisfy the reasonable suspicion standard is less than that needed to satisfy the probable cause standard. Second, the type of information used to satisfy the reasonable suspicion standard may be "less reliable than that required to show probable cause."

The following factors will be evaluated to determine the quality and relevance of the information acquired by MPD:

- a. The nature and source of the information;
- b. Whether the information constitutes direct evidence or is hearsay in nature;
- c. The reliability of the informant or source;
- d. Whether corroborating information exists and the degree to which it corroborates the accusation; and
- e. Whether and to what extent the information may be stale.

Before the Chief of Police or his designee orders an individual officer to undergo reasonable suspicion testing, the agency shall prepare a written report documenting the basis for the test. Under emergent circumstances, approval may be given for a reasonable suspicion test on the basis of a verbal report.

Any officer ordered to provide a "reasonable suspicion" specimen, must immediately do so if on duty. If off duty, once notified, the officer must immediately respond or respond as directed to the Montvale Police Department and comply with the order to provide a specimen. Collection of the specimen will be in accordance with the Specimen Acquisition procedure contained in this policy.

Failure to comply, respond, or provide a specimen or the act of delaying providing a specimen will be deemed a refusal and will subject to the refusal consequences procedure contained in this policy.

### **III. NOTIFICATION OF DRUG TESTING PROCEDURES**

#### **A. Applicants**

MPD will notify applicants for law enforcement positions that the pre-employment process will include drug testing. The notification will also indicate that a negative result is a condition of employment and that a positive result will:

- a) result in the applicant being dropped from consideration for employment;
- b) cause the applicant's name to be reported to the central drug registry maintained by the Division of State Police; and

- c) preclude the applicant from being considered for future law enforcement employment for a period of two years from the date of the drug test. In addition, the notification will indicate that if the applicant is currently employed by another agency as a Montvale Police Officer and the officer tests positive for illegal drug use, the officer's employing agency will be notified of the test results and the officer will be terminated from employment and permanently barred from future law enforcement employment in New Jersey. Applicants shall be further informed that their refusal to submit to a drug test shall result in their no longer being considered for law enforcement employment in New Jersey.

#### B. Trainees

All newly appointed law enforcement officers shall be informed that drug testing is mandatory during basic training. Newly appointed officers shall also be informed that a negative result is a condition of employment and that a positive result will result in:

- a) result in the trainee being dismissed from basic training;
- b) the trainee's termination from employment;
- c) inclusion of the trainee's name in the central drug registry maintained by the Division of State Police; and d) the trainee being permanently barred from future law enforcement employment in New Jersey.

Newly appointed officers shall be further informed that the refusal to submit to a drug test shall result in their dismissal from employment and a permanent ban from future law enforcement employment in New Jersey and inclusion of the trainee's name in the central drug registry maintained by the Division of State Police. Each police academy shall include in its rules and regulations a provision implementing drug testing during basic training.

#### C. Montvale Police Officers

Montvale Police Officers will be ordered to submit to a drug test when there is a reasonable suspicion to believe that the officer is illegally using drugs as well as they are subject to mandatory random drug testing pursuant to AG Directive 2018-2. MPD's Rules and Regulations also provide that a negative result is a condition of employment as a sworn officer and that a positive result will result in:

- a) the officer's termination from employment;

- b) inclusion of the officer's name in the central drug registry maintained by the Division of State Police; and
- c) the officer being permanently barred from future law enforcement employment in New Jersey.

These Rules and Regulations further provide that officers who refuse to submit to a drug test based on reasonable suspicion or random drug testing after being lawfully ordered to do so are subject to the same penalties as those officers who test positive for the illegal use of drugs. A Montvale Police Officer who resigns or retires after receiving a lawful order to submit a urine specimen for drug testing and who does not provide the specimen shall be deemed to have refused to submit to the drug test.

#### **IV. SPECIMEN ACQUISITION PROCEDURES**

##### **A. Preliminary acquisition procedures**

1. An Internal Affairs Officer shall be designated to serve as monitor of the specimen acquisition process. The monitor shall always be of the same gender as the individual being tested (the donor). In the event there is no member of the same gender available from the agency collecting the specimens, the agency may request that a member of the same gender from another law enforcement agency serve as monitor of the process. In the event that there is no Internal Affairs Officer available to monitor the specimen acquisition process, the senior officer (excluding the Chief of Police) of the same gender shall be the monitor. In the event there is no department officer available to monitor the acquisition, a sworn officer of the same gender from another New Jersey police agency may be used as the monitor. In the event that none of the above is available, a medical professional such as a medical doctor or registered nurse or someone with similar medical training may be utilized as the collection monitor, utilizing the collection procedure contained in this policy.
2. Prior to the submission of a specimen, an applicant for a law enforcement position shall execute a form consenting to the collection and analysis of their urine for illegal drugs (Attachment A). The form shall also advise the applicant that a negative result is a condition of employment and that a positive result will result in the consequences outlined in Section III A of this policy. Applicants are not required to complete a Drug Testing Medication Information form at this time.

3. Prior to the submission of a urine specimen, a trainee enrolled in a basic training course shall execute a form (Attachment B) advising the trainee that a negative result is a condition of employment and that a positive result will result in the consequences outlined in Section III B of this policy. The form shall also advise the trainee that the refusal to participate in the test process carries the same penalties as testing positive. Trainees shall complete a Drug Testing Medication Information form (Attachment D) listing all prescription medication, non-prescription (over-the counter) medication, dietary supplements and nutritional supplements that were ingested by the officer during the past 14 days. The Drug Testing Medication Information form shall be placed in an envelope which is sealed by the donor. The donor shall date and initial the seal.
4. Prior to the submission of a urine specimen, an officer shall execute a form (Attachment C) advising the officer that a negative result is a condition of employment and that a positive result will result in the consequences outlined in Section III C of this policy. The form shall also advise the officer that the refusal to participate in the test process carries the same penalties as testing positive. Sworn officers shall complete the Drug Testing Medication Information form (Attachment D) listing all prescription medication, non-prescription (over-the-counter) medication, dietary supplements and nutritional supplements that were ingested by the officer during the past 14 days. The Drug Testing Medication Information form shall be placed in an envelope which is sealed by the donor. The donor shall date and initial the seal.

#### **B. Monitor's Responsibilities**

1. The monitor of the specimen acquisition process shall be responsible for:
  - a. Ensuring that all documentation is fully and accurately completed by the individual submitting the specimen (the donor).
  - b. Collecting specimens in a manner that provides for individual privacy while ensuring the integrity of the specimen. Individual specimens and forms shall be identified throughout the process by the use of social security numbers. At no time shall a name appear on any form or specimen container sent to the State Toxicology Laboratory.
  - c. Complying with chain of custody procedures established by the New Jersey State Toxicology Laboratory for the collection and submission for analysis of urine specimens.

d. Specimens shall be collected utilizing equipment and supplies approved by the State Toxicology Laboratory. Under no circumstances shall a specimen be collected and submitted for analysis in a specimen container that has not been approved by the State Toxicology Laboratory. It is the responsibility of each agency to contact the Laboratory to obtain the appropriate supplies and equipment including the Drug Testing Custody and Submission Form.

e. Collecting and submitting urine specimens in accordance with procedures established by the State Toxicology laboratory.

2. In order to ensure the accuracy and integrity of the collection process a monitor may:

a. Direct an individual officer who has been selected for drug testing to remove outer clothing (jackets, sweaters etc.), empty their pockets, and wash their hands under running water, before they produce a specimen.

b. Add tinting agents to toilet water and secure the area where the specimens are to be collected prior to specimen collection.

3. If the monitor has reason to believe that an individual officer will attempt to adulterate or contaminate a specimen, substitute another substance or liquid for their specimen, or compromise the integrity of the test process, the monitor may conduct a direct observation of the individual officer. If a monitor concludes that direct observation is necessary, he or she must document the facts supporting the belief that the officer will attempt to compromise the integrity of the test process before there can be direct observation.

#### C. Urine Specimen Collection Procedure

1. Unless otherwise noted, all steps must be completed by the donor in the presence of the monitor.
2. The monitor allows the donor to select two sealed specimen container kits.
3. The donor unseals both kits and removes the kit contents on a clean surface.
4. Using an ordinary pencil, the donor writes his/her SSN and the letter "A" below the SSN on one of the I.D. labels, and places the label inside one of the specimen containers printed side out, thereby designating this bottle, and subsequently produced specimen, as "bottle A" and "first specimen", respectively.

5. Next, using an ordinary pencil, the donor writes his/her SSN and the letter "B" below the SSN on the second I.D. label, and places the label inside the second specimen container printed side out, thereby designating this bottle, and subsequently produced specimen, as "bottle B" and "second specimen", respectively.
6. The monitor checks that the donor SSN on both labels matches the SSN provided on the submission form.
7. The monitor instructs the donor to void a specimen between 45 mL and 60 mL into each specimen container, to not flush the toilet, and return with both specimens immediately after the specimen is produced.
  - a. The monitor must follow the "shy bladder" procedure for donors that initially are unable to produce an adequate amount of urine (See Section D. "Shy Bladder" Procedure below)
8. The monitor checks each specimen for adequate volume and temperature indicator strip on the specimen container within 4 minutes. A color change between 90° and 100°F indicates an acceptable specimen temperature. The monitor indicates if the temperature is acceptable in the "Yes/No" column for each specimen and writes the collection date and his/her initials in the spaces provided on the submission form. If a temperature strip does not indicate the acceptable temperature, the monitor must consider the possibility that the officer attempted to tamper with the collection.
9. If the monitor is satisfied that all test requirements are met and the required documentation is accurate, he/she shall request the donor to seal each one of the specimen containers.
10. The monitor will take possession of the specimens and documentation. The monitor will ensure that all specimens, including second specimens, are delivered to the NJSTL in a timely manner (See Section V. Submission of Specimens for Analysis below).

#### D. "Shy Bladder" Procedure

1. When a donor initially produces an inadequate amount of urine, the monitor must take the following steps:

- a. Advise the donor to remain on the premises and under the supervision of the test monitor until the monitor is satisfied that the donor cannot produce a specimen.
  - b. While the donor is under supervision, allow the donor to drink up to 40 ounces of fluids distributed reasonably over a period of up to three hours in an attempt to induce the production of a specimen.
  - c. Under no circumstances, should multiple voids be combined to produce an adequate sample volume.
2. If the donor remains unable to provide a specimen after a reasonable period of time, the monitor may have the donor examined by a doctor to determine whether the inability to produce a specimen was the result of a medical or physical infirmity or constituted a refusal to cooperate with the drug testing process.

#### **E. Second Specimen**

1. A donor whose specimen tested positive may only challenge the positive test result by having the second specimen independently tested. The first specimen will not be retested.
2. Pursuant to Attorney General Guidelines, the second specimen will be maintained at the State Toxicology Laboratory for 60 days following the receipt of a positive drug test result from the laboratory by the submitting agency.
3. The second specimen will be released by the NJSTL under the following circumstances:
  - a. The agency is notified by the State Toxicology Laboratory that the first specimen tested positive for a controlled substance;
  - b. The agency notifies the donor that the first specimen tested positive for a controlled substance; and
  - c. The agency is informed by the donor whose specimen tested positive that he/she wishes to challenge the positive test result.

4. The positive urine donor must designate, from a list maintained by the NJSTL, a laboratory that is certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) and accredited by the College of American Pathologists (CAP) to conduct workplace urine drug testing, and pay all costs associated with the reception and testing of the sample.
  - a. The State Toxicology Laboratory maintains an up-to-date list of SAMSHA and CAP certified laboratories and will furnish that list upon request.
5. A representative of the second test laboratory may, in person, take possession of the second sample in accordance with accepted chain of custody procedures or the sample may be sent to the laboratory by pre-paid tracking mail also following accepted chain of custody procedures.
6. Following testing of the second specimen, the independent laboratory will report the result of the second specimen drug test to the donor, to the submitting agency, and to the medical review officer.

#### **V. SUBMISSION OF SPECIMENS FOR ANALYSIS**

- A. The State Toxicology Laboratory is the only facility approved for the analysis of law enforcement drug tests conducted under the Law Enforcement Drug Testing Policy. Law enforcement agencies are not permitted to use any other facility or laboratory for the purpose of analyzing urine specimens for illegal drug use by law enforcement officers.
- B. Urine specimens should be submitted to the State Toxicology Laboratory as soon as possible after their collection. In the event specimens cannot be submitted to the laboratory within one working day of its collection, the law enforcement agency shall store the specimens in a controlled access refrigerated storage area until submission to the State Toxicology Laboratory (Attachment E).
- C. Submission of specimens to the State Toxicology Laboratory may be accomplished by personnel from the law enforcement agency or commercial courier using "next day delivery." Specimens submitted by commercial courier must be packaged to ensure their integrity.
- D. All specimens must be accompanied by the Law Enforcement Drug Testing Custody and Submission Form which can be obtained from the lab and the sealed envelope containing the Medication Information Form. The State Toxicology Laboratory will inspect all documentation to ensure that it has been properly completed. Failure to include the appropriate documentation with each submission will cause the Laboratory to delay conducting an analysis of the specimen or specimens until the missing documentation is submitted.

E. In addition to ensuring that the appropriate documentation has been completed and submitted for each specimen, the State Toxicology Laboratory shall inspect each specimen for damage and evidence of tampering.

1. The Laboratory may reject any specimen it has reason to believe has been tampered with or is damaged; and
2. Notify the submitting agency in writing with the reason for rejection clearly stated.

## **VI. ANALYSIS OF SPECIMENS**

A. The analysis of the first specimen shall be done in accordance with currently accepted procedures adopted by the State Toxicology Laboratory. These procedures shall include but not be limited to security of the test specimens, chain of custody, initial screening and confirmation testing, parent drug and metabolite cut-off levels and the issuance of test reports. In addition to the controlled substances listed below, the Chief of Police may request that specimens be analyzed for the presence of steroids.

B. The Laboratory's drug testing procedures will screen specimens for the following controlled substances:

- Amphetamines
- Barbiturates
- Benzodiazepines
- Cocaine
- Marijuana
- Methadone
- Opiates
- Oxycodone/Oxymorphone
- Phencyclidine

C. The State Toxicology Laboratory utilizes a two stage procedure to analyze specimens.

1. In the first stage, all specimens will undergo an initial screening. The initial screening determines whether one or more of the nine substances listed and/or their metabolites are present at or above a designated cutoff. All presumptive positive specimens will undergo a second and more specific type of testing.

2. The second type of testing will employ mass spectrometry detection for the definitive identification and quantitation of drugs and/or metabolite presumptively identified by the initial screen.
- D. When a specimen tests positive at both the initial stage and the second stage, a medical review officer assigned to the State Toxicology Laboratory will review the test results together with the medication information form submitted for the specimen. The medical review officer will seek to determine whether any of the substances listed on the form would explain the positive test result. The medical review officer may direct the agency that collected the sample to obtain further information from the individual being tested concerning the medications listed on the medical information form. The medical review officer will then issue a report indicating whether or not the sample tested positive due to a listed medication on the medication information form.
- E. Applicants for law enforcement employment are not required to submit a Drug Testing Medication Information form with their specimen. Therefore, if an applicant tests positive, the law enforcement agency, following notification from the State Toxicology Laboratory, must have the candidate complete the Drug Testing Medication Information form (Attachment D). Once the form has been completed, the agency is responsible for transmitting the form to the Laboratory. A review of the form will be conducted by the medical review officer as outlined above.
- F. In addition to the testing outlined above, specimens submitted to the State Toxicology Laboratory may be tested for additional substances at the request of the law enforcement agency submitting the specimen. The State Toxicology Laboratory has the ability through its own facilities, as well as facilities employed as reference laboratories, to arrange drug testing for steroid abuse, as well as other currently abused chemicals.

## **VII. DRUG TEST RESULTS**

- A. The State Toxicology Laboratory will provide written test results for every specimen submitted for analysis. All efforts will be made to deliver these reports within 15 working days of the submission. Reports will be addressed to the contact person listed on the specimen submission record. Positive test results will be sent to the contact person by certified mail.
- B. In some cases, the State Toxicology Laboratory will report that a specimen tested positive for a particular substance and that the information on the medication information form explains the test result. For example, the Laboratory may report that a specimen tested positive for barbiturates and a prescription for that barbiturate was

listed on the form by the officer. At this point, it is the responsibility of the submitting agency to determine whether the officer had a valid prescription for that drug. Officers who do not have a valid prescription are subject to disciplinary action including, termination by the agency.

- C. Under no circumstances will the State Toxicology Laboratory provide law enforcement agencies with verbal reports of drug test results. In addition, no individual or agency may ask the Laboratory to conduct a second analysis of a specimen that has already been analyzed.

#### **VIII. CONSEQUENCES OF A REFUSAL TO SUBMIT TO A DRUG TEST**

- A. Applicants who refuse to submit to a drug test during the pre-employment process shall be immediately removed from consideration for law enforcement employment and barred from consideration for future law enforcement employment for period of two years from the date of the refusal. In addition, the appointing authority shall forward the applicant's name to the Central Drug Registry and note that the individual refused to submit to a drug test.
- B. Trainees who refuse to submit to a drug test during basic training shall be immediately removed from the academy and immediately suspended from employment. Upon a finding that the trainee did in fact refuse to submit a sample, the trainee shall be terminated from law enforcement employment and permanently barred from future law enforcement employment in New Jersey. In addition, the appointing authority shall forward the trainee's name to the Central Drug Registry and note that the individual refused to submit to a drug test.
- C. Montvale Police Officers who refuses to submit to a drug test ordered in response to reasonable suspicion or random selection shall be immediately suspended from employment. Upon a finding that the officer did in fact refuse to submit a sample, the officer shall be terminated from law enforcement employment and permanently barred from future law enforcement employment in New Jersey. In addition, the appointing authority shall forward the officer's name to the Central Drug Registry and note that the individual refused to submit to a drug test. Please note that if there is no valid reason why an officer cannot produce a specimen, the officer's actions will be treated as a refusal. In addition, a Montvale Police Officer who resigns or retires after receiving a lawful order to submit a urine specimen for drug testing and who does not provide the specimen shall be deemed to have refused to submit to the drug test.

## **IX. CONSEQUENCES OF A REFUSAL TO SUBMIT TO A DRUG TEST**

- A. Applicants who refuse to submit to a drug test during the pre-employment process shall be immediately removed from consideration for law enforcement employment and barred from consideration for future law enforcement employment for period of two years from the date of the refusal. In addition, the appointing authority shall forward the applicant's name to the Central Drug Registry and note that the individual refused to submit to a drug test.
- B. Trainees who refuse to submit to a drug test during basic training shall be immediately removed from the academy and immediately suspended from employment. Upon a finding that the trainee did in fact refuse to submit a sample, the trainee shall be terminated from law enforcement employment and permanently barred from future law enforcement employment in New Jersey. In addition, the appointing authority shall forward the trainee's name to the Central Drug Registry and note that the individual refused to submit to a drug test.
- C. Montvale Police Officers who refuses to submit to a drug test ordered in response to reasonable suspicion or random selection shall be immediately suspended from employment. Upon a finding that the officer did in fact refuse to submit a sample, the officer shall be terminated from law enforcement employment and permanently barred from future law enforcement employment in New Jersey. In addition, the appointing authority shall forward the officer's name to the Central Drug Registry and note that the individual refused to submit to a drug test. Please note that if there is no valid reason why an officer cannot produce a specimen, the officer's actions will be treated as a refusal. In addition, a Montvale Police Officer who resigns or retires after receiving a lawful order to submit a urine specimen for drug testing and who does not provide the specimen shall be deemed to have refused to submit to the drug test.

## **X. RESIGNATION/RETIREMENT IN LIEU OF DISCIPLINARY ACTION**

A Montvale Police Officer who tests positive for illegal drug use or refuses to submit to a drug test, and who resigns or retires in lieu of disciplinary action or prior to the completion of final disciplinary action, shall be reported by his or her employer to Central Drug Registry and shall be permanently barred from future law enforcement employment in New Jersey.

## **XI. RECORD KEEPING**

- A. The Montvale Police Department Internal Affairs Unit shall maintain all records relating to the drug testing of applicants, trainees and law enforcement officers.**
- B. Each agency's drug testing records shall include but not be limited to:**

### **1. All drug testing:**

- a. the identity of those ordered to submit urine samples;**
- b. the reason for that order;**
- c. the date the urine was collected;**
- d. the monitor of the collection process;**
- e. the chain of custody of the urine sample from the time it was collected until the time it was received by the State Toxicology Laboratory;**
- f. the results of the drug testing;**
- g. copies of notifications to the subject;**
- h. for any positive result, documentation from the officer's physician that the medication was lawfully prescribed and does not render the officer unfit for duty;**
- i. for any positive result or refusal, appropriate documentation of disciplinary action.**

### **2. Random drug testing, the records shall also include the following information:**

- a. a description of the process used to randomly select officers for drug testing;**
- b. the date selection was made;**
- c. a copy of the document listing the identities of those selected for drug testing;**

- d. a list of those who were actually tested; and
  - e. the date(s) those officers were tested.
- C. Drug testing records shall be maintained with the level of confidentiality required for internal affairs files pursuant to the New Jersey Internal Affairs Policy and Procedures.

## **XII. CENTRAL DRUG REGISTRY**

- A. The Montvale Police Department shall notify the Central Drug Registry maintained by the Division of State Police of the identity of applicants, trainees and Montvale Police Officers who test positive for the illegal use of drugs or refuse an order to submit to a drug test (Attachment F).
- B. A Montvale Police Officer who tests positive for illegal drug use or refuses submit to a drug test, and who resigns or retires in lieu of disciplinary action or prior to the completion of final disciplinary action, shall be reported by his or her employer to Central Drug Registry and shall be permanently barred from future law enforcement employment in New Jersey.
- C. Notifications to the Central Drug Registry shall include the following information as to each individual:
  - 1. Name and address of the submitting agency, and contact person;
  - 2. Name of the individual who tested positive;
  - 3. Last known address of the individual;
  - 4. Date of birth;
  - 5. Social security number;
  - 6. SBI number (if known);
  - 7. Gender;
  - 8. Race;
  - 9. Eye color;

10. Substance the individual tested positive for, or circumstances of the refusal to submit a urine sample;
  11. Date of the drug test or refusal;
  12. Date of final dismissal or separation from the agency; and
  13. Whether the individual was an applicant, trainee or Montvale Police Officer.
- D. The certification section of the notification form must be completed by the Montvale Chief of Police, and notarized with a raised seal.
- E. Notifications to the central registry shall be sent to:

Division of State Police  
State Bureau of Identification  
Central Drug Registry  
P.O. Box 7068  
West Trenton, New Jersey 08628-0068

F. Information contained in the central registry may be released by the Division of State Police only under the following circumstances:

1. In response to an inquiry from a criminal justice agency as part of the background investigation process for prospective or new personnel; and
2. In response to a court order.

### **XIII. SEVERABILITY OF PROVISIONS**

- A. If any provision of this Policy shall be found to be invalid, this shall not affect the remainder of the policy, which shall remain in full force and effect.
- B. Sections of this policy that reference procedures and practices of agencies other than the Montvale Police Department are not binding on those other agencies, nor will legitimate changes in those procedures, policies, practices, forms, or methods by other entities referenced herein, in any way invalidate or affect the MPD portion of this policy.
- C. This policy conforms to the Attorney General's Law Enforcement Drug Testing Policy revised April 2018. Future changes made to the A.G.'s policy automatically will be deemed to have been immediately incorporated into the MPD policy.

## ATTACHMENT A



### DRUG TESTING

#### APPLICANT NOTICE AND ACKNOWLEDGMENT

I, \_\_\_\_\_, understand that as part of the pre-employment process, the Montvale Police Department will conduct a comprehensive background investigation to determine my suitability for the position for which I have applied.

I understand that as part of this process, I will undergo drug testing through urinalysis. I understand that a negative drug test result is a condition of employment. I understand that if I refuse to undergo the testing, I will be rejected from employment.

I understand that if I produce a positive test result for illegal drug use, I will be rejected for employment.

I understand that if I produce a positive test result for illegal drug use or refuse to take the test, that information will be forwarded to the Central Drug Registry maintained by the Division of State Police. Information from that registry can be made available by court order or as part of a confidential investigation relating to employment with a criminal justice agency.

I understand that if I produce a positive test result for illegal drug use and am not currently employed as a Montvale Police Officer, I will be barred from future law enforcement employment in New Jersey for two years from the date of the test. After this two-year period, the positive test result may be considered in evaluating my fitness for future criminal justice employment.

I understand that if I am currently employed as a Montvale Police Officer and I produce a positive test result for illegal drug use, my current law enforcement employer will be notified of the positive test result. In addition, I will be dismissed from my law enforcement position and I will be permanently barred from law enforcement employment.

I have read and understand the information contained on this "Applicant Notice and Acknowledgment" form. I agree to undergo drug testing through urinalysis as part of the pre-employment process.

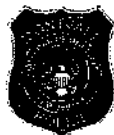
\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

## ATTACHMENT B



### DRUG TESTING

#### TRAINEE NOTICE AND ACKNOWLEDGMENT

I, \_\_\_\_\_, understand that as part of the program of training at the Bergen County Police Academy, I will undergo unannounced drug testing by urinalysis during the training period.

I understand that a negative drug test result is a condition of my continued attendance at the above listed training program. I understand that if I refuse to undergo the testing, I will be dismissed from the training program and from my law enforcement position.

I understand that if I produce a positive test result for illegal drug use, I will be dismissed from the academy.

I understand that if I produce a positive test result for illegal drug use, the academy will notify my employer of the positive test result. In addition, I will be permanently dismissed from my law enforcement position.

I understand that if I produce a positive test result for illegal drug use or refuse to take the test, that information will be forwarded to the Central Drug Registry maintained by the Division of State Police. Information from that registry can be made available by court order or as part of a confidential investigation relating to employment with a criminal justice agency.

I understand that if I produce a positive test result for illegal drug use, I will be permanently barred from serving as a law enforcement officer in New Jersey.

I have read and understand the information contained on this "Trainee Notice and Acknowledgment" form. I agree to undergo drug testing through urinalysis as part of the academy training program.

\_\_\_\_\_  
Signature of Trainee      Date

\_\_\_\_\_  
Signature of Witness      Date



**ATTACHMENT C**



**DRUG TESTING**

**OFFICER NOTICE AND ACKNOWLEDGMENT**

I, \_\_\_\_\_, understand that as part of my employment with the Montvale Police Department, I am required to undergo unannounced drug testing by urinalysis either through a random drug testing procedure or where there is reasonable suspicion to believe I am illegally using drugs.

I understand that a negative drug test result is a condition of my continued employment as a sworn officer at the above listed department.

I understand that if I produce a positive test result for illegal drug use, it will result in my termination from employment.

I understand that if I refuse to undergo testing, it will result in the same penalties as a positive test for the illegal use of drugs.

I understand that if I produce a positive test result for illegal drug use or refuse to take the test, the information will be forwarded to the Central Drug Registry maintained by the Division of State Police. Information from that registry can be made available by court order or as part of a confidential investigation relating to my employment with a criminal justice agency.

I understand that if I produce a positive test result for illegal drug use, I will be permanently barred from future employment as a law enforcement officer in New Jersey.

I understand that if I resign or retire after receiving a lawful order to submit a urine specimen for drug testing and do not provide the specimen, I shall be deemed to have refused to submit to the drug test. I have read and understand the information contained on this "Officer Notice and Acknowledgment" form. I agree to undergo drug testing through urinalysis as a condition of my continued employment as required by law.

\_\_\_\_\_  
Signature of Officer                      Date

\_\_\_\_\_  
Signature of Witness                      Date

## ATTACHMENT D



### DRUG TESTING

#### DRUG TESTING MEDICATION INFORMATION

As part of the drug testing process, it is essential that you inform us of all medications you have taken in the last fourteen (14) days. Please carefully complete the information below.

Check all that apply:

\_\_\_ A. During the past 14 days I have taken the following medication prescribed by a physician:

	NAME OF MEDICATION	PRESCRIBING PHYSICIAN	DATE LAST TAKEN
1			
2			
3			

\_\_\_ B. During the past 14 days, I have taken the following non-prescription medications (cough medicine, cold tablets, aspirin, diet medication, nutritional supplements, etc.)

	NAME OF MEDICATION	DATE LAST TAKEN
1		
2		
3		

\_\_\_ C. During the past 14 days, I have taken NO prescription or non-prescription medications.

\_\_\_\_\_  
Social Security Number and Initials

\_\_\_\_\_  
Date

## **ATTACHMENT E**



### **DRUG TESTING**

#### **DIRECTIONS TO STATE TOXICOLOGY LABORATORY**

State Toxicology Laboratory  
Edwin H. Albano Institute of Forensic Science (IFS)  
325 Norfolk Street  
Newark, New Jersey  
973-648-3915

From Garden State Parkway North:

1. Take Exit 144, South Orange Avenue.
2. Make a right on South Orange Avenue.
3. Continue about 25 blocks to intersection at Bergen Street (UMDNJ campus is on left.)
4. Continue down South Orange Avenue past traffic light to driveway on left before two story brick building (IFS).

From Garden State Parkway South:

1. Take Exit 145, East Orange.
2. Take 1-280 East to first exit (Newark).
3. Make a right on First Street. This becomes Bergen Street.
4. Continue to fifth traffic light at South Orange Avenue.
5. Make a left.
6. Continue down South Orange Avenue past traffic light to driveway on left before two story brick building (IFS).

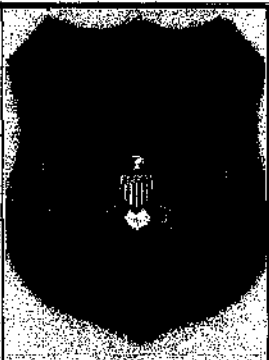
From New Jersey Turnpike North:

1. Take Exit 14, Newark.
2. After toll plaza, take 1-78 West (express or local).
3. Take Exit 56, Hillside Avenue.
4. Continue on Hillside Avenue to end at Avon Avenue.
5. Make left on Avon Avenue.
6. Continue one block to traffic light on Irvine Turner Blvd.
7. Make right on Irvine Turner Blvd. (which becomes Jones St.) and continue to traffic light at South Orange Avenue.
8. Turn left and enter first driveway on right behind two story brick building (IFS).

From New Jersey Turnpike South:

1. Take Exit 15W to 1-280 West to Exit 14B, Clifton Avenue.
2. At the traffic light, make a left.
3. Continue on Clifton Avenue to eighth traffic light at South Orange Avenue and Norfolk Street.
4. Turn right and enter first driveway on right behind two story brick building (IFS).



<b>MONTVALE POLICE DEPARTMENT</b>			
<b>VOLUME: 1</b>	<b>CHAPTER: 2</b>	<b># OF PAGES: 31</b>	
<b>SUBJECT: RULES AND REGULATIONS</b>			
<b>BY THE ORDER OF:</b> Chief of Police Jeremy Abrams		<b>ACCREDITATION STANDARDS:</b> 1.1.2, 12.2.1a, 26.1.1, 26.1.4, 26.1.6	
<b>APPROPRIATE AUTHORITY:</b>			
<b>Effective Date:</b>		<b>SUPERSEDES ORDER #:</b>	

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## **CHAPTER 1**

### **INTRODUCTION**

#### **1:1. ESTABLISHMENT OF THE MONTVALE POLICE DEPARTMENT**

##### **1:1.1 Legal Authorization**

The Montvale Police Department is established pursuant to N.J.S.A. 40A:14-118 and Municipal Ordinance §84-1. The Montvale Police Department shall hereinafter be called the "department."

##### **1:1.2 Rules and Regulations Established**

The appropriate authority of the Borough of Montvale hereby adopts and promulgates the department Rules and Regulations, known as the Montvale Police Department Rules and Regulations and hereinafter called the "rules and regulations."

##### **1:1.3 Right to Amend or Revoke**

In accordance with N.J.S.A. 40A:14-118, the right is reserved by the appropriate authority to amend or revoke any of the rules and regulations contained herein.

##### **1:1.4 Previous Rules, Policies and Procedures**

All rules and regulations previously issued, and policies and procedures that are contrary to the rules contained herein, are hereby revoked. All other policies and procedures shall remain in force.

#### **1:2 THE NUMBERING SYSTEM**

##### **1:2.1 Chapter and Section Designation**

Each chapter, section and subsection shall be designated by title and number. All numbering breakdowns shall be arranged according to a decimal sequence.

##### **1:2.2 Chapter and Section Sequence**

The number preceding the colon shall enumerate the chapter, while the number placed immediately to the right of the colon shall indicate the section.

##### **1:2.3 Subsection Sequence**

The number placed to the right of the decimal point shall designate the subsection.

##### **1:2.4 Series Lettering**

Letters listed in series under sections and subsections shall be enclosed within parentheses.

##### **1:2.5 Flexibility of System**

This system shall provide a simple and quick method of referral to material contained herein. This format has been designed to make specific reference to particular sections or subsections possible and to facilitate expansion and revision of the contents.

## **1:3 RULES AND REGULATIONS MANUAL**

### **1:3.1 Application**

These rules and regulations are applicable to all police officers, special law enforcement officers of the department and to all civilian employees of the department where appropriate.

### **1:3.2 Distribution**

One copy of these rules and regulations shall be electronically distributed to each employee of the department through the PowerDMS® software.

### **1:3.3 Responsibility for Maintenance**

Employees shall be responsible for maintaining a current copy of the rules and regulations, including all additions, revisions, and amendments as issued.

### **1:3.4 Familiarization**

Employees shall thoroughly familiarize themselves with the provisions of the rules and regulations. Ignorance of any provision of these rules and regulations will not be a defense to a charge of a violation of these rules and regulations.

### **1:3.5 Ignorance of Manual Content**

In the event neglect of duty is charged against an employee for failure to observe these rules and regulations or written directive, ignorance of any provision of these rules and regulations or written directive, will not stand as a defense to the charge(s).

### **1:3.6 Severability**

If for any reason any section of these Rules and Regulations shall be questioned in any court and shall be held unconstitutional or invalid, the same shall not be held to affect any other sections or provisions of this document.

## **1:4 DEFINITIONS**

### **1:4.1 Appropriate Authority**

The Mayor and Council of the Borough of Montvale as defined and designated by authority of Municipal Ordinance §85-4 of the Borough of Montvale pursuant to N.J.S.A. 40A:14-118.

### **1:4.2 Authority**

Authority is the statutory or written directive vested right to give commands, enforce obedience, initiate action and make necessary decisions. Authority may be delegated by those so designated. Acts performed without proper authority or authorization shall be considered in violation of the rules and regulations, and those persons in violation shall be subject to disciplinary action.

### **1:4.3 Chain of Command**

The unbroken line of authority extending from the Chief of Police through one or more subordinates at each level of command down to the level of execution and vice versa.

#### **1:4.4 Chief of Police**

The Chief of Police of the Montvale Police Department shall be the highest ranking officer of the department.

#### **1:4.5 Commanding Officer**

Any officer appointed to the rank of Sergeant or higher who is in command of an organizational component as determined by the Chief of Police.

#### **1:4.6 Days Off**

Those days on which a given employee is excused from duty or is not required to report to duty.

#### **1:4.7 Detail**

A temporary assignment of personnel for a specialized activity.

#### **1:4.8 Employee**

All employees of the department, whether sworn regular or civilian employees.

#### **1:4.9 Gender**

The use of the masculine gender in any written directive or rules and regulations includes the female gender, when applicable.

#### **1:4.10 Incompetence**

Incapable of satisfactory performance of police duties.

#### **1:4.11 Insubordination**

Failure or deliberate refusal of any employee to obey a lawful order given by a superior officer. Ridiculing a superior officer or his order, whether in or out of his presence, is also insubordination. Disrespectful, mutinous, insolent, or abusive language towards a superior officer is insubordination.

#### **1:4.12 Lawful Order**

Any written or verbal directive issued by a superior officer to any subordinate or group of subordinates in the course of police duty which is not in violation of any law, ordinance, or any department rule or regulation.

#### **1:4.13 May/Should**

As used herein, the words "may" and "should" mean that the action indicated is permitted.

#### **1:4.14 Member**

Any duly sworn police officer of the department.

#### **1:4.15 Military Leave**

The period of time during which an employee is excused from duty for service with the active or reserve armed forces of the United States or of the State of New Jersey, as provided by law or collective negotiations agreement.

#### **1:4.16 Neglect of Duty**

Neglect of duty is the failure to give suitable attention to the performance of duty. Examples include, but are not limited to, failure to take appropriate action on the occasion of a crime, disorder, or other act or condition deserving police attention; absence without leave; failure to report for duty at the time and place designated; unnecessary absence from the zone/post during the tour of duty; failure to perform duties or comply with provisions prescribed in the rules and regulations and written directives, and failure to conform to the department operating procedures.

#### **1:4.17 Off-Duty**

The status of an employee during the period he is free from the performance of specified duties. Members are subject to recall at all times.

#### **1:4.18 Officer-in-Charge**

Ranking member of the department on duty in charge of a shift, detail, etc.

#### **1:4.19 On-Duty**

The status of an employee during the period of day when he is actively engaged in the performance of his duties.

#### **1:4.20 Order**

Any written or oral directive issued by a supervisor to any subordinate or group of subordinates in the course of police duty.

#### **1:4.21 Plurality of Words**

The singular includes the plural and the plural includes the singular.

#### **1:4.22 Probationary Police Officer**

Any member of the department serving probationary period prior to permanent appointment to police officer, as pursuant to N.J.S.A. 52:17B-66 et seq.

#### **1:4.23 Probationary Period**

Each member shall be required to serve a probationary period prior to permanent appointment to the department. The probationary period is one year from the date of completion of the police training course, or if already holding a valid New Jersey Police Training Commission Certification, one year from date of appointment, as pursuant to N.J.S.A. 52:17B-66 et seq.

#### **1:4.24 Shall/Will**

As used herein, the words "shall" and "will" mean the action required is mandatory.

#### **1:4.25 Shift**

Designates the basic time unit for a specific assignment.

**1:4.26 Special Law Enforcement Officer**

Persons vested with special police authority pursuant to N.J.S.A. 40A:14-146.8 et seq., but are not full-time employees of the department.

**1:4.27 Staff Supervision**

Staff supervision is an advisory relationship, outside the regular hierarchy of command and responsibility in which a supervisor may review the work of another employee who is responsible to another superior officer.

**1:4.28 Subordinate**

A member lower in rank than his superior officer.

**1:4.29 Superior Officer**

A person holding a higher supervisory or command rank or position.

**1:4.30 Supervisor**

An employee, usually holding the appropriate rank, assigned to a position requiring the exercise of immediate supervision over the activities of other employees.

**1:4.31 Tense of Words**

The words used in the present tense include the future.

**1:4.32 Tour of Duty**

The shift during which an individual member is on duty.

**1:4.33 Unpaid Leave of Absence**

The period of time during which an employee is excused from duty and during which time no pay is received.

**1:4.34 Zones/Post**

A geographical area administratively designated for purposes of assignment, investigation, supervision or patrol.

## **1:5 CODE OF ETHICS**

**1:5.1** All employees shall read and abide by the Law Enforcement Code of Ethics.

**1:5.2 AS A LAW ENFORCEMENT EMPLOYEE**, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

**I WILL** keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

**I WILL** never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

**I RECOGNIZE** the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice. I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence. I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession...**LAW ENFORCEMENT.**

## **1:6 MISSION STATEMENT AND CORE VALUES**

### **1:6.1 Mission Statement**

The mission of the Montvale Police Department is to prevent crime, enforce the law, and support quality public safety by delivering respectful, professional and dependable police services.

### **1:6.2 Core Values**

The employees of the Montvale Police Department are committed to its mission. We are accountable for our actions and we conduct ourselves accordingly in pursuit of our core values of respect, professionalism and dependability.

## **CHAPTER 2**

### **ORGANIZATION**

#### **2:1 GENERAL DUTIES AND RESPONSIBILITIES**

##### **2:1.1 Chief of Police**

1. Pursuant to N.J.S.A. 40A:14-118 and Municipal Ordinance §84-5, the Chief of Police shall be the head of the Police Department and shall be directly responsible to the appropriate authority for the efficiency and day to day operations of the department.

##### **2:1.2 Supervisors**

Supervisors shall be able to perform all of the general duties of a police officer. Supervisors shall:

1. Enforce department rules and insure compliance with department policies and procedures.
2. Exercise proper use of their command, within the limits of their authority, to assure efficient performance by their subordinates.
3. Exercise necessary control over their subordinates to accomplish the objectives for the department.
4. Guide and train subordinates to gain effectiveness in performing their duties.
5. Use department disciplinary procedures when necessary.
6. When using discipline, comply strictly with the provisions of the department disciplinary process.

##### **2:1.3 Police Officers**

Police officers shall:

1. Exercise authority consistent with the obligations imposed by the oath of office and in conformance with the policies of the department.
2. Abide by all rules, regulations and department procedures and directives governing police officer employees.
3. Be accountable and responsible to their supervisor for obeying all lawful orders.
4. Coordinate their efforts with other employees of the department to achieve department objectives.
5. Conduct themselves in accordance with high ethical standards, on and off-duty.
6. Strive to improve their skills and techniques through study and training.
7. Familiarize themselves with the area of authority and responsibility for their current assignment.
8. Perform their duties promptly, faithfully and diligently.

9. Perform all related work as required in a timely fashion.
10. Take appropriate action to:
  - a. Protect life and property;
  - b. Preserve the peace;
  - c. Detect and arrest violators of the law;
  - d. Enforce all federal, state, and local laws and ordinances coming within department jurisdiction;
  - e. Safeguard the rights of individuals as provided by the United States Constitution and Constitution of the State of New Jersey;
  - f. Regulate traffic safely and expeditiously;
  - g. Aid citizens in matters within police jurisdiction;
  - h. Take appropriate police action in aiding fellow officers as needed;
  - i. Provide miscellaneous services.

#### **2:1.4 Civilian Employees**

Civilian employees shall:

1. Take appropriate action to perform the duties of their positions promptly, faithfully and diligently.
2. Exercise authority consistent with the obligations imposed by their position and in conformance with the policies of the department.
3. Be accountable and responsible to their supervisors for obeying all lawful orders.
4. Coordinate their efforts with other employees of the department to achieve department objectives.
5. Conduct themselves in accordance with high ethical standards, on and off-duty.
6. Strive to improve their skills and techniques through study and training.
7. Familiarize themselves with the area of authority and responsibility for the current assignment.
8. Abide by all rules, regulations and department procedures and directives governing civilian employees.
9. Perform all related work as required.

## **CHAPTER 3**

### **RULES OF CONDUCT**

#### **3:1 GENERAL CONDUCT**

##### **3:1.1 Performance of Duty**

All employees shall promptly perform their duties as required or directed by law, rules and regulations or written directive, or by lawful order of a superior officer.

##### **3:1.2 Action Off-Duty**

While off-duty, police officers shall take appropriate action as needed in any police matter that comes to their attention within their jurisdiction as authorized by New Jersey law and department written directive.

While off-duty, police officers who take any police related action or any other action which may touch upon or reflect upon their position with the Montvale Police Department shall notify the highest ranking officer on duty as soon as possible and shall submit a written report to the Chief of Police as soon as practical.

##### **3:1.3 Obedience to Law and Rules**

Employees shall obey all laws, ordinances, rules, policies, and procedures as well as any other directives of the department.

##### **3:1.4 Withholding Information**

Employees shall report any and all information concerning suspected criminal activity of others.

##### **3:1.5 Reporting Violations of Law or Rules**

Employees knowing of other employees violating laws, ordinances, or rules of the department, shall report same to the Chief of Police through the chain of command. If the employee believes the information is of such gravity that it must be brought to the immediate, personal attention of the Chief of Police, the chain of command may be bypassed.

##### **3:1.6 Insubordination**

Employees shall not:

1. Fail or refuse to obey a lawful order given by a supervisor;
2. Use any disrespectful or abusive language/action towards a specific supervisor.

##### **3:1.7 Conduct Toward Other Department Employees**

Employees shall treat other department employees with respect. They shall be courteous and civil at all times in their relationships with one another. When on-duty and in the presence of the public, an officer shall be referred to by rank.

### **3:1.8 Compromising Criminal Cases/Investigations**

Employees shall not interfere with the proper administration of criminal justice.

### **3:1.9 Recommending Attorney and Bail Bond Brokers Prohibited**

Employees shall not suggest, recommend, or advise the retention of any attorney or bail bond broker to any person as a result of police business.

### **3:1.10 Posting Bail**

Employees shall not post bail for any person in custody, except relatives.

### **3:1.11 Use of Force**

Employees shall follow New Jersey State Law and department written directive on the use of force.

### **3:1.12 Physical and Mental Fitness for Duty**

Police officers are required to be capable of performing the essential functions of their assigned positions without posing a direct threat to their own health and safety, or that of others. Officers, who are aware of any reason why they are incapable of performing the essential functions of their assigned positions without posing a direct threat to their own health and safety, or that of others, shall notify their supervisors. The department reserves the right to take appropriate action in such circumstances, which may include deeming the member unfit for duty, placing the employee on sick leave status, or other action. The department reserves the right in appropriate cases to require medical clearance before allowing the member to return to regular duties.

### **3:1.13 Driver's License**

Employees shall possess a valid New Jersey driver's license. Whenever a driver's license is revoked, suspended, or lost the employee shall immediately notify the appropriate supervisor giving full particulars.

### **3:1.14 Address and Telephone Numbers**

Employees are required to have a telephone or cellular phone in the place where they reside. Changes in address or telephone number shall be reported in writing to the appropriate supervisor within twenty-four (24) hours of the change. Upon receipt of this information, the supervisor will immediately forward the change to the Office of the Chief of Police.

## **3:2 ISSUING ORDERS**

### **3:2.1 Manner of Issuing Orders**

Orders from a supervisor to a subordinate shall be in clear and understandable language.

### **3:2.2 Unlawful Orders**

No supervisor shall knowingly issue an order which is in violation of any law or ordinance.

### **3:2.3 Improper Orders**

No supervisor shall knowingly issue an order which is in violation of any department rules and regulations or written directive.

## **3:3 RECEIVING ORDERS**

### **3:3.1 Questions Regarding Orders**

Employees, in doubt as to the nature or detail of an order, shall seek clarification from their supervisors by going through the chain of command.

### **3:3.2 Obedience to Unlawful Orders**

Employees are not required to obey any order which is contrary to any law or ordinance. Responsibility for refusal to obey rests with the employee, who will be required to justify the refusal to obey.

### **3:3.3 Obedience to Improper Orders**

Employees, who are given any order which is contrary to department rules and regulations or written directive, must first obey the order to the best of their ability, and then report the improper order as provided.

### **3:3.4 Conflicting Orders**

Upon receipt of an order, conflicting with any previous order, the employee affected will advise the person issuing the second order of this fact. Responsibility for countermanding the original order rests with the individual issuing the second order. If so directed, the latter order shall be obeyed first. Orders will be countermanded, or conflicting orders will be issued, only when reasonably necessary for the good of the department.

### **3:3.5 Reports of Unlawful or Improper Orders**

An employee receiving an unlawful or improper order shall advise the issuing supervisor of his/her belief that the order in question is unlawful or improper. If the matter is not resolved, the officer shall at first opportunity, report in writing to the next highest-ranking supervisor above the supervisor who issued the unlawful or improper order. Action regarding such a report shall be conducted at the direction of the Chief of Police.

### **3:3.6 Improper Criticism of Official Acts or Orders**

Employees shall not criticize the actions or orders of any department employee in a manner which is defamatory, obscene, or which tends to impair the efficient operation of the department.

## **3:4 POLICE RECORDS AND INFORMATION**

### **3:4.1 Release of Information**

Employees shall not release any information nor reveal any confidential business of the department to the public or the press except as provided in department written directive.

### **3:4.2 Department Records**

Contents of any record or report filed within the department shall not be exhibited or divulged to any person other than a duly authorized police officer, except with the approval of the appropriate supervisor, or under due process of law, or as permitted under department written directives.

### **3:4.3 Reports**

No employee shall knowingly falsify any official report or enter or cause to be entered any inaccurate, false, or improper information on records of the department.

## **3:5 GIFTS, REWARDS, ETC.**

### **3:5.1 Soliciting Gifts, Gratuities, Fees, Rewards, Loans, Etc.**

Employees shall not under any circumstances solicit any gift, gratuity, fees, rewards, loan, etc. where there is any direct or indirect connection between solicitations and their department membership or employment.

### **3:5.2 Acceptance of Gifts, Gratuities, Fees, Loans, Etc.**

Employees shall not accept either directly or indirectly any gift, gratuity, fees, rewards, loan, etc. or any other thing of value arising from or offered because of police employment or any activity connected with said employment. Employees shall not accept any gift, gratuity, fees, rewards, loan, etc. or other thing of value, the acceptance of which might tend to influence directly or indirectly the actions of said employee or any other employee in any matter of police business; or which might tend to cast an adverse reflection on the department or any employee thereof. No employee of the department shall receive any gift, gratuity, fees, rewards, loan, etc. from other employees junior in rank without the express permission of the Chief of Police.

### **3:5.3 Other Transactions**

Every employee is prohibited from buying or selling anything of value from or to any complainant, suspect, witness, defendant, prisoner, or other person involved in any case which has come to his attention or which arose out of his department employment, except as may be specifically authorized by the Chief of Police.

### **3:5.4 Rewards**

Employees shall not accept any gift, gratuity or reward in money or other consideration for services rendered in the line of duty to the community or to any person, business or agency except lawful salary and that which may be authorized by the law and the Chief of Police.

### **3:5.5 Disposition of Unauthorized Gifts and/or Gratuities**

Any unauthorized gift, gratuity, loan, fee, reward, or other object coming into the possession of any employee shall be forwarded to the Chief of Police together with a written report explaining the circumstances.

### **3:5.6 Debts - Incurring and Payment**

1. No employee shall borrow any money or otherwise become indebted to any other employee.

2. Employees shall not solicit other members or employees to co-sign or endorse any promissory note or other loan.
3. No employee shall offer to act as a co-signer or endorser of any promissory note or other loan for another employee.
4. Paragraphs 1-3 do not apply to transactions among employees related to each other.
5. Employees shall promptly pay all just debts and legal liabilities incurred by them.

### **3:5.7 Intercession – Soliciting**

Employees shall not attempt to circumvent, undermine, or improperly influence department procedures for determining promotions, assignments, disposition of disciplinary charges, appeals from department hearings, or related matters. Examples of circumventing, undermining or improperly influencing such procedures include, but are not limited to, soliciting unauthorized persons to intercede in such procedures, and communicating or supplying information in a manner not authorized or permitted under such procedures. Members and employees may utilize the review, appeal and grievance procedures provided by statute, ordinance, department rules and procedures, Borough ordinance or policy, and collective negotiation agreements.

## **3:6 ALCOHOLIC BEVERAGES AND DRUGS**

### **3:6.1 Alcoholic Beverages and Drugs**

1. No employee of the department will appear for, or be on duty, under the influence of an alcoholic beverage or drugs, or be unfit for duty because of use of drugs or an alcoholic beverage. The reasonable opinion of a supervising officer that the employee is under the influence or has alcohol or drugs in the employee's system shall be sufficient to establish a violation of this provision. In addition, the presence of detectable level of alcohol as tested by breath, blood, urine or other medical test shall constitute a violation of this provision. Superior officers shall not assign to duty any employee in an unfit condition due to the use of intoxicants and shall immediately relieve of duty and service weapon any employee found on duty in such condition. Supervisors shall not allow to remain on duty, any employee whose fitness for duty is questionable due to the use of alcoholic beverages or medication. The superior officer shall submit a written report of the incident to the Chief of Police.
2. Employees of the department, shall not drink any kind of intoxicating beverage while on duty, or take any drugs not duly prescribed and necessary for health at any time, except on special assignment authorized by the Chief of Police. Sworn employees shall not drink any kind of intoxicating beverage while in uniform. An employee, while assigned to duty in civilian clothes, may use intoxicants if absolutely necessary in the performance of duty, provided such use does not render them unfit for proper and efficient performance of duty. Under no circumstances shall legally defined intoxication be considered justifiable. Such use must be documented in writing, detailing the reasons therefore and the amounts consumed.
3. Taking Medication on Duty/Notification about Medication - Uniformed, armed members of the department shall disclose to the Chief of Police that they are taking medication (prescription or non-prescription) that may affect their ability to use a firearm or operate a motor vehicle, or may affect their ability to perform the essential function of their assigned positions without posing a direct threat to their own health and safety, or that of others. Such members shall also disclose the expected duration of their use of said medication. The department reserves the right to take appropriate action in such circumstances, which

may include deeming the member unfit for duty, placing the employee on sick leave status, or other appropriate action. The department reserves the right in appropriate cases to require medical clearance before allowing the member to return to regular duties. The department reserves the right to take appropriate action in case of any employee who is impaired on duty for any reason, including the use of prescription or non-prescription medication.

4. Intoxicating beverages may not be consumed at or in the police station or ancillary facilities.
5. No sworn member of the department shall, at any time when in uniform, or any part thereof, except in the performance of duty, enter any place in which intoxicating liquor is served/sold, unless authorized by a supervisor. This provision does not include establishments with a separate dining area where the serving of alcoholic beverages is not the primary function (e.g. certain diners and restaurants which have a liquor license).
6. Employees shall not bring into or keep any alcoholic beverages or drugs on department premises except when necessary in the performance of a police related task. Alcoholic beverages or drugs brought into department premises in the furtherance of a police related task shall be properly identified and stored according to department written directive.
7. No employee shall report for regularly scheduled duty, with the odor of an alcoholic beverage on their breath.
8. No liquor license shall be held by any regular police officer, or by any profit corporation or association in which any such person is interested, directly or indirectly.
9. The Division of Alcoholic Beverage Control (ABC) prohibits the employment of police officers who are employees of the local force in the municipality where the licensed business is located. Hence, members of the Montvale Police Department may not be employed by a business located in the Borough which is licensed to sell alcoholic beverages in this State. However, ABC laws and regulations do not prohibit members of the Montvale Police Department from being employed by such licensed businesses which are located outside the Borough of Montvale.
  - a. Police officers so employed shall not, while engaged in the selling, serving, possessing or delivering of any alcoholic beverages: (1) have in his possession any firearm; or (2) wear or display any uniform, badge or insignia which would identify them as a police officer.
  - b. No police officer so employed shall be permitted to work in excess of twenty-four (24) hours per week in any such establishment.

### **3:7 DUTY CONDUCT**

#### **3:7.1 Reporting for Duty**

Employees shall report for duty at the time and place specified, properly uniformed and equipped.

#### **3:7.2 Absence from Duty**

Every member who fails to appear for duty at the date, time and place specified without the consent of competent authority, is "absent without leave". All AWOL must be reported in writing

to the Chief of Police immediately. Any member who is absent without leave for a continuous period of 5 days shall forfeit their position in the department, pursuant to N.J.S.A. 40A:14-122.

### **3:7.3 Harassment in the Workplace**

All employees of the department shall adhere to the written directives established by the Chief of Police and of the Borough of Montvale regarding Harassment in the Workplace.

### **3:7.4 Civil Rights**

All employees shall observe and respect the civil rights of all persons.

### **3:7.5 Work Expectation**

Employees are expected to perform their duties to the best of their abilities at all times.

### **3:7.6 Retaliation**

No employee shall take any official action or initiate or engage in any legal conduct with the intention to retaliate against any person for criticizing or complaining about any employee.

### **3:7.7 Personal Relationships**

If a supervisor and subordinate enter into a dating relationship, marital relationship or civil union during the course of employment, and the department reasonably believes the relationship may create a conflict of interest, one of the employees shall be transferred to another assignment. A supervisor or subordinate involved in a personal relationship as described within shall report the relationship to the supervisor's commander. Failure to report such a relationship may subject the involved employees to discipline.

### **3:7.8 Smoking On Duty**

P.L. 2005, C.383 "NJ Smoke-Free Air Act" approved January 15, 2006. It provides for an employer's obligation to establish written directives protecting the health, welfare and comfort of employees from those employees who smoke. That written directive must establish designated non-smoking areas. It is the policy of this department not to allow smoking in any office or vehicle assigned to the Montvale Police Department. Employees desiring to smoke may do so outside or in an area designated for smoking. It is the rule of this department not to allow smoking in any designated crime scene area.

### **3:7.9 Distracters**

The use of any item or object that distracts an employee from the performance of duty other than equipment authorized by the department is prohibited while on duty.

### **3:7.10 Relief**

Employees are to remain at their assignments and on duty until properly relieved by other employees or until dismissed by competent authority.

### **3:7.11 Meals**

All meals are to be consumed within authorized areas, subject to modification by the supervisor.

### **3:7.12 Training**

Employees shall attend training at the direction of the appropriate supervisor. Such attendance is considered a duty assignment, unless the prevailing collective negotiation agreement provides otherwise.

### **3:7.13 Inspections**

Employees directed to attend full dress inspections shall report in the uniform prescribed, carrying the equipment specified. Unauthorized absence from such inspection shall be considered absence without leave.

### **3:7.14 Prohibited Activity On-Duty**

Employees who are on-duty are prohibited from engaging in activities which are not directly related to the performance of their duty with exceptions as noted:

1. Meeting with other officers (except in performance of their police duties) without permission of supervisor, sleeping, loafing, idling;
2. Reading material other than department required materials (except at meals);

3. Conducting private business while on duty;
4. Unlawful gambling, unless to further a police purpose such as conducting an investigation of suspected criminal activity as authorized through the chain of command;
5. Smoking in public view;
6. Sexual conduct;
7. Soliciting or otherwise enhancing secondary employment interests while on duty or as a result of an official duty;
8. Conducting secondary employment activities while on duty;
9. Taking any photographs, pictures, digital images of any crime scenes, traffic crashes, people, or job related incident or occurrence with any personal analog or digital device, camera or cellular telephone, except as may be necessary for the furtherance of official duties, and only in accordance with established department procedures pertaining to preservation of evidence and chain of custody;
10. Releasing any photographs, pictures, digital images of any crime scenes, traffic crashes, people, or job related incident or occurrence taken with a personal or department analog or digital device, camera or cellular phone to any person, entity, business, or media/Internet outlet without the express written permission of the Chief of Police;
11. Audio recording which is not connected with an official investigation or duties is prohibited;
12. Employees are forbidden to videotape or record conversations with other employees. This prohibition does not apply to videotaped interviews of witnesses or suspects where two or more employees may be present, the routine recording of telephone calls over or through the department telephone system via any recording system approved by the Chief of Police, or to the use of mobile video recorders installed in police vehicles as authorized by the Chief of Police. The exception to this is for an Internal Affairs investigation as authorized by the Chief of Police or representatives of the involved prosecutorial authorities;
13. Any other activity deemed inappropriate by the Chief of Police.

### **3:7.15 All Other Conduct**

Misconduct by a police officer need not be predicated on the violation of any particular department rule or regulation. Police officers are called upon to exercise tact, restraint and good judgment in their relationship with the public and must present an image of personal integrity and dependability in order to have the respect of the public. The department will take appropriate disciplinary action against any officer whose actions violate this standard of good behavior.

## **3:8 UNIFORMS, APPEARANCE, AND IDENTIFICATION**

### **3:8.1 Regulation Uniform Required**

All members of the department shall maintain in good order a regulation uniform. Members shall be neat appearing, and well groomed while in uniform. All articles of uniform shall conform to the department uniform regulations. Members shall not wear the uniform or any part thereof off duty, except while traveling to and from duty, without the permission of the shift supervisor.

### **3:8.2 Manner of Wearing the Uniform**

Uniforms shall be kept neat, clean and well pressed at all times. While wearing the uniform, members shall maintain a military bearing, avoiding mannerisms such as slouching, shuffling and hands in the pockets. The uniform hat shall be worn whenever engaged in an official police matter, except when impractical.

### **3:8.3 Manner of Wearing Civilian Attire**

Employees shall wear proper civilian attire to meet the task objective such as court, and training assignments. The employees will wear traditional business attire as prescribed by the Chief of Police or his/her designee. It will be acceptable to wear less formal attire appropriate to certain types of training classes wear formal attire is impractical (i.e. firearms training).

### **3:8.4 Personal Appearance**

Every employee of the department, while on duty, must at all times be neat and clean in person, their clothes cleaned and pressed, and their uniform in conformity with the rules and regulation of this department.

#### **1. Male Employees**

Hair shall be neatly trimmed and groomed. Hair shall be cut to present a tapered appearance on the side and back and when combed, shall not fall over the ears or eyebrows, or extend over the shirt or coat collar when standing with the head in a normal position.

Sideburns shall not extend below the bottom of the ear. The maximum width at the bottom of the sideburns shall not exceed one and one-quarter inch. A clean-shaven appearance is required at all times except that mustaches are permitted. Mustaches shall be neatly trimmed and shall not exceed more than one quarter of an inch below the corner of the mouth. Mustache ends will not be waxed or twisted. Beards shall not be permitted.

Hair growing from the chest, neck, ears or nose shall be neatly trimmed. Chest hair shall not extend over the collar, tie or exposed t-shirt. Facial hair below the top lip, on the chin or below the sideburns on the jaw, is not permitted. There shall be no designs cut into the head hair. Designs such as numbers, insignias, or other inscriptions are strictly forbidden. Hair coloring, if used, must appear natural.

#### **2. Female Employees**

Hair shall not be worn longer than the bottom of the shirt or coat collar at the back of the neck when standing with the head in a normal position. Hair may be worn slightly over the ears; but in no case shall the bulk or length of hair interfere with the wearing of the authorized uniform head-gear. Braids, pigtales, etc., shall not be permitted on duty. A ponytail not to be worn longer than the bottom of the shirt or coat collar, a bun or twist will be permitted on the back of the head, provided it is worn in a conservative, neat manner and does not interfere with the wearing of department headgear. No ribbons or ornaments shall be worn in the hair except for neat inconspicuous bobby pins or conservative barrettes, which blend with the hair color. Hair coloring, if used, must appear natural. Civilian female employees may be permitted deviation of hair length by the Chief of Police.

Cosmetics, if worn, shall be subdued and blended to match the natural skin tones of the individual. False eyelashes are not permitted. Fingernails shall be clipped and trimmed and shall not exceed more than one eighth of an inch from the tip of the finger. Only clear or conservative nail polish shall be worn on the fingernails.

### **3. Jewelry and Apparel (All)**

Earrings shall not be worn while on duty, even when covered or concealed. Engagement rings, wedding rings and class rings are permitted. Pinkie rings and other rings are not permitted while on duty. Any chains or crosses worn around the neck shall not be visible to the public when in uniform. They may be worn underneath the uniform.

No bracelets shall be worn while on duty beside one wristwatch and any bracelet medically required. No visible body piercing jewelry shall be worn while on duty. This shall include but not limit to nose, eyebrow and tongue piercing. All jewelry shall be worn at the officer's risk if lost and/or damaged, except as any replacement clause may exist under applicable collective negotiations agreements.

### **4. Tattoos or Similar Markings (All)**

#### **Definitions:**

- a. **Tattoo** - the act or practice of marking the skin with designs, forms, figures, art, etc.
- b. **Scarification** - the act of intentional cutting of the skin for the purpose of creating a design, form, figure or art.
- c. **Branding** - the act of intentional burning of the skin for the purpose of creating a design, form, figure or art.

The following tattoos, scarifications and brands are prohibited:

- a. Any tattoo, scarification or brand located on the head, face or neck.
- b. Depictions of nudity or violence; sexually explicit or vulgar art works, phrases or profane language; symbols likely to offend other members, employees, or members of the public; i.e., swastikas, pentagrams or similar symbols; initials, acronyms or numbers that represent criminal or historically oppressive organizations, i.e., AB, KKK, SS, MM, BGF, HA, 666 or any street gang names, numbers and/or symbols; or, any language or depiction that may impair or disrupt the operations of the department, or is inconsistent with the mission of the department.

### **3.8.5 Identification as Police Officer**

Except when impractical or where the identity is obvious, police officers shall identify themselves by displaying the official badge or identification card before taking police action.

## **3:9 DEPARTMENT EQUIPMENT AND PROPERTY**

### **3.9.1 Equipment On-Duty**

Employees shall carry all equipment on-duty as prescribed by department written directive based on their assignment.

### **3.9.2 Equipment Off-Duty**

Employees shall carry equipment off-duty as prescribed by department written directive.

### **3:9.3 Firearms**

Employees shall follow department written directive on the care and handling of firearms.

### **3:9.4 Department Property and Equipment**

Employees are responsible for the proper care of department property and equipment assigned to them.

### **3:9.5 Use of Department Property and Equipment**

Employees shall not use any department property or equipment for personal business or pleasure.

### **3:9.6 Damaged or Inoperative Property or Equipment**

Employees shall immediately report to their supervisors any loss of or damage to department property assigned to or used by them. The supervisor shall also be notified of any defects or hazardous conditions existing in any department equipment or property.

### **3:9.7 Care of Department Buildings**

Employees shall not mark or deface any surface in any department building. No material shall be affixed to any wall in department buildings without specific authorization from the appropriate supervisor.

### **3:9.8 Notices**

Employees shall not mark, alter, or deface any posted notice of the department. No notices or announcements shall be posted on bulletin boards without permission of the appropriate supervisor, except those areas designated for use by the collective bargaining unit.

### **3:9.9 Use of Department Vehicles**

Employees shall not use any department vehicle without the permission of a supervisor. Department vehicles shall never be used for personal business or pleasure unless authorized by the Chief of Police or his/her designee.

### **3:9.10 Operation of Department Vehicles**

When operating department vehicles, employees shall not violate traffic laws, except in cases of emergency and then only in conformity with state law and department written directive regarding same.

### **3:9.11 Transporting Citizens**

No citizen shall be transported in department vehicles except when in conformance with department written directive.

### **3:9.12 Reporting Accidents**

All accidents involving department personnel, property, equipment, and vehicles must be reported in accordance with department written directive.

### **3:9.13 Inspection**

Department property and equipment is subject to entry and inspection without notice. This includes, but is not limited to any vehicle, desk, filing cabinet, and/or locker the use of which is provided to the employee by the department.

### **3:9.14 Liability**

If department property is damaged or lost as result of misuse or negligence by an employee, that employee will be held liable to reimburse the department for the damage or loss and is subject to disciplinary action.

### **3:9.15 Surrender of Department Property**

1. Upon Separation from the Department - Employees are required to surrender all department property in their possession upon separation from the service. For failure to return a non-expendable item, the employee will be required to reimburse the department for the fair market value of the article.
2. Under Suspension - Any employee under suspension shall immediately surrender their badge, identification, firearm (if applicable), and all other department property to the appropriate supervisor pending disposition of the case.

## **3:10 COMMUNICATIONS, CORRESPONDENCE**

### **3:10.1 Restrictions**

1. Employees shall not use department letterheads for private correspondence.
2. Employees shall only send official correspondence out of the department under the direction of the Chief of Police or his/her designee.

### **3:10.2 Forwarding Communications**

Any employee who receives a written communication for transmission to another employee shall forward same without delay.

### **3:10.3 Use of Department Address**

Employees shall not use the department as a mailing address for private purposes. The department address shall not be used for any private vehicle registration or driver's license.

### **3:10.4 Telephones**

Department telephone equipment may not be used for personal use involving toll charges without the express approval of a supervisor.

### **3:10.5 Radio Discipline**

Employees operating the police radios shall strictly observe the procedures and restriction for such operations as set forth in department written directive and by the Federal Communications Commission.

### **3:11 CONDUCT TOWARD PUBLIC**

#### **3:11.1 Publicity**

Employees may identify themselves as employees of the Montvale Police Department. However, members and employees shall not use or refer to their affiliation with the Montvale Police Department for purposes of furthering or gaining advantage in personal pursuits.

#### **3:11.2 Personal Preferment**

No employee may seek the improper influence or intervention of any person outside of the department for purposes of personal preferment, advantage, transfer or advancement. Members and employees may utilize the review, appeal and grievance procedures provided by statute, ordinance, department rules and procedures, Borough policy, and collective negotiations agreements. Nothing in this section shall prohibit employees from lawful consultation with attorneys and union representatives.

#### **3:11.3 Commercial Testimonials**

Employees shall not permit their names or photographs to be used to endorse any product or service which is in any way connected with law enforcement without the permission of the Chief of Police. They shall not, without the permission of the Chief of Police, allow their names or photographs to be used in any commercial testimonial which alludes to their position or employment with this department.

#### **3:11.4 Public Appearance Requests**

All requests for public speeches, demonstrations, etc., will be routed to the Chief of Police for approval and processing. Employees directly approached for this purpose shall suggest that the party submit his request to the Chief of Police.

#### **3:11.5 Courtesy**

Employees shall be courteous and orderly in their dealing with the public. They shall perform their duties quietly, avoiding harsh, violent, profane or insolent language, and always remain calm regardless of provocation to do otherwise. Upon request, they are required to supply their names and badge numbers in a courteous manner. They shall attend to requests from the public quickly and accurately, avoiding unnecessary referral to other parts of the department.

#### **3:11.6 Impartial Attitude**

All employees must remain completely impartial toward all persons coming to the attention of the department. Violations of the law are against the people of the state and not against the individual officer. All citizens are guaranteed equal protection under law. Exhibiting partiality for or against a person because of race, creed, color, national origin, ancestry, age, sex, gender identity or expression, affectional or sexual orientation, marital status, familial status, liability for service in the Armed Forces of the United States, disability, atypical hereditary cellular or blood trait, genetic information, nationality, pregnancy or other protected class (N.J.S.A 10:5-1 et seq.) is conduct unbecoming a public employee. Similarly, unwarranted interference in the private business of others when not in the interests of justice is conduct unbecoming a public employee.

#### **3:11.7 Disparaging Nationality, Race or Creed**

Courtesy and civility toward the public is required of all employees of the department. Employees shall not use words which humiliate, disparage, demean, degrade, ridicule, or insult a person

because of their race, creed, color, national origin, ancestry, age, sex, gender identity or expression, affectional or sexual orientation, marital status, familial status, liability for service in the Armed Forces of the United States, disability, atypical hereditary cellular or blood trait, genetic information, nationality, pregnancy or other protected class (N.J.S.A 10:5-1 et seq.).

### **3:11.8 Public Statements**

Employees of the department shall not make public statements concerning the work, plans, policies, or affairs of the department which may impair or disrupt the operation of the department or which are obscene, unlawful, or defamatory.

### **3:11.9 Subversive Organizations**

No employee shall knowingly become a member of or connected with a subversive organization, except when necessary in the performance of duty, and then only under the direction of the Chief of Police.

### **3:11.10 Affiliation with Certain Organizations Prohibited**

Police officers shall not join or affiliate with any organization, or enter into any business relationships that would interfere with the officer's ability to fulfill his or her obligations to the department, that may impair or disrupt the operations of the department, or that is inconsistent with the mission of the department. This section shall not apply to active or reserve service in the armed forces of the United States or the State of New Jersey.

### **3:11.11 Affiliation with Radical Groups**

No employee, except in the discharge of police duties, shall knowingly associate with or have any dealings with any person or organization which advocates or which is instrumental in fostering hatred, prejudice, or oppression against any racial or religious group, or political entity.

## **3:12 POLITICAL ACTIVITIES**

### **3:12.1 Political Activities Prohibited**

Employees should not be permitted to engage in political activity while on duty, and should not be permitted to use their official positions to influence another person's partisan or non-partisan political activity.

### **3:12.2 Election to Public Office**

Employees shall not be candidates for or hold in office in elective public positions or political organizations within or inclusive of the jurisdiction in which they are employed unless authorized to do so by the Bergen County Prosecutor.

### **3:12.3 Soliciting Prohibited**

Employees of the department shall not solicit contributions for political purposes, nor shall they interfere with or use the influence of their office for political reasons.

### **3:12.4 Contributions**

Employees may contribute funds or any other thing of value to candidates for public office subject to the provision of law governing such contributions.

### **3:12.5 Polling Duties**

Employees shall not engage in any polling duties except in the performance of their official duties.

### **3:12.6 Displaying of Political Material**

Employees shall not display any political material on any government property or on their person while on duty or in uniform.

## **3:13 JUDICIAL APPEARANCE AND TESTIMONY**

### **3:13.1 Court Appearances**

Employees must attend court or quasi-judicial hearings as required by a subpoena. Permission to omit this duty must be obtained from the prosecuting attorney handling the case or other competent court official. When appearing in court, either the official uniform or a suit or jacket and tie (female members shall wear appropriate business attire) shall be worn. Weapons will not be displayed unless wearing the uniform. Members shall present a neat and clean appearance, avoiding any mannerism which might imply disrespect to the court.

### **3:13.2 Testifying for the Defendant**

Any employee subpoenaed to testify for the defense in any trial or hearing, or against the Borough of Montvale in any hearing or trial shall notify their supervisor upon receipt of the subpoena. He shall also notify the appropriate prosecutorial authority handling the case.

### **3:13.3 Duty of Employees to Appear and Testify**

It shall be the duty of every employee to appear and testify upon matters directly related to the conduct of his office, position or employment before any court, grand jury, or the State Commission of Investigation.

### **3:13.4 Department Investigations – Testifying**

Employees shall be required to respond to questioning, provide reports, and render materials during department investigations in accordance with the provisions of the New Jersey Attorney General's Internal Affairs Policy & Procedures currently in effect.

### **3:13.5 Truthfulness**

Employees are required to be truthful at all times whether under oath or not.

### **3:13.6 Civil Action Interviews**

Civil action interviews involving members or employees which arise out of department employment shall be conducted according to department directives.

### **3:13.7 Civil Action, Court Appearances – Subpoenas**

An employee shall not volunteer to testify in civil actions and shall not testify unless legally subpoenaed. Employees will accept all subpoenas legally served. If the subpoena arises out of department employment or if the employee is informed that he is a party to a civil action arising out of department employment, he shall immediately notify the Chief of Police, who in turn shall notify the proper authorities. He shall also notify the Chief of Police of testimony he is to give.

Employees shall not enter into any financial understanding for appearances as witnesses prior to any trial, except in accordance with department directives.

### **3:13.8 Civil Depositions and Affidavits**

Employees shall confer with their supervisor before giving a deposition or affidavit on a civil case. If the supervisor determines that the case is of importance to the Borough of Montvale, he shall inform the Chief of Police before the deposition or affidavit is given.

### **3:13.9 Civil Action, Expert Witness**

Employees shall not volunteer or agree to testify as expert witnesses in civil actions without the prior written approval of the Bergen County Prosecutor and the Chief of Police.

### **3:13.10 Civil Process**

Members shall not serve civil process or assist in civil cases unless the specific consent of the Chief of Police is obtained. They shall avoid entering into civil disputes, particularly while performing their police duties, but shall prevent or abate a breach of the peace or crime in such cases.

### **3:13.11 Internal Affairs Investigations**

The Police Department hereby adopts and incorporates the "Internal Affairs Policy & Procedures" of the Police Management Manual promulgated by the Police Bureau of the Division of Criminal Justice in the Department of Law and Public Safety to govern the conduct of internal affairs investigations.

## **CHAPTER 4**

### **DISCIPLINARY REGULATIONS**

#### **4:1 DISCIPLINARY ACTION**

##### **4:1.1 Disciplinary Action**

Department employees regardless of rank or assignment, shall be subject to disciplinary action, according to the nature or aggravation of the offense, for violating their oath and trust by committing an offense, incapacity, misconduct or disobedience of established department Rules and Regulations punishable under the laws or statutes of the United States, the State of New Jersey, municipal ordinances, or failure, either willfully or through negligence or incompetence to perform the duties of their rank or assignment; or for violation of any written directive or rule or regulations of the department; or for failure to obey any lawful instruction, order, or command of a superior or supervisor. Disciplinary action in all cases will be decided on the merits of each case.

The disciplinary system established herein shall reflect the overarching emphasis for improving the quality of service being delivered by employees of this department. Discipline should not engender a strictly negative connotation. The disciplinary process is meant to correct employee actions and conduct that tend to impede the efficient and effective operation of the department. The proper use of discipline can achieve this objective without realizing a reduction in morale. Training and counseling shall be a function of the department's overall disciplinary system. In lieu of discipline, training and counseling may be corrective actions used to modify an employee's performance.

##### **4:1.2 Establishing Elements of Violation**

Existence of facts establishing a violation of the law, ordinance, or rule is all that is necessary to support any allegation of such as a basis for disciplinary action. Nothing in these rules and regulations prohibits disciplining or charging employees merely because the alleged act or omission does not appear herein, in the department, or in laws and ordinances within the cognizance of the department.

#### **4:2 DEPARTMENT AUTHORITY TO DISCIPLINE**

All disciplinary procedures shall be in accordance with the laws of the State of New Jersey, applicable case law, Borough employee manual, administrative regulations and the municipal ordinances of the Borough of Montvale. Emergency suspensions of employees of the police department must be taken or approved by the Chief of Police. Except as otherwise provided by applicable law, the department disciplinary authority and responsibility rests with the Chief of Police.

##### **4:2.1 Corrective Actions/Disciplinary Dispositions**

The following actions may be taken regarding any conduct felt to be in violation of any policy, procedure, rule and regulation of the police department.

**Training** - Certain minor offenses may be handled through targeted training. Supervisors have an affirmative obligation to observe the conduct and appearance of employees and detect those instances wherein corrective action (training) may be necessary.

- **Verbal Instruction** - The supervisor may, depending on the circumstances, provide individual on the spot training where such is indicated.

- **Peer Training** - The supervisor may assign the employee to another employee with experience in the area where training is indicated.
- **In-Service Training** - The supervisor may refer the employee to an in-service training program.

**Counseling** - Certain first offenses are sufficiently minor in nature and may be handled by supervisors by documenting the counseling session on a performance notice. There are no appeal rights for counseling notices except as may exist under applicable collective negotiations agreements. The final disposition notice regarding the Counseling shall be filed in the employee's personnel file. Performance notices of Counseling will be maintained in the officer's personnel file in a sub-folder as reference for "pre-discipline", and will be used to substantiate a higher level of discipline in the event of repeated similar violations and/or other minor violations. Performance notices solely documenting "pre-discipline" will not be considered discipline for purposes of promotional procedures.

**Verbal Reprimand** - In some cases, a minor infraction may warrant more than counseling, but less than a written reprimand. In those instances, a report of the offense shall be documented by a Performance Notice and issued to the employee as a verbal reprimand. There are no appeal rights for verbal reprimands except as may exist under applicable collective negotiations agreements. The final disposition notice regarding the discipline shall be filed in the employee's personnel file.

**Written Reprimand** - In some cases, the misconduct may warrant more stringent measures. In these instances, a report of the offense shall be documented and issued to the officer as a written reprimand. There are no appeal rights for written reprimands except as may exist under applicable collective negotiations agreements. The final disposition notice regarding the discipline shall be filed in the employee's personnel file.

**Formal Charges** - Serious violations and those committed as one in a series of repeated violations require swift and certain punitive measures in order to maintain proper discipline within the department. The final disposition notice regarding the discipline shall be filed in the employee's personnel file pursuant to department policy. The following disciplinary actions may be taken in accordance with the laws of the State of New Jersey:

- Voluntary surrender of time off in lieu of other action;
- Suspension or Fine;
- Demotion in rank;
- Dismissal.

#### **4:2.2 Appeals Procedure**

1. The appeal of discipline imposed against a member or employee may be taken consistent with laws of the State of New Jersey and/or the grievance procedures of the current collective negotiation agreements and employee manuals.
  - a. Appeal to Superior Court
    - 1) Any member or employee of the department who has been tried and convicted upon any disciplinary charge or charges involving formal discipline (above the level of a reprimand) may obtain review in Superior

Court or, where permitted by law, a removal may be appealed to an arbitrator appointed by the Public Employment Relations Commission.

- 2) Such review shall be obtained by serving a written notice of an application therefore upon the officer or board whose action is to be reviewed within 10 days after written notice to the member of the conviction. The officer or board shall transmit to the court a copy of the record of such conviction, and of the charge or charges for which the member was tried.
- 3) The court shall hear the cause de novo on the record below and may either affirm, reverse or modify such conviction. If the member shall have been removed from his position, the court may direct that he be restored to such position and all his rights pertaining thereto, and may make such other order judgment as said court shall deem proper.
- 4) Either the Borough of Montvale or the member may supplement the record with additional testimony subject to the rules of evidence.
- 5) Suspension or fines of five days or less may be appealed under a grievance procedure contained in a collective negotiations agreement if the collective negotiation agreement so provides, except where the employee has been suspended or fined for an aggregate of fifteen or more days in a calendar year, or more than three times in a calendar year.

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 185-2018**

**RE: Amending Borough Policy & Procedure Manual Year 2018**

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

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

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

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

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

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

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

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

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Curry							
Gloeggler							
Koelling							
Lane							
Weaver							

**Adopted: September 25, 2018**

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Maureen Iarossi-Alwan  
Municipal Clerk

\_\_\_\_\_  
Michael Ghassali  
Mayor

# Borough of Montvale Policies and Procedures Manual Additions

OCTOBER 2018 - ALL ADDITIONS LISTED IN THE MANUAL ARE MARKED IN RED

Page 7/8 (Section One)

Anti-Discrimination Policy/NJ Pregnant Worker's Fairness Act

Page 27/28/29/30/31/32 (Section Two)

Communication Media Policy

Page 37 (Section Three)

Vacation/Sick Request Form To Carry Over Days

Page 39 (Section Three)

Personal Leave Policy/Sick Leave Policy

Page 54/55 (Section Four)

Health Insurance Policy

Page 66/67/68 (Section Five)

Background Checks and Procedures

Page 72 (Section Five)

Open Public Meetings Act Procedure concerning Personnel Matters

## **SECTION ONE**

### **Policies Relating to Employee Rights and Obligations:**

#### **Anti-Discrimination Policy:\***

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

#### **Americans with Disabilities Act Policy:\*/New Jersey Pregnant Worker's Fairness Act.**

In compliance with the Americans with Disabilities Act, the ADA Amendments Act and the New Jersey Law Against Discrimination, as amended by the New Jersey Pregnant Worker's Fairness Act (LAD), the Borough of Montvale does not discriminate based on disability, pregnancy, pregnancy related medical condition or childbirth. The Borough of Montvale will endeavor to make every work environment handicap assessable and all future construction and renovation of facilities will be in accordance with applicable barrier-free Federal and State regulations and the Americans with Disabilities Act Accessibility Guidelines, as well as the ADA Amendments Act.

It is the policy of the Borough of Montvale to comply with all relevant and applicable provisions of the Americans with Disabilities Act, the ADA Amendments Act and LAD. We will not discriminate against any employee or job applicant with respect to any terms, conditions, or privileges of employment on the basis of a known or perceived disability, pregnancy, childbirth, breastfeeding or pregnancy related medical condition. We will also make reasonable accommodations to known physical or mental limitations of all employees and applicants with disabilities or pregnant, provided that the individual is otherwise qualified

to safely perform the essential functions of the job and also provided that the accommodation does not impose undue hardship on the Borough of Montvale.

The Borough Administrator shall engage in an interactive dialogue with disabled/pregnant employees and prospective disabled/pregnant employees to identify reasonable accommodations or their respective physician. In the case of an employee breastfeeding her infant child, the accommodation shall include reasonable break time each day to the employee and a suitable room or other location with privacy, other than a toilet stall, in close proximity to work area for the employee to express breast milk for the child.

All decisions with regard to reasonable accommodation shall be made by the Borough Administrator. Employees who are assigned to a new position as a reasonable accommodation will receive the salary for their new position. The Americans with Disabilities Act does not require the Borough of Montvale to offer permanent "light duty", relocate essential job functions, or provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc.

Employees should also offer assistance, to the extent possible, to any member of the public who requests or needs an accommodation when visiting the Borough of Montvale facilities. Any questions concerning proper assistance should be directed to the Borough Administrator.

### **Contagious or Life Threatening Illnesses Policy: \***

The Borough of Montvale encourages employees with contagious diseases or life-threatening illnesses to continue their normal pursuits, including work, to the extent allowed by their condition. The Borough of Montvale shall make reasonable accommodations to known physical and mental limitations of all employees, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose an unreasonable hardship on the Borough of Montvale.

The Borough of Montvale will take reasonable precautions to protect such information from inappropriate disclosure, including the following:

- Medical information may be disclosed with the prior written informed consent of the person who is the subject of the information.
- Information may be disclosed without the prior written consent to qualified individuals for the purpose of conducting management audits, financial audits, and program evaluations, but these individuals shall not identify, either directly or indirectly, the person who is the subject of the record in a report or evaluation, or otherwise disclose the person's identity in any manner. Information shall not be released to these individuals unless it is vital to the audit or evaluation.
- Information may be disclosed to the Department of Health as required by State or Federal law.

Managers and other employees have a responsibility to maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information shall be subject to disciplinary action.

fringe benefit value added to the gross income reported on the employees W-2.

4. During a prolonged absence or vacation of the Fire Chief, Police Chief, Public Works Superintendent, their designated second in command shall enjoy the same Borough vehicle use privileges as their superiors. A prolonged absence is defined as more than three consecutive days.
5. All other Borough vehicles shall be parked at their respective Borough facility when not in use by the official or employee unless prior permission is obtained from the Borough Administrator.

**D. Auxiliary Borough Vehicle**

1. An auxiliary Borough vehicle, where available, is intended for the general use of department manager, employees or volunteers in the performance of their Borough related business.
2. The scheduling of the auxiliary Borough vehicle shall be made through the Borough Clerk. Department managers wanting to schedule the auxiliary Borough vehicle for their use or their staff shall contact the Borough Clerk to reserve the vehicle for a specific time and date. The Borough Clerk shall resolve all scheduling conflicts.

**E. Personal Vehicle Use:**

1. An official or employee may, under certain circumstances, be authorized by the Borough Administrator to use his/her own vehicle on Borough business. The official or employee shall be reimbursed at the current fixed rate per mile as well as all highway, bridge or tunnel tolls and parking charges.
2. Whenever possible the official or employee shall use a borough vehicle for Borough related business.
3. Owners of vehicles used on Borough business shall carry adequate insurance to cover losses resulting from personal injury or property damage arising from the use of their vehicle. The Borough shall not be responsible for any repairs or replacement to the official's or employee's vehicle.

**Telephone Usage Policy:**

Borough of Montvale telephones are for official business only.

**Communication Media Policy\*:**

The Borough of Montvale's Communication Media are the property of the Borough of Montvale and, as such, are to be used for legitimate business purposes only. For purposes of

this Communication Media Policy, "Communication Media" includes all electronic media forms provided by the Borough of Montvale, such as cell phones, smart phones, computers, electronic tablets, access to the internet, voicemail, email, and fax. Employees are restricted from accessing or using the company's Communication Media for personal purposes during company time on company equipment without prior authorization from the Administration to do so.

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

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

All email, voicemail and Internet messages (including any technology-based messaging) are official documents subject to the provisions of the Open Public Records Act (NJSA 47:1A-1). Employees of the Borough of Montvale are required to use the assigned municipal email account for ALL Borough of Montvale business and correspondence. The use of private email accounts for ANY Borough of Montvale business or during business hours is strictly prohibited. Employees are hereby advised that if they conduct work-related business on their personal emails, cell phones, or other personal Communication Media, it is also subject to the provisions of the Open Public Records Act. However, nothing in this social media policy prevents employees from using his/her own personal Communication Media during the employee's non-working hours to engage or participate in protected concerted activities pursuant to the National Labor Relations Act. Protected concerted activities include when an employee addresses group concerns with the employer; forms, joins or helps a labor organization; initiates, induces or prepares for group action; or speaks on behalf of or represents other employees. Nevertheless, employees are encouraged to resolve workplace grievances internally by discussing issues with their supervisor and/or the Administration, and are asked to refrain from posting comments or materials on Communication Media that can be

viewed as malicious, obscene, threatening, intimidating, or that could create a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law if the employee chooses to address their grievances using Communication Media.

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

All employees, who have been granted access to electronically-stored data, must use a logon ID assigned by Borough of Montvale. Certain data, or applications that process data, may require additional security measures as determined by the Borough of Montvale. Employees must not share their passwords; and each employee is responsible for all activity that occurs in connection with their passwords.

Information security is necessary to protect the Borough of Montvale's information (data and software) from accidental or intentional unauthorized disclosure, modification, or loss. Information security is managed under guidelines dealing with identification, authentication, authorization, production environment, and ability to audit. All employees should be familiar with such security measures adopted by the Borough of Montvale.

All employees may access only data for which the Borough of Montvale has given permission. All employees must take appropriate actions to ensure that Borough of Montvale data is protected from unauthorized access, use or distribution consistent with these policies. Employees may not access or retrieve any information technology resource and store information other than where authorized. All of Borough of Montvale's data must be stored centrally as required by Borough of Montvale. This provides greater security, and ensures backup of all Borough of Montvale data is performed.

Employees must not disable anti-virus and other implemented security software for any reason, in order to minimize the risk of introducing computer viruses into the Borough of Montvale's computing environment.

Employees may not install, modify or remove ANY hardware device, software application, program code, either active or passive, or a portion thereof, without the express written permission from the Borough of Montvale. Employees may not install or modify any hardware device, software application, program code, either active or passive, or a portion thereof, without the express written permission from the Borough of Montvale. Employees may not upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of the Borough of Montvale, or licensed to the Borough of Montvale. Employees shall observe the copyright and licensing restrictions of all software applications and shall not copy software from internal or external sources unless legally authorized. Workstation settings and configurations and network settings must not be modified by unauthorized employees. Internet security settings (where applicable) must not be changed. The foregoing includes but is not limited to the systems Network ID (or Computer Name), IP Address, Gateway and DNS addresses etc.

Social Media and its uses in government and daily life are expanding each year however, information posted on a website is available to the public; therefore, employees must adhere to the following guidelines for their participation in social media. Only those Employees directly authorized by the Borough Administrator may engage in social media activity during work time through the use of the Borough of Montvale's Communication Media, as it directly relates to their work and it is in compliance with this policy.

Employees must not reveal or publicize confidential Borough of Montvale information. Confidential proprietary or sensitive information may be disseminated only to individuals with a need and a right to know, and where there is sufficient assurance that appropriate security of such information will be maintained. Such information includes, but is not limited to the transmittal of personnel information such as medical records or related information. In law enforcement operations, confidential, proprietary or sensitive information also includes criminal history information, confidential informant identification, and intelligence and tactical operations files.

No Borough of Montvale employee shall post internal working documents to social media sites. This includes but is not limited to screenshots of computer stations, pictures of monitors and/or actual documents themselves without the prior approval of the Borough of Montvale. In addition, employees are prohibited from releasing or disclosing any photographs, pictures, digital images of any crime scenes, traffic crashes, arrestees, detainees, people or job related incident or occurrence taken with the Borough of Montvale's Communication Media to any person, entity, business or media or Internet outlet whether on or off duty without the express written permission of the Borough Administrator. Except in "emergency situations," employees are prohibited from taking digital images or photographs with media equipment not owned by the Borough of Montvale. For purposes of this section, an "emergency situation" involves a sudden and unforeseen combination of circumstances or the resulting state that calls for immediate action, assistance or relief, and may include accidents, crimes and flights from accidents or crimes and the employee does not have access to the Borough of Montvale's Communication Media. If such situation occurs, employee agrees that any images belong to the Borough of Montvale and agree to release the image to the Borough of Montvale and

ensure its permanent deletion from media device upon direction from the Borough of Montvale.

No media advertisement, electronic bulletin board posting, or any other communication accessible via the Internet about the Borough of Montvale or on behalf of the Borough of Montvale, through the use of the Borough of Montvale's Communication Media may be issued unless it has first been approved by the Borough of Montvale's Administration. Specifically, employees are forbidden from using the Borough of Montvale's Communication Media to impersonate the employer; to make statements on behalf of the employer without authorization; and/or to make statements that can be construed as establishing what the employer's official position or policy is on any particular issue. In addition, employees are prohibited from placing or posting on the Internet through the employer's Communication Media or the employee's own personal media, either during working or non-working hours, any employer-related confidential, sensitive or other employer information of a proprietary nature, including but not limited to employer records or documents, trade secrets, internal reports, tips based on inside information that may be considered insider trading, screenshots of computer stations, pictures of monitors and/or actual documents of the employer, any photographs, pictures, digital images of any crime scenes, traffic crashes, arrestees, detainees, people or job-related incidents or occurrences.

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

All users are personally accountable for messages that they originate or forward using the Borough of Montvale's Communication Media. Misrepresenting, obscuring, suppressing, or replacing a user's identity on any Communication Media is prohibited. "Spoofing" (constructing electronic communications so that it appears to be from someone else without a legitimate authorized purpose and authorized by the Borough Administrator) is prohibited.

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

If employees choose to identify themselves as a Borough of Montvale employee on their personal social media accounts and even those that do not should be aware that he or she may be viewed as acting on behalf of the Borough of Montvale as such no employee shall knowingly represent themselves as a spokesperson of the Borough of Montvale post any comment, text, photo, audio, video or other multimedia file that negatively reflects upon the Borough of Montvale's expresses views that are detrimental to the Borough of Montvale's mission or undermine the public trust or is insulting or offensive to other individuals or to the public in regard to religion, sex, race or national origin. Borough of Montvale's employees are

encouraged to exercise extreme caution posting photographs of themselves in uniform or in situations where they can be readily identified as Borough employees.

To the extent that employees use social media outside their employment while engaging in protected concerted activities as defined above, employees will not be subject to discipline or retaliation for expressing views, opinions, and/or facts surrounding the Borough of Montvale's employment policies. For all other communications by employees on personal social media sites in which matters related to the Borough of Montvale are discussed, employees must add a disclaimer on the front page stating that the posting does not express the views of the Borough of Montvale and that the employees are expressing their own personal views. For example: **"The views expressed on this website/web log are mine alone and do not necessarily reflect the views of my employer."** The disclaimer must be placed in a prominent position and repeated for each posting that is expressing an opinion related to the Borough of Montvale or the Borough of Montvale's business, with the exception of postings and social media communications by employees engaging in protected concerted activities. Employees are advised that if they post information on social media that is in violation of either the terms and conditions of the within social media policy, or in violation of federal, state, or local laws, the disclaimer will not shield them from disciplinary action. However, no retaliation or discipline will result if and when employees are engaging in protected concerted activity, and/or choose to report inappropriate social media activities to the Borough of Montvale Administration.

Nothing in these policies is designed to interfere with, restrain, or prevent social media communications by employees engaging in protected concerted activities regarding wages, hours, or other terms and conditions of employment pursuant to the National Labor Relations Act. All Borough of Montvale's employees have the right to engage in or refrain from such activities.

### **Use of Internet:**

The Borough of Montvale provides Internet access to its employees in order to make available a vast array of information resources and to allow participation in and access to increasing county and state resources.

Employees must comply with all policies adopted by the Borough of Montvale, including but not limited to policies regarding prohibition of discrimination and harassment and all applicable federal, state and local laws, including laws governing the transmission and dissemination of information while accessing the Internet.

Employees who are using Internet may not:

- Use the network to make unauthorized entry into other computational, informational or communication services or resources;
- Distribute unsolicited advertising;
- Invade the privacy of others;
- Make any attempt to damage computer equipment or software;

- Engage in any activity that is harassing or defamatory;
- Use the Internet for any illegal activity, including violation of copyright or other rights of third parties, or in a manner inconsistent with the Borough's tax-exempt status or its proper operation; and/or
- Download unauthorized software, fonts, templates or scripts.

As stated in the Communications Policy above the Borough of Montvale reserves the right to monitor the employee's Internet usage. In addition, the Borough of Montvale has the right to restrict access to specific types of prohibited content through the use of a content filtering system.

Nothing in these policies is designed to interfere with, restrain or prevent employee communications regarding wages, hours or other terms and conditions of employment. Borough of Montvale employees have the right to engage in or refrain from such activities.

### **Video Surveillance**

The Borough of Montvale may install video surveillance camera systems within public buildings and throughout public areas within the Borough of Montvale, primarily as visual deterrents of criminal behavior and for the protection of employees and municipal assets. In implementing these video camera systems, the Borough of Montvale will ensure compliance with federal, state and local laws governing such usage.

The Borough of Montvale's video surveillance camera systems are a significant tool to which the employees of the Borough of Montvale will avail themselves in order to complete the goals and objectives of the Borough of Montvale. Employees are only permitted to use the video surveillance camera systems for a legitimate purpose and with proper authorization. The Borough of Montvale's designee will be responsible for authorization of users. The improper use of these systems can result in discipline up to and including termination.

No employee is permitted to view, continually watch, search, copy or otherwise use one of the Borough of Montvale's video surveillance camera systems or tamper with access, archive, alter, add to, or make copies of any data that has been recorded and stored within any of these systems without (1) a specific legitimate purpose and (2) permission for the designee of the Borough of Montvale.

The Borough of Montvale shall designate a person to be responsible for the maintenance and administration of the video surveillance camera system. Such designee will be responsible for maintaining a user access log detailing the date and name of individuals who view/access a stored recording.

Any employee who becomes aware of any unauthorized disclosure of a video record in a contravention of this policy and/or a potential privacy breach has the responsibility to ensure that (insert contact of the local unit type) are immediately informed of such breach.

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

You may carry up to 5 unused vacation days into the next calendar year, but must use them by **April 1**.

You may carry up to 5 unused sick days into the next calendar year, but must use them by **July 1**.

This request requires approval of the Administrator by **December 10**.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Number of Vacation Days: \_\_\_\_\_ Number of Sick Days: \_\_\_\_\_

Dates: \_\_\_\_\_

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

Employee Signature \_\_\_\_\_

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

( ) Approved      ( ) Not Approved

\_\_\_\_\_  
Department Head Signature      Date: \_\_\_\_\_

**Administrator:**

( ) Approved      ( ) Not Approved

\_\_\_\_\_  
Administrator Signature      Date: \_\_\_\_\_

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

### **Personal Leave Policy:**

All full-time employees are entitled to *four (4)* personal days per year; any unused personal days are forfeited at the end of each calendar year. All part-time employees who work twenty-eight (28) hours or more, and have attained their one-year anniversary, are entitled to *six (6)* personal/sick days; any unused personal days are forfeited at the end of each calendar year.

### **Sick Leave Policy:**

All full-time employees are entitled to twelve (12) working days of sick leave per calendar year. Sick leave is to be used only in cases where the employee is ill and unable to work, or in cases of the serious illness of a family member. Employees absent on sick leave for five or more consecutive working days must submit a doctor's verification of illness or injury. If an employee is attending to an immediate family member, a doctor's verification of that individual is required. After the tenth day of absence on sick leave in one calendar year, a doctor's verification must be submitted for all sick leave absences, regardless of duration. There will be no payment for any additional sick days beyond the twelve paid sick days allotted in a calendar year. Prior to the return to work, the Borough of Montvale may require an employee to be examined by a physician designated by the Borough of Montvale to verify fitness to return to normal duties. An employee will not be permitted to return to work until the verification is received. *No payments will be made for sick days accumulated.*

Effective October 29, 2018, all full-time employees can carry over a maximum of five (5) unused sick days into the next calendar year. All carryover sick days must be taken by July 1st of the following year or they will be forfeited. A Vacation/Sick Request Form to Carry Over Days to the Following Calendar Year must be submitted for approval. (Form on Page 37)

*In accordance with the requirements promulgated by the NJ Paid Sick Leave Act, the Borough of Montvale paid sick leave benefits for all eligible employees, meets and/or exceeds the benefits mandated under the Act.*

### **Bereavement Leave Policy:**

All employees are entitled to four (4) work days commencing the day after death for each death of an employee's immediate relative. "Immediate relative" includes spouse or significant other, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, mother-in-law, father-in-law, brother-in-law, sister-

Non-Exempt employees will receive overtime compensation for hours worked in excess of forty in a weekly period at the rate of one and one-half times the regular rate of pay.

For purposes of overtime compensation, hours worked are computed to the nearest one half-hour per day. Previously scheduled vacation time and holiday time are considered time worked for purposes of determining overtime compensation, but sick time and personal time are not.

(In addition to the requirements of the Federal Fair Labor Standards Act, Non-Exempt employees will also receive overtime compensation for work in excess of thirty-five hours but not greater than forty hours in a weekly period. This other compensation will be one hour for each hour worked in excess of thirty-five hours.)

### **Health Insurance Policy:**

In accordance with Public Law 2, (effective May 21, 2010), or upon the expiration of any applicable labor agreement in force on that date, all employees, must contribute a minimum of 1.5% of current base salary as mandated by the State towards their health benefits cost. Also note, Chapter 78, effective June 28, 2011, makes contribution requirements a percentage of the cost of the applicable plan, in accordance with the State-provided guidelines.

Chapter 78 allows for municipalities to negotiate the level of contribution (above the level mandated under PL2 of 2010), and the Borough of Montvale has adopted an Alternate Contribution Schedule for Municipal Employees. Members of the Police Department follow the state guidelines for contributions.

### **All Full-time Employees:**

All full-time employees and their immediate eligible family members are provided health insurance coverage plans administered through Aetna and provided by the Borough's membership in the Bergen Municipal Employee Benefits Fund a joint health insurance fund. Currently, the Borough offers two (2) Preferred Provider Organization (PPO), two (2) Exclusive Provider Organization (EPO's and a High Deductible (HDHP) The Borough of Montvale reserves the right to change provider networks, claims agents, and insurance mechanisms. The complete Plan of Benefit for each plan offered is on file in the Borough Administrator's office and a Summary of Benefits and Coverages (SBC) is available to all employees. Plan offerings for non-unionized employees are subject to change at the discretion of the Borough of Montvale.

Health insurance coverage for employees on a Leave of Absence or who cease Borough of Montvale employment will terminate at the end of the next month in which the leave begins or employment is terminated except coverage will continue for up to twelve weeks for employees on leave pursuant to the Family and Medical Leave Act and up to thirty weeks for employees on Military Leave. Upon termination of coverage, employees may extend health insurance coverage for themselves or their dependents by taking advantage of the Public Health Services Act provision for a period of up to eighteen months to thirty-six months. All newly hired employees and their spouses shall receive a notice of COBRA rights upon being hired. For more information, consult the Borough Administrator.

### **Dental Benefits Policy:**

Dental coverage is provided by the Dental Plan administered through Delta Dental and the BMED. Benefits are provided on a schedule basis and illustrated in the Plan Document.

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### **Drug Prescription Benefit Policy:**

Prescription Benefits are provided through the Plans, as described above. Please refer to the SBC and plan document for the plan you have chosen for specific benefits.

### **Prescription Eye Glasses Benefit Policy:**

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

### **Opt-Out Policy for Health Benefits:**

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

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

## **SECTION FIVE:**

### **Managerial/Supervisory Procedures:**

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

### **Background Checks and Procedures for Candidates, Employees and Volunteers:**

- **Background checks required:** Criminal background checks are required of all candidates over the age of 18, whether for paid or volunteer positions, who will be working directly or indirectly with children/youth/minors. Criminal background checks will also be performed every three years for each employee or volunteer that works directly or indirectly with children/youth/minors. The exact titles of employees subject to background checks are (locally defined, but at a minimum should include all recreational positions, crossing guards, library positions, and maintenance and administrative positions pertaining to such programs).
- **Background check procedure:** The (Personnel Administrator title) will perform or initiate criminal background checks and be the recipient of reports from outside agencies or contractors. These reports shall include, but are not limited, to court records; police department and corrections agency records; registries or watch lists; state criminal record repositories; and the Interstate Identification Index maintained by the FBI. The (Personnel Administrator title) will discuss potentially disqualifying information received with the employee's or volunteer's department head, and a determination that the information is disqualifying shall be made based on whether the disqualification is job-related for the position and is consistent with business necessity. Written information received as a result of a "Request for Criminal History Record Information For A Noncriminal Justice Purpose" will be destroyed immediately after it has served its authorized purpose, as required by the State Police. Such information will be kept confidential and will not be published or disclosed in any manner not consistent with the procedures listed herein. Such information will not be deemed a public record under P.L. 1963, c.73 (C:47:1A-1, et seq.) as amended and supplemented by P.L. 2001, c.404 (C:47:1A-5, et seq.).

When a disqualification decision has been made as a result of the employer's "targeted screening process" described below, the (Personnel Administrator title) will inform the candidate, volunteer, or employee, in writing, of any information that would disqualify the person from working with children/youth. If the (local unit type) contracts with an outside vendor to process the background checks, that contractor may be authorized to

inform the person in writing of any information that would disqualify the person from working with children/youth/minors. In addition, the individual shall be advised that he/she has the opportunity to explain the criminal record and to demonstrate why the exclusion based on the employer's targeted screening process should not apply to him/her under the circumstances. This information may include evidence of an error in the criminal record; facts surrounding the conviction; age at the time of the conviction and/or release from prison; evidence of a clean criminal and employment record since release; rehabilitation efforts; positive references; and evidence that he/she is bondable. Thereafter, the employer shall give the individual further consideration. Existing employees or volunteers will be placed on immediate suspension pending the outcome of a hearing or appeal. Employee suspensions may be with or without pay at the discretion of the (CEO title).

- **Conditions Under Which An Employee Will Be Disqualified From Working With Children/Youth:** A candidate, volunteer, or employee may be disqualified from employment in a position that works with children/youth/minors if that person's criminal record history background check reveals a record of conviction of any of the following crimes and disorderly persons offenses as defined by New Jersey law or by analogous laws in other States:

- Homicide (N.J.S.A. 2C:11)
- Assault, reckless endangerment, threats, stalking (N.J.S.A. 2C:12)
- Kidnapping (N.J.S.A. 2C:13)
- Sexual Offenses (N.J.S.A. 2C:14)
- Offenses Against the Family, Children and Incompetents (N.J.S.A. 2C:24)
- Controlled Dangerous Substances (N.J.S.A. 2C:35 except for 2C:35-10(a)4)
- Robbery (N.J.S.A. 2C:15)
- Theft (N.J.S.A. 2C:20)

A disqualification from any position will be based only on a conviction for one or more of the above disqualifying crimes and offenses as a result of the employer's targeted screening process, by which the employer has taken into account the following factors: (a) The nature and gravity of the offense or conduct, including the consideration of (i) the harm caused by the crime; (ii) the legal elements required to prove the crime; and (iii) the classification of the crime (i.e., felony or misdemeanor, etc.); (b) The time that has elapsed since the offense, conduct, and/or completion of the sentence; (c) The nature of the job held or sought, including the consideration of: (i) the job duties (not merely the job title); (ii) the level of supervision to be provided; (iii) the working environment (e.g., private home, outdoors, warehouse); (iv) interaction with others, especially with vulnerable individuals such as children/youth/minors; and (v) the relationship of the criminal history to the job to be performed. An acquittal, a dismissal, successful completion of Pre-Trial Intervention (PTI), or an expungement of a criminal offense, including a disqualifying criminal offense, is not a disqualifying conviction. Further, an arrest record standing alone may not be used to disqualify a candidate, volunteer, or employee from an employment opportunity. However, the employer may make a disqualification decision based on the conduct underlying the arrest if the

conduct makes the individual unfit for the position in question, in which case the conduct, not the arrest, is relevant for employment purposes.

## **Employment Procedure:\***

### **Live-In State Law**

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

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

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

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

**Interviews:** The Borough Administrator or Department Head will coordinate the interview process including the scheduling of applicants, development of interview questions and standards to measure candidate responses. All questions must be in accordance with the New Jersey Division of Civil Rights Guidelines for Pre-Employment Inquiries. The Borough of Montvale will make reasonable accommodations to known physical and mental

## **Open Public Meetings Act Procedure concerning Personnel Matters: \***

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

Additionally, whenever the governing body or any public body of the (local unit type) intends to act on a matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance of, promotion, or disciplining of any specific prospective public officer or employee or current public officer or employees employed or appointed by the governing body or any public body of the Borough of Montvale then that governing body or that public body of the (local unit type) must provide notice of said intended action to said prospective public officer or employee or current public officer or employees. Prior to the matter being acted on, the Clerk shall notify the affected person(s) of the meeting date, time and place, the matters to be discussed.

## **Processing and Orientation of New Employees Procedure:\***

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

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

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 186-2018**

**RE: Request Removal of Authorized Officials Allowing Petty Cash Expenditures**

**BE IT RESOLVED**, The following individuals are no longer within the Borough of Montvale; and

**WHEREAS**, it is requested the State of New Jersey Department of Community Affairs Division of Local Government Services Bureau of Financial Regulations and Assistance for Petty Cash remove the following individuals from MuniCode: 0236.

- 1) Susan Rutenber – Montvale Free Public Library
- 2) Marly Frasciello – Montvale Police Department

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Curry							
Gloeggler							
Koelling							
Lane							
Weaver							

**Adopted: September 25, 2018**

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Maureen Iarossi-Alwan  
Municipal Clerk

\_\_\_\_\_  
Michael Ghassali  
Mayor



**State of New Jersey**  
**Department of Community Affairs**  
**Division of Local Government Services**  
**Bureau of Financial Regulation and Assistance**  
**Petty Cash**

**Municipality:** Montvale Borough  
**County:** Bergen  
**MuniCode:** 0236

Received	Approved	Office	Custodian	Amount	Bond
27/01/94		Free Public Library	S. Rittenbar	\$250	\$0
13/07/94		Tax Collector	Fran Scordo	\$500	\$1,000
21/08/13	10/09/13	Police Department	Marly Frasciello or Heather McGee	\$300	\$1,000

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 187-2018**

**RE: Establish Authorized Officials Allowing Petty Cash Expenditures**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Montvale, N.J., has established a Petty Cash accounts for the Administrative Offices (\$500.00), Montvale Police Department (\$300.00); and

The Montvale Public Free Library also has a petty cash fund in the amount of (\$250.00); and

**WHEREAS**, each petty cash is for payment of incidental disbursements for minor items of necessary expense as follows:

Tolls/Travel Expenses/Food  
Conferences  
Postage

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

**WHEREAS**, authorized officials allowing Petty Cash expenditures are the following:

- 1) Fran Scordo - Deputy Municipal Clerk /Tax Collector – Administration
- 2) Heather McGee – Montvale Police Department
- 3) Paul Shaver – Free Public Library

**NOW THEREFORE BE IT RESOLVED**, it is requested the State of New Jersey Department of Community Affairs Division of Local Government Services Bureau of Financial Regulations and Assistance for Petty Cash update the following individuals from MuniCode: 0236.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Curry							
Gloeggler							
Koelling							
Lane							
Weaver							

Adopted: September 25, 2018

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Maureen Iarossi-Alwan  
Municipal Clerk

\_\_\_\_\_  
Michael Ghassali  
Mayor



**State of New Jersey**  
**Department of Community Affairs**  
**Division of Local Government Services**  
**Bureau of Financial Regulation and Assistance**  
**Petty Cash**

**Municipality:** Montvale Borough  
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13/07/94		Tax Collector	Fran Scordo	\$500	\$1,000
21/08/13	10/09/13	Police Department	Marly Frasciello or Heather McGee	\$300	\$1,000

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 188-2018**

**RE: A RESOLUTION AUTHORIZING APPOINTMENT OF MUNICIPAL REPRESENTATIVES  
TO THE BERGEN COUNTY COMMUNITY DEVELOPMENT REGIONAL COMMITTEE**

**WHEREAS**, the Municipality of Borough of Montvale has entered into a three-year Cooperative Agreement with the County of Bergen as provided under the Interlocal Services Act N.J.S.A. 40A:8a-1 et seq. and Title 1 of the Housing and Community Development Act of 1974; and

**WHEREAS**, said Agreement requires that the Municipal Council to appoint a representative and alternate and that the Mayor appoint a representative and alternate for the FY 2018-2019 term starting July 1, 2018 and ending on June 30, 2019.

**NOW THEREFORE, BE IT RESOLVED** that the Municipal Council hereby appoints Maureen Iarossi-Alwan as its representative and Councilmember Dieter Koelling as its alternate and that the Mayor hereby appoints Councilmember Timothy Lane as his/her representative and Councilmember Douglas Arendacs as his/her alternate to serve on the Community Development Regional Committee for FY 2017-2018; and

**BE IT FURTHER RESOLVED** that an original copy of this resolution be forwarded to Robert G. Esposito, Director, Bergen County Division of Community Development; One Bergen County Plaza, Fourth Floor; Hackensack, New Jersey 07601 for receipt no later than Friday, October 12, 2018.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Curry							
Gloeggler							
Koelling							
Lane							
Weaver							

Adopted: September 25, 2018

ATTEST:

APPROVED:

\_\_\_\_\_  
Maureen Iarossi-Alwan  
Municipal Clerk

\_\_\_\_\_  
Michael Ghassali  
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	\$132,821.21	Bill List Wire 9/25/18
	<u>246,201.79</u>	Wires/Manual Checks
Current TOTAL	379,023.00	
Escrow - Trust	3,078.75	Bill List Wire 9/25/18
Open Space Trust	153,532.23	Bill List Wire 9/25/18
Capital Fund	52,698.60	Bill List Wire 9/25/18
Recreation Trust	1,275.00	Bill List Wire 9/25/18
Dog Trust	781.59	Bill List Wire 9/25/18
Housing Trust	1,423.20	Bill List Wire 9/25/18
Engineering Trust	240.00	Bill List Wire 9/25/18
	592,052.37	

*This resolution was adopted by the Mayor and Council of Montvale  
at a meeting held on 9/25/18*

Introduced by: \_\_\_\_\_

Approved: 9/25/18

Seconded by: \_\_\_\_\_

\_\_\_\_\_  
Michael Ghassali, Mayor

ATTEST:

\_\_\_\_\_  
Maureen Iarossi-Alwan, Municipal Clerk

**MANUAL/VOID CHECKS - WIRES**  
**September 25, 2018**

<u>Check #</u>	<u>PO #</u>	<u>Date</u>	<u>Transaction/Vendor</u>	<u>Amount</u>
WIRE		9/15/18	Payroll Account	158,915.26
WIRE		9/15/18	Salary Account	86,934.03
WIRE		9/15/18	FSA Account	352.50
<b>Total</b>				<b><u>246,201.79</u></b>

Borough of Montvale  
Bill List By Vendor Id

P.O. Type: All  
Range: First to Last  
Format: Detail without Line Item Notes

Open: N    Paid: N    Void: N  
Rcvd: Y    Held: Y    Aprv: N  
Bid: Y    State: Y    Other: Y    Exempt: Y

Vendor # Name	PO # PO Date Description	Contract PO Type		First Rcvd Chk/Void	1099
	Item Description	Amount Charge Account Acct Type Description	Stat/Chk	Enc Date Date Date Invoice	Excl
00019 MUNICIPAL CAPITAL CORPORATION					
18-00116 01/17/18 COLOR COPIER/PRINTER SCANNER	B				
21 COLOR COPIER/PRINTER SCANNER	129.50	8-01-22-725-061	B LEASED EQUIPMENT	R 01/17/18 09/19/18	4975220818/SEPT N
22 COLOR COPIER/PRINTER SCANNER	129.50	8-01-21-720-061	B LEASED EQUIPMENT	R 01/17/18 09/19/18	4975220818/SEPT N
	259.00				
Vendor Total:	259.00				
00071 SUEZ WATER NEW JERSEY					
18-01204 09/13/18 3825412222 FIRE HYDRANTS SEPT					
1 3825412222 FIRE HYDRANTS SEPT	15,361.91	8-01-31-834-029	B OTHER CONTRACTUAL ITEMS	R 09/13/18 09/19/18	SEPTEMBER 2018 N
Vendor Total:	15,361.91				
00096 E-Z PASS CUSTOMER SVS CTR					
18-01110 08/22/18 TOLL REPLENISH					
1 TOLL REPLENISH	196.00	8-01-25-745-045	B TRAVEL	R 08/22/18 09/19/18	7/13/18-8/12/18 N
Vendor Total:	196.00				
00097 CABLEVISION					
18-01206 09/13/18 07873-204461-01-0 CABLEVISION					
1 07873-204461-01-0 CABLEVISION	132.12	8-01-20-701-029	B OTHER CONTRACTUAL ITEMS	R 09/13/18 09/19/18	SEPT.OCT. N
18-01207 09/13/18 07876-109890-01-7 CABLEVISION					
1 07876-109890-01-7 CABLEVISION	80.60	8-01-20-701-029	B OTHER CONTRACTUAL ITEMS	R 09/13/18 09/19/18	SEPT.OCT. N
18-01221 09/18/18 07873-199375-01-1 CABLEVISION					
1 07873-199375-01-1 CABLEVISION	192.74	8-01-25-752-108	B MAINTENANCE/RENTAL AGREEMENTS	R 09/18/18 09/19/18	SEPT.OCT. N
Vendor Total:	405.46				

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Borough of Montvale  
Bill List By Vendor Id

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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 Exc
00102 MGE PRINTING SOLUTIONS														
	18-00837	06/22/18	2019 ANIMAL LICENSE TAGS											
	1		2019 ANIMAL LICENSE TAGS	722.00	T-12-56-286-001			B RESERVE FOR DOG LICENSE	R	06/22/18	09/19/18		157794	N
			Vendor Total:	722.00										
00116 VERIZON														
	18-01230	09/20/18	201-391-4240 FIRE DEPT VERIZON											
	1		201-391-4240 FIRE DEPT VERIZON	255.95	8-01-25-752-108			B MAINTENANCE/RENTAL AGREEMENTS	R	09/20/18	09/20/18		SEPT.OCT.	N
			Vendor Total:	255.95										
00118 NJ STATE LEAGUE OF														
	18-01176	09/06/18	Employment Ad											
	1		Employment Ad-Fire Official	160.00	8-01-20-701-033			B BOOKS & PUBLICATIONS	R	09/06/18	09/19/18		EMPLOYMENT AD	N
	18-01184	09/07/18	NJLM Mayor's Luncheon & Conf											
	1		Mayor Ghassali Luncheon	25.00	8-01-20-703-041			B MEAL REIMBURSEMENT	R	09/07/18	09/19/18		11-14-18	N
	2		Rose Curry-Woman in Govt	30.00	8-01-20-703-041			B MEAL REIMBURSEMENT	R	09/07/18	09/19/18		11-14-18	N
	3		Elizabeth Gloeggler-Women	30.00	8-01-20-703-041			B MEAL REIMBURSEMENT	R	09/07/18	09/19/18		11-14-18	N
				85.00										
	18-01195	09/11/18	LEGISLATIVE BULLETIN 2018-2019											
	1		LEGISLATIVE BULLETIN 2018-2019	56.00	8-01-20-701-033			B BOOKS & PUBLICATIONS	R	09/11/18	09/19/18		188-9037	N
	18-01226	09/19/18	Badges for Convention											
	1		R.L. Hutter-Badge	55.00	8-01-21-720-042			B EDUCATION/TRAINING/SEMINARS	R	09/19/18	09/19/18		BADGES CONVENT	N
	2		M. Ghassali	55.00	8-01-20-703-125			B MAYORS EXPENSES	R	09/19/18	09/19/18		BADGES CONVENT	N
	3		Rose Curry-Badge NJLOM	55.00	8-01-20-703-126			B COUNCIL EXPENSES	R	09/19/18	09/19/18		BADGES CONVENT	N
	4		J. Abrams-Badge NJLOM	55.00	8-01-25-745-042			B EDUCATION/TRAINING/SEMINARS	R	09/19/18	09/19/18		BADGES CONVENT	N
	5		D. McDowell-Badge	55.00	8-01-25-745-042			B EDUCATION/TRAINING/SEMINARS	R	09/19/18	09/19/18		BADGES CONVENT	N
	6		J. Szabo-Badge	55.00	8-01-25-745-042			B EDUCATION/TRAINING/SEMINARS	R	09/19/18	09/19/18		BADGES CONVENT	N
	7		A. Foley-Badge	55.00	8-01-25-745-042			B EDUCATION/TRAINING/SEMINARS	R	09/19/18	09/19/18		BADGES CONVENT	N
	8		J. Sanfilippo-Badge NJLOM	55.00	8-01-25-745-042			B EDUCATION/TRAINING/SEMINARS	R	09/19/18	09/19/18		BADGES CONVENT	N
	9		Ray Tighe-NJLOM Badge	55.00	8-01-20-710-042			B EDUCATION/TRAINING/SEMINARS	R	09/19/18	09/19/18		BADGES CONVENT	N
	10		C. Kalafut-NJLOM Badge	55.00	8-01-20-705-042			B EDUCATION/TRAINING/SEMINARS	R	09/19/18	09/19/18		BADGES CONVENT	N
	11		C. Petersen-NJLOM Badge	55.00	8-01-27-785-042			B EDUCATION/TRAINING/SEMINARS	R	09/19/18	09/19/18		BADGES CONVENT	N
	12		E. Gloeggler-Badge NJLOM	55.00	8-01-20-703-042			B EDUCATION/TRAINING/SEMINARS	R	09/19/18	09/19/18		BADGES CONVENT	N

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Vendor # Name	PO #	PO Date	Description	Contract	PO Type	First	Rcvd	Chk/Void	1099
Item Description	Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Exc
00118 NJ STATE LEAGUE OF Continued									
18-01226 09/19/18 Badges for Convention			Continued						
13 D. Koeilling NJLOM Badge	55.00	8-01-20-703-042	B EDUCATION/TRAINING/SEMINARS	R	09/19/18	09/19/18		BADGES CONVENT	N
14 D. Arendacs-NJLOM Badge	55.00	8-01-20-703-042	B EDUCATION/TRAINING/SEMINARS	R	09/19/18	09/19/18		BADGES CONVENT	N
15 C. Miller-Fire Chief	55.00	8-01-25-753-042	B EDUCATION/TRAINING/SEMINARS	R	09/19/18	09/19/18		BADGES CONVENT	N
	825.00								
Vendor Total:	1,126.00								
00125 NORTHWEST BERGEN REGIONAL									
18-00123 01/17/18 HEALTH SERVICES 2018		B							
10 HEALTH SERVICES 2018/SEPT	4,660.31	8-01-27-785-029	B OTHER CONTRACTUAL ITEMS	R	04/26/18	09/20/18		0143-18	N
Vendor Total:	4,660.31								
00146 PSEG CO.									
18-01189 09/07/18 PSEG CHARGES AUGUST 2018									
1 7364678107 35W GRAND FIREHOUSE	60.50	8-01-31-829-070	B NATURAL GAS	R	09/07/18	09/19/18		AUGUST 2018	N
18-01208 09/13/18 PSEG CHARGES AUGUST 2018									
1 6703262608 43 HUFF TERRACE	15.17	8-01-31-829-070	B NATURAL GAS	R	09/13/18	09/20/18		AUGUST 2018	N
18-01227 09/19/18 PSEG CHARGES AUGUST 2018									
1 66001922808 VLY VIEW TER	12.03	8-01-31-829-070	B NATURAL GAS	R	09/19/18	09/19/18		AUGUST 2018	N
2 6530025502 RECREATION	12.03	8-01-31-829-070	B NATURAL GAS	R	09/19/18	09/19/18		AUGUST 2018	N
3 6673192003 GARAGE (DPW)	21.26	8-01-31-829-070	B NATURAL GAS	R	09/19/18	09/19/18		AUGUST 2018	N
4 6532701009 CHESTNUT RIDGE TS	185.34	8-01-31-829-070	B NATURAL GAS	R	09/19/18	09/19/18		AUGUST 2018	N
5 6702243308 FIELD HOUSE	12.03	8-01-31-829-070	B NATURAL GAS	R	09/19/18	09/19/18		AUGUST 2018	N
6 6772525604 12 MERCEDES DR	117.00	8-01-31-829-078	B NATURAL GAS - 12 MERCEDES	R	09/19/18	09/19/18		AUGUST 2018	N
7 6502643000 1 MEMORIAL DR	89.08	8-01-31-829-078	B NATURAL GAS - 12 MERCEDES	R	09/19/18	09/19/18		AUGUST 2018	N
	448.77								
Vendor Total:	524.44								
00164 STATELINE FIRE & SAFETY, INC.									
18-00797 06/13/18 TURNOUT GEAR									
1 TURNOUT GEAR	1,226.37	8-01-25-752-061	B TURNOUT GEAR	R	06/13/18	09/20/18		115487	N

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Bill List By Vendor Id

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Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	First Stat/Chk	Rcvd Enc Date	Chk/Void Date	Invoice	1099 Excl
00164 STATELINE FIRE & SAFETY, INC. Continued											
18-01102	08/20/18	HYDRO-STATIC TESTING									
1 HYDRO-STATIC TESTING				71.65	8-01-25-752-102	B OXYGEN TANK/FIRE EXT - M & R	R	08/20/18	09/20/18	115573	N
Vendor Total:				1,298.02							
00258 ROCKLAND ELECTRIC COMPANY											
18-01202	09/13/18	ROCKLAND ELECTRIC CHARGES/AUG									
1 0897137012		MEMORIAL LITE FIELD		31.42	8-01-31-825-071	B ELECTRICITY	R	09/13/18	09/19/18	AUGUST 2018	N
2 8906935008		E GRAND OTH UNMTR		22.87	8-01-31-825-071	B ELECTRICITY	R	09/13/18	09/19/18	AUGUST 2018	N
3 9515932009		GRAND OTH UNMTR		123.12	8-01-31-825-071	B ELECTRICITY	R	09/13/18	09/19/18	AUGUST 2018	N
4 0632933003		W GRAND AVE OTHR		12.33	8-01-31-825-071	B ELECTRICITY	R	09/13/18	09/19/18	AUGUST 2018	N
5 8822932014		12 MERCEDES DRIVE		11,235.20	8-01-31-825-078	B ELECTRICITY - 12 MERCEDES	R	09/13/18	09/19/18	AUGUST 2018	N
				11,424.94							
Vendor Total:				11,424.94							
00320 NEW JERSEY ELEVATOR INSPECTION											
18-00383	03/14/18	ELEVATOR INSPECTION SVS 2018			B						
4 ELEVATOR INSPECTION SVS 2018				5,338.00	8-01-22-729-029	B OTHER CONTRACTUAL	R	04/26/18	09/19/18	367	N
Vendor Total:				5,338.00							
00329 NJ STATE DEPT. OF HEALTH											
18-01167	09/05/18	DOG LICENSE FEE/AUGUST 2018									
1 DOG LICENSE FEE/AUGUST 2018				3.60	T-12-56-286-001	B RESERVE FOR DOG LICENSE	R	09/05/18	09/19/18	AUGUST 2018	N
Vendor Total:				3.60							
00402 MUNICIPAL CAPITAL CORPORATION											
18-00117	01/17/18	COPY MACHINE LEASE CONTR. 2018			B						
10 COPY MACHINE LEASE CONTR. 2018				299.00	8-01-20-701-061	B LEASED EQUIPMENT	R	01/17/18	09/19/18	4975220818/SEPT	N
Vendor Total:				299.00							

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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
00502 BOROUGH OF HILLSDALE	18-01134	08/28/18	CHILD HEALTH CONF./AUG.									
	1		CHILD HEALTH CONF./AUG.	35.00	8-01-27-785-028	B OTHER PROF/CONSULTANT SERVICES	R	08/28/18	09/19/18		AUGUST 2018	N
Vendor Total:				35.00								
00559 DUTRA EXCAVATING & SEWER INC.	18-01166	09/05/18	REBUILD CATCH BASINS									
	1		REBUILD CATCH BASINS	5,258.20	8-01-26-768-029	B OTHER CONTRACTUAL SERVICES	R	09/05/18	09/19/18		MVB-540	N
Vendor Total:				5,258.20								
00582 MICROSYSTEMS-NJ.COM, L.L.C.	18-01109	08/22/18	EMAIL SERVICES TO EDMUNDS									
	1		EMAIL SERVICES TO EDMUNDS	120.00	8-01-20-708-108	B MAINTENANCE/RENTAL AGREEMENTS	R	08/22/18	09/19/18		13064	N
Vendor Total:				120.00								
00730 BOGGIA & BOGGIA, ESQS.	18-00222	02/06/18	LEGAL FEES 2018									
	167		GENERAL MATTERS 2018	2,774.26	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	09/19/18		29053	N
	168		MONTVALE- CONSTRUCT FIREHOUSE	280.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	09/19/18		29054	N
	169		LIBOCK V BEAR-BAN BUILDERS	154.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	09/19/18		29056	N
	170		MERCEDES REDEVELOPMENT	112.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	09/19/18		29057	N
	171		25 W. GRAND AVENUE	1,708.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	09/19/18		29058	N
	172		HORNROCK SETTLEMENT	84.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	09/19/18		29059	N
	173		689 PENNSYLVANIA AVENUE	406.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	02/06/18	09/19/18		29060	N
	174		BOROUGH OF MONTVALE V CULHANE	168.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	09/19/18		29061	N
	175		DPW-TERMINATION SHARED SERVICE	595.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	09/19/18		29062	N
	176		STEEL-FAB SYSTEMS V UNIMAK	826.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	09/19/18		29063	N
	177		OFFICER DAVID TEN BROECK	280.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	09/19/18		29064	N
	178		MARIJUANA & VAPING	364.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	09/19/18		29065	N
	179		MONTVALE -SCHOOL FUNDING	490.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	09/19/18		29066	N
	180		BERGEN COUNTY TAX APPEAL	1,020.20	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	09/19/18		29067	N
	181		MACK-CALI PROPERTIES -TAX	819.09	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	09/19/18		29068	N
	182		MACK-CALI PROPERTIES -TAX	280.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	09/19/18		29069	N
	183		20 CRAIG RD -TAX APPEAL	140.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	09/19/18		29070	N
	184		MONTVALE- SUMMIT PLAZA INC.	1,064.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	09/19/18		29071	N

Vendor # Name	PO # PO Date Description	Contract PO Type	First Rcvd	Chk/Void	1099
	Item Description	Amount Charge Account Acct Type Description	Stat/Chk	Enc Date Date	Exc
00730 BOGGIA & BOGGIA, ESQS.	Continued				
18-00222 02/06/18 LEGAL FEES 2018	Continued				
185 14 PHILIPS PARKWAY 2014	406.00 8-01-20-712-028 B OTHER PROF/CONSULTANT SERVICES	R	04/26/18 09/19/18	29072	N
186 LUKOIL- TAX APPEAL	546.00 8-01-20-712-028 B OTHER PROF/CONSULTANT SERVICES	R	04/26/18 09/19/18	29073	N
187 JD MONTVALE- 2017 TAX APPEAL	98.00 8-01-20-712-028 B OTHER PROF/CONSULTANT SERVICES	R	04/26/18 09/19/18	29074	N
188 JOSEPH CARRETTA- 2018 TAX	196.00 8-01-20-712-028 B OTHER PROF/CONSULTANT SERVICES	R	04/26/18 09/19/18	29075	N
189 FRANCESCO CAMPANA- TAX APPEAL	70.00 8-01-20-712-028 B OTHER PROF/CONSULTANT SERVICES	R	04/26/18 09/19/18	29076	N
190 11 PHILIPS PARKWAY TAX APPEAL	126.00 8-01-20-712-028 B OTHER PROF/CONSULTANT SERVICES	R	04/26/18 09/19/18	29077	N
191 LSREF 4 TAX APPEAL	70.00 8-01-20-712-028 B OTHER PROF/CONSULTANT SERVICES	R	04/26/18 09/19/18	29078	N
192 MIKHAIL LIPSKY TAX APPEAL	70.00 8-01-20-712-028 B OTHER PROF/CONSULTANT SERVICES	R	04/26/18 09/19/18	29079	N
	13,146.55				
18-01131 08/28/18 AFFORDABLE HOUSING LITIGATION					
1 AFFORDABLE HOUSING LITIGATION	658.00 T-03-56-286-006 B TRUST - RESERVE FOR HOUSING	R	08/28/18 09/19/18	29055	N
Vendor Total:	13,804.55				
00731 MASER CONSULTING P.A.					
16-00489 04/21/16 COMPLIANCE W.AFFORDABLE HOUSIN	B				
30 AFFORDABLE HOUSING SERVICES	41.25 8-01-55-204-000 B ACCOUNTS PAYABLE	R	01/01/18 09/19/18	473784	N
18-00320 02/26/18 COMPLIANCE HEARING D. GREEN	B				
9 HEFSP & COMPLIANCE DOCUMENTS	682.50 8-01-21-720-028 B OTHER PROF/CONSULTANT SERVICES	R	02/26/18 09/19/18	468942	N
18-01115 08/23/18 ESCROW PAYMENTS					
1 BANK OF AMERICA 2904/4	1,920.00 E-08-00-211-13A B Bank of America 2904/4	R	08/23/18 09/19/18	445719	N
2 BANK OF AMERICA 2904/4	746.25 E-08-00-211-13A B Bank of America 2904/4	R	08/23/18 09/19/18	451027	N
	2,666.25				
18-01127 08/24/18 ESCROW PAYMENTS					
1 PINTO, LAWRENCE & TANIA 201/3	412.50 E-08-00-217-02A B Pinto, Lawrence & Tania (201/3)	R	08/24/18 09/19/18	468941	N
18-01163 09/05/18 MUNICIPAL ENGINEERING REVIEW					
1 MATT BARNES (2411/11)	240.00 T-03-56-286-008 B TRUST - RESERVE FOR ENGINEER	R	09/05/18 09/19/18	467232	N
Vendor Total:	4,042.50				



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Vendor # Name		PO # PO Date		Description	Contract	PO Type	First Rcvd		Chk/Void	1099
Item Description		Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Exc1
01210 GOOSETOWN COMMUNICATIONS										
18-01175 09/06/18 PD REMOTE ADAPTOR KIT 3										
1 PD REMOTE ADAPTOR KIT 3		393.75	8-01-25-745-077	B COMMUNICATIONS EQUIPMENT	R	09/06/18	09/19/18		110300	N
Vendor Total:		393.75								
01211 TURN-OUT UNIFORMS & CO.										
18-00709 05/25/18 2018 CLOTHING ALLOWANCE										
1 JOHN NEWELL CLOTHING ALLOWANCE		261.97	8-01-25-745-274	B NEWELL, JOHN - CLOTHING	R	05/25/18	09/19/18		191773	N
Vendor Total:		261.97								
01227 PIAZZA & ASSOCIATES, INC.										
18-00062 01/10/18 AFFORDABLE HOUSING SVS 2018				B						
8 AFFORDABLE HOUSING SVS MAY		300.00	T-03-56-286-006	B TRUST - RESERVE FOR HOUSING	R	01/10/18	09/19/18		1805-06 MAY	N
9 AFFORDABLE HOUSING SVS JUNE		300.00	T-03-56-286-006	B TRUST - RESERVE FOR HOUSING	R	01/10/18	09/19/18		1805-06 JUNE	N
10 AFFORDABLE HOUSING SVS POSTAGE		165.20	T-03-56-286-006	B TRUST - RESERVE FOR HOUSING	R	01/10/18	09/19/18		1805-06MAY/JUNE	N
		765.20								
Vendor Total:		765.20								
01241 FRANCO BRICK OVEN PIZZA										
18-01222 09/18/18 COAH/Planning Meeting										
1 meeting		91.79	8-01-20-701-041	B MEAL REIMBURSEMENT	R	09/18/18	09/19/18		9/18/18	N
2 tip		20.00	8-01-20-701-041	B MEAL REIMBURSEMENT	R	09/18/18	09/19/18		9/18/18	N
		111.79								
Vendor Total:		111.79								
01409 MARAJ, NARITA LLC.										
18-00063 01/10/18 RECORDS MANAGEMENT SVS 2018				B						
26 RECORDS MANAGEMENT SVS 2018		427.71	8-01-20-701-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	09/19/18		MTV-2018-025	N
27 RECORDS MANAGEMENT SVS 2018		330.87	8-01-20-701-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	09/19/18		MTV-2018-026	N
		758.58								
Vendor Total:		758.58								

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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
01453 STEIN'S FRESH BAGEL INC.												
	18-01076	08/14/18	RETIREMENT BREAKFAST MARLY									
	1		RETIREMENT BREAKFAST MARLY	259.60	8-01-25-745-041	B MEAL REIMBURSEMENT	R	08/14/18	09/19/18		808151	N
Vendor Total:				259.60								
01471 RICCIARDELLA ELECTRIC INC.												
	18-01154	08/30/18	TRAIN STATION ALARM SYSTEM									
	1		TRAIN STATION ALARM SYSTEM	485.00	8-01-26-772-037	B BLDG MAINT - TRAIN STATION	R	08/30/18	09/19/18		3549	N
	18-01155	08/30/18	T.V. STATION WORK									
	1		T.V. STATION WORK	448.00	8-01-26-772-037	B BLDG MAINT - TRAIN STATION	R	08/30/18	09/19/18		3550	N
Vendor Total:				933.00								
01482 THE LANDTEK GROUP, INC.												
	17-00931	08/16/17	REMOVE AND REPLACE TURF		B							
	6		PROGRESS PAYMENT #4	17,368.69	C-04-55-425-C00	B FIELDSTONE ATHLETIC TURF	R	08/16/17	09/20/18		PAYMENT #4	N
	7		PROGRESS PAYMENT #4	153,532.23	T-14-56-286-001	B RESERVE FOR OPEN SPACE TRUST	R	08/16/17	09/20/18		PAYMENT #4	N
				170,900.92								
Vendor Total:				170,900.92								
01644 HARRAH'S ATLANTIC CITY												
	18-01138	08/29/18	Governors Conference									
	1		2018 GOVERNOR'S CONFERENCE	258.00	8-01-21-720-042	B EDUCATION/TRAINING/SEMINARS	R	08/29/18	09/19/18		10/1-3/2018	N
Vendor Total:				258.00								
01783 DOERR, MARIA												
	18-01081	08/17/18	Court Assistance 9/17/18									
	3		Court Assistance - 9/19/18	60.00	8-01-42-855-028	B OTHER PROF/CONSULTANT SERVICES	R	08/17/18	09/19/18		9/19/18	N
	4		Court Assistance - 9/19/18	65.00	8-01-41-250-028	B OTHER PROFESSIONAL/CONSULTING SERVICES	R	08/17/18	09/19/18		9/19/18	N
				125.00								
Vendor Total:				125.00								

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Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First	Rcvd	Chk/Void	1099	
Item Description	Amount	Charge	Account	Acct Type	Description	Enc	Date	Date	Date	Invoice	Excl
01789 TELE-MEASUREMENTS											
18-00543 04/16/18 INSTALL AUDIO/VISUAL EQUIPMENT			B								
8 BALANCE DUE ON CONTRACT	10,795.00	C-04-55-413-C00		B	IMPROVEMENT TO BUILDINGS AND GROUNDS	R	04/16/18	09/19/18		0038827-IN	N
Vendor Total:	10,795.00										
01805 FIRST STUDENT INC.											
18-00785 06/11/18 7/6/18 BUS FOR CAMP TRIP											
1 7/6/18 BUS FOR CAMP TRIP	425.00	T-19-56-286-106		B	SUMMER CAMP	R	06/11/18	09/19/18		7/16/18 BUS	N
18-00786 06/11/18 7/13/18 BUS FOR CAMP TRIP											
1 7/13/18 BUS FOR CAMP TRIP	425.00	T-19-56-286-106		B	SUMMER CAMP	R	06/11/18	09/19/18		7/13/18 BUS	N
18-00787 06/11/18 7/20/18 BUS FOR CAMP TRIP											
1 7/20/18 BUS FOR CAMP TRIP	425.00	T-19-56-286-106		B	SUMMER CAMP	R	06/11/18	09/19/18		7/20/18 BUS	N
Vendor Total:	1,275.00										
01815 CREATIVE PAVERS INSTALLATIONS											
18-00817 06/18/18 PAVER PATIO MEMORIAL DR. SIGN											
1 PAVER PATIO MEMORIAL DR. SIGN	1,950.00	8-01-26-772-029		B	OTHER CONTRACTUAL ITEMS	R	06/18/18	09/19/18		2277	N
Vendor Total:	1,950.00										
01822 KI C/O MACO											
18-00909 07/10/18 MALE & FEMALE BUNKS											
1 MALE & FEMALE BUNKS	24,534.91	C-04-55-405-A00		B	CONSTRUCTION OF FIRE HOUSE	R	07/10/18	09/19/18		13949949+	N
Vendor Total:	24,534.91										
01833 MCGEE, HEATHER											
18-01228 09/19/18 PETTY CASH REIMBURSEMENT											
1 PETTY CASH REIMBURSEMENT	24.99	8-01-25-745-275		B	HAWKEN, CHRISTOPHER - CLOTHING	R	09/19/18	09/19/18		PETTY CASH	N
2 PETTY CASH REIMBURSEMENT	69.99	8-01-25-745-254		B	ZAGAJA, MACIEJ - CLOTHING	R	09/19/18	09/19/18		PETTY CASH	N
3 PETTY CASH REIMBURSEMENT	38.24	8-01-25-745-271		B	CRUISE, EARL - CLOTHING	R	09/19/18	09/19/18		PETTY CASH	N
4 PETTY CASH REIMBURSEMENT	75.60	8-01-25-745-041		B	MEAL REIMBURSEMENT	R	09/19/18	09/19/18		PETTY CASH	N
5 PETTY CASH REIMBURSEMENT	18.16	8-01-25-745-036		B	OFFICE SUPPLIES	R	09/19/18	09/19/18		PETTY CASH	N



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Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099
Item Description	Amount	Charge Account	Acct Type Description								Excl
02757 TYCO ANIMAL CONTROL SERVICES											
18-00135 01/18/18 ANIMAL CONTROL - 2018		B									
9 ANIMAL CONTROL - AUGUST 2018	825.00	8-01-27-788-029	B OTHER CONTRACTUAL ITEMS	R		04/26/18	09/19/18			AUGUST 2018	N
Vendor Total:	825.00										
03623 BORGATA HOTEL CASINO AND SPA											
18-01225 09/19/18 NJLOM Reservation NO. 51991											
1 Michael Ghassali-2nts+occ.fee	314.00	8-01-20-703-125	B MAYORS EXPENSES	R		09/19/18	09/19/18			RESERVE 51991	N
2 Lorraine Hutter 3 nights	456.00	8-01-21-720-042	B EDUCATION/TRAINING/SEMINARS	R		09/19/18	09/19/18			RESERVE 51991	N
3 C. Petersen 2 nights + occ.fee	314.00	8-01-27-785-042	B EDUCATION/TRAINING/SEMINARS	R		09/19/18	09/19/18			RESERVE 51991	N
4 J. Sanfillipo 2 nts.+occ fee	314.00	8-01-25-745-042	B EDUCATION/TRAINING/SEMINARS	R		09/19/18	09/19/18			RESERVE 51991	N
5 Chief Abrams 2 nights+occp.fee	314.00	8-01-25-745-042	B EDUCATION/TRAINING/SEMINARS	R		09/19/18	09/19/18			RESERVE 51991	N
6 Alisha Foley 2 nights+occ.fee	314.00	8-01-25-745-042	B EDUCATION/TRAINING/SEMINARS	R		09/19/18	09/19/18			RESERVE 51991	N
7 Jason Szabo-2 nights+occ.fee	314.00	8-01-25-745-042	B EDUCATION/TRAINING/SEMINARS	R		09/19/18	09/19/18			RESERVE 51991	N
8 Douglas McDowell-2 nts+occ.fee	314.00	8-01-25-745-042	B EDUCATION/TRAINING/SEMINARS	R		09/19/18	09/19/18			RESERVE 51991	N
9 Rose Curry-2 nights+occ.fee	314.00	8-01-20-703-042	B EDUCATION/TRAINING/SEMINARS	R		09/19/18	09/19/18			RESERVE 51991	N
10 Eliz. Gloeggler-2 nts.+occ.fee	314.00	8-01-20-703-042	B EDUCATION/TRAINING/SEMINARS	R		09/19/18	09/19/18			RESERVE 51991	N
11 Dieter Koelling-2 nights+occ.	314.00	8-01-20-703-042	B EDUCATION/TRAINING/SEMINARS	R		09/19/18	09/19/18			RESERVE 51991	N
12 Doug Arendacs-2 nights+occ.fee	314.00	8-01-20-703-042	B EDUCATION/TRAINING/SEMINARS	R		09/19/18	09/19/18			RESERVE 51991	N
13 Ray Tighe-2 nights+occ.fee	314.00	8-01-20-710-042	B EDUCATION/TRAINING/SEMINARS	R		09/19/18	09/19/18			RESERVE 51991	N
14	0.00	8-01-20-710-042	B EDUCATION/TRAINING/SEMINARS	R		09/19/18	09/19/18			RESERVE 51991	N
15	0.00	8-01-20-703-125	B MAYORS EXPENSES	R		09/19/18	09/19/18			RESERVE 51991	N
16 Lorraine Hutter occupancy fee	10.00	8-01-21-720-042	B EDUCATION/TRAINING/SEMINARS	R		09/19/18	09/19/18			RESERVE 51991	N
17 C. Kalafut-2 nts. +occ.fee	314.00	8-01-20-705-042	B EDUCATION/TRAINING/SEMINARS	R		09/19/18	09/19/18			RESERVE 51991	N
	4,548.00										
Vendor Total:	4,548.00										
03727 STAPLES INC											
18-01078 08/15/18 CUSTOM STAMPS FOR DEPOSITS											
1 CUSTOM STAMPS FOR DEPOSITS	64.08	8-01-20-701-036	B OFFICE SUPPLIES	R		08/15/18	09/19/18			3388865397+	N
2 CUSTOM STAMPS FOR DEPOSITS	21.36	8-01-20-708-036	B OFFICE SUPPLIES	R		08/15/18	09/19/18			3388865397+	N
	85.44										
18-01113 08/23/18 PRINTER TONER											
1 PRINTER TONER-SENIOR CENTER	116.48	8-01-27-791-063	B SENIOR ACTIVITIES	R		08/23/18	09/19/18			3387892480	N

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Vendor # Name	PO #	PO Date	Description	Contract	PO Type	First	Rcvd	Chk/Void	1099
Item Description	Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
03727 STAPLES INC	Continued								
18-01113 08/23/18 PRINTER TONER	Continued								
2 GRABBER	29.99	8-01-20-701-036	B OFFICE SUPPLIES	R	08/23/18	09/19/18		3387892480	N
	146.47								
18-01119 08/23/18 HP 507A TONER -FRONT PRINTER									
1 HP 507A TONER -FRONT PRINTER	127.25	8-01-20-701-036	B OFFICE SUPPLIES	R	08/23/18	09/19/18		3387892486	N
18-01151 08/30/18 cash drawer for rabies clinic									
1 cash drawer for rabies clinic	55.99	T-12-56-286-001	B RESERVE FOR DOG LICENSE	R	08/30/18	09/19/18		3388865396	N
Vendor Total:	415.15								
03879 HILLS VALLEY COALITION									
18-01018 08/06/18 PD HILLS VALLEY COALITION 2018									
1 PD HILLS VALLEY COALITION 2018	1,268.82	8-01-25-745-104	B COMMUNITY SERVICES PROGRAM	R	08/06/18	09/19/18		MUN. ALLIANCE	N
Vendor Total:	1,268.82								
Total Purchase Orders:	68	Total P.O. Line Items:	152	Total List Amount:	345,850.58	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 2018 BUDGET	8-01	132,821.21	0.00	132,821.21	0.00	0.00	132,821.21
CAPITAL FUND	C-04	52,698.60	0.00	52,698.60	0.00	0.00	52,698.60
BOA ESCROW ACCOUNTS	E-08	3,078.75	0.00	3,078.75	0.00	0.00	3,078.75
OTHER TRUST ACCOUNT	T-03	1,663.20	0.00	1,663.20	0.00	0.00	1,663.20
DOG TRUST ACCOUNT	T-12	781.59	0.00	781.59	0.00	0.00	781.59
OPEN SPACE TRUST ACCT	T-14	153,532.23	0.00	153,532.23	0.00	0.00	153,532.23
RECREATION TRUST FUND	T-19	1,275.00	0.00	1,275.00	0.00	0.00	1,275.00
Year Total:		157,252.02	0.00	157,252.02	0.00	0.00	157,252.02
Total of All Funds:		345,850.58	0.00	345,850.58	0.00	0.00	345,850.58

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P.O. Type: All      Print Alpha, Revenue, & G/L Accounts:      N      Open: N    Void: N    Paid: N  
Format: Detail without Line Item Notes      Held: Y    Aprv: N    Rcvd: Y  
Range: C-00-00-000-000      to C-99-99-999-999      Bid: Y    State: Y    Other: Y    Exempt: Y  
Rcvd Batch Id Range: First    to Last      Include Non-Budgeted: Y  
Department Page Break: No      Subtotal CAFR: Yes      Subtotal Department: Yes

Account	Description	Item Description	Amount	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	PO Type
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Fund: CAPITAL FUND  
Department: ORDINANCE #2015-1405 / #2016-1409

C-04-55-405-A00	CONSTRUCTION OF FIRE HOUSE								
18-00909    1 01822	KI C/O MACO	MALE & FEMALE BUNKS	24,534.91	R	07/10/18	09/19/18		13949949+	
Department Total: ORDINANCE #2015-1405 / #2016-1409			24,534.91						

Department: ORDINANCE #2016-1413

C-04-55-413-C00	IMPROVEMENT TO BUILDINGS AND GROUNDS								
18-00543    8 01789	TELE-MEASUREMENTS	BALANCE DUE ON CONTRACT	10,795.00	R	04/16/18	09/19/18		0038827-IN	B
Department Total: ORDINANCE #2016-1413			10,795.00						

Department: ORDINANCE #2017-1425

C-04-55-425-C00	FIELDSTONE ATHLETIC TURF								
17-00931    6 01482	THE LANDTEK GROUP, INC.	PROGRESS PAYMENT #4	17,368.69	R	08/16/17	09/20/18		PAYMENT #4	B
Department Total: ORDINANCE #2017-1425			17,368.69						
CAFR Total:			52,698.60						
Fund Total: CAPITAL FUND			52,698.60						
Year Total:			52,698.60						

Total Charged Lines:    3    Total List Amount:    52,698.60    Total Void Amount:    0.00

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Totals by Year-Fund				
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total
CAPITAL FUND	C-04	52,698.60	0.00	52,698.60
Total of All Funds:		<u>52,698.60</u>	<u>0.00</u>	<u>52,698.60</u>

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Page No: 1

P.O. Type: All      Print Alpha, Revenue, & G/L Accounts:      N      Open: N    Void: N    Paid: N  
Format: Detail without Line Item Notes      Held: Y    Aprv: N    Rcvd: Y  
Range: T-00-00-000-000      to T-99-99-999-999      Bid: Y    State: Y    Other: Y    Exempt: Y  
Rcvd Batch Id Range: First    to Last      Include Non-Budgeted: Y  
Department Page Break: No      Subtotal CAFR: Yes      Subtotal Department: Yes

Account	Description	Item Description	Amount	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	PO Type
Fund:      OTHER TRUST ACCOUNT									
T-03-56-286-006      TRUST - RESERVE FOR HOUSING									
18-00062	8 01227	PIAZZA & ASSOCIATES, INC.	AFFORDABLE HOUSING SVS MAY	300.00	R	01/10/18	09/19/18	1805-06 MAY	B
18-00062	9 01227	PIAZZA & ASSOCIATES, INC.	AFFORDABLE HOUSING SVS JUNE	300.00	R	01/10/18	09/19/18	1805-06 JUNE	B
18-00062	10 01227	PIAZZA & ASSOCIATES, INC.	AFFORDABLE HOUSING SVS POSTAGE	165.20	R	01/10/18	09/19/18	1805-06MAY/JUNE	B
18-01131	1 00730	BOGGIA & BOGGIA, ESQS.	AFFORDABLE HOUSING LITGATION	658.00	R	08/28/18	09/19/18	29055	
			1,423.20						
T-03-56-286-008      TRUST - RESERVE FOR ENGINEER									
18-01163	1 00731	MASER CONSULTING P.A.	MATT BARNES (2411/11)	240.00	R	09/05/18	09/19/18	467232	
		Department Total:	1,663.20						
		CAFR Total:	1,663.20						
		Fund Total: OTHER TRUST ACCOUNT	1,663.20						
Fund:      DOG TRUST ACCOUNT									
T-12-56-286-001      RESERVE FOR DOG LICENSE									
18-00837	1 00102	MGL PRINTING SOLUTIONS	2019 ANIMAL LICENSE TAGS	722.00	R	06/22/18	09/19/18	157794	
18-01151	1 03727	STAPLES INC	cash drawer for rabies clinic	55.99	R	08/30/18	09/19/18	3388865396	
18-01167	1 00329	NJ STATE DEPT. OF HEALTH	DOG LICENSE FEE/AUGUST 2018	3.60	R	09/05/18	09/19/18	AUGUST 2018	
			781.59						
		Department Total:	781.59						
		CAFR Total:	781.59						
		Fund Total: DOG TRUST ACCOUNT	781.59						

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Account	Description	Item Description	Amount	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date Invoice	PO Type
P.O. Id Item Vendor								

Fund: OPEN SPACE TRUST ACCT

T-14-56-286-001	RESERVE FOR OPEN SPACE TRUST							
17-00931 7 01482	THE LANDTEK GROUP, INC.	PROGRESS PAYMENT #4	153,532.23	R	08/16/17	09/20/18	PAYMENT #4	B
	Department Total:		153,532.23					
	CAFR Total:		153,532.23					
	Fund Total: OPEN SPACE TRUST ACCT		153,532.23					

Fund: RECREATION TRUST FUND

T-19-56-286-106	SUMMER CAMP							
18-00785 1 01805	FIRST STUDENT INC.	7/6/18 BUS FOR CAMP TRIP	425.00	R	06/11/18	09/19/18	7/16/18 BUS	
18-00786 1 01805	FIRST STUDENT INC.	7/13/18 BUS FOR CAMP TRIP	425.00	R	06/11/18	09/19/18	7/13/18 BUS	
18-00787 1 01805	FIRST STUDENT INC.	7/20/18 BUS FOR CAMP TRIP	425.00	R	06/11/18	09/19/18	7/20/18 BUS	
			1,275.00					
	Department Total:		1,275.00					
	CAFR Total:		1,275.00					
	Fund Total: RECREATION TRUST FUND		1,275.00					
	Year Total:		157,252.02					

Total Charged Lines: 12 Total List Amount: 157,252.02 Total Void Amount: 0.00

September 20, 2018  
03:53 PM

Borough of Montvale  
Bill List By Budget Account

Page No: 3

Totals by Year-Fund Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total
OTHER TRUST ACCOUNT	T-03	1,663.20	0.00	1,663.20
DOG TRUST ACCOUNT	T-12	781.59	0.00	781.59
OPEN SPACE TRUST ACCT	T-14	153,532.23	0.00	153,532.23
RECREATION TRUST FUND	T-19	1,275.00	0.00	1,275.00
Total of All Funds:		157,252.02	0.00	157,252.02



Engineers  
Planners  
Surveyors  
Landscape Architects  
Environmental Scientists

400 Valley Road, Suite 304  
Mount Arlington, NJ 07856  
T: 973.398.3110  
F: 973.398.3199  
www.maserconsulting.com

September 19, 2018

**VIA E-MAIL**

Maureen Iarossi-Alwan  
Borough Clerk/Borough Administrator  
Borough of Montvale  
12 Mercedes Drive  
Montvale, NJ 07643

Re: Montvale Borough 2018 Roadway Program  
Borough of Montvale, Bergen County, NJ  
**MC No. MVB-544**

Dear Ms. Iarossi-Alwan:

As you are aware, the bid opening for the above-referenced project was held on Tuesday, September 18, 2018 at 11:00 a.m. in the Council Chambers. There were five (5) bids received for the project.

American Asphalt & Milling, 96 Midland Avenue, Kearny, NJ is the apparent low bidder and appears to have submitted all necessary documents as required by the specifications, pending any comments by the Borough Attorney.

The Bid Specifications were structured as follows:

**Base Bid:** Mill and Pave Meadow Lane, Jefferson Place (portions not paved by PSEG), Plymouth Place, Concord Court, Lexington Lane, Pine Hollow Drive (Chestnut Ridge Road to "island"), Phyllis Drive, Fairview Avenue, and Partridge Run;

**Alternate Bid 'A':** Removal of the existing Roller Hockey rink boards in Memorial Park, resurfacing the court, installation of concrete curb, latex striping, team benches, and chain-link fence and gates;

**Alternate 'B':** Mill and Pave Timberland Trail;

**Alternate 'C':** Mill and Pave Summertree Way;

**Alternate 'D':** Mill and Pave Blue Sky Lane.

At this time, we do not recommend the awards of Alternates 'B', 'C', or 'D' as Orange & Rockland has not completed their planned utility work on these roads.

After analyzing the five (5) bids received, this office recommends the award of the Base Bid, as well as Alternate 'A', for the project in the amount of \$747,796.97 to American Asphalt & Milling at the Mayor and Council meeting scheduled for September 25, 2018. A copy of the bid summary for the three (3) lowest bidders is attached.



Maureen Iarossi-Alwan  
MC Project No. MVP-501  
September 19, 2018  
Page 2 of 2

Our recommendation is subject to the approval of bid documents the Borough Attorney and the Mayor and Council and certification of funds by the Borough.

If you have any questions on this matter, please feel free to contact me.

Very truly yours,

MASER CONSULTING P.A.

A handwritten signature in black ink, appearing to read 'A. Hipolit'.

Andrew R. Hipolit, P.E., P.P., C.M.E.  
Borough Engineer

---

ARH/cd

Attachment

cc: Mayor and Council (via Clerk/Administrator)  
Rich Campanelli, Public Works Superintendent  
Philip Boggia, Esq., Borough Attorney

p:\unvb\mnb-544 2018 road improvements\correspondence\out\180919\_arh\_iarossi-alwan\_2018roadimprovementsbidawardmnb544.docx

										BIDDER 1		BIDDER 2		BIDDER 3	
										American Asphalt & Milling 98 Midland Avenue Kearny, NJ 07032		D & L Paving Contractors 675 Franklin Avenue Nutley, NJ 07110		DLS Contracting 271 Highway 46 West, Suite D205 Fairfield, NJ 07004	
ALTERNATE BID 'A' SPORTS COURT															
ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT
1	SOIL EROSION AND SEDIMENT CONTROL	LS	1	\$ 2,000.00	\$ 2,000.00	\$ 1.00	\$ 1.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
2	POLICE TRAFFIC DIRECTORS	HOURL	40	\$ 119.00	\$ 4,760.00	\$ 119.00	\$ 4,760.00	\$ 119.00	\$ 4,760.00	\$ 119.00	\$ 4,760.00	\$ 119.00	\$ 4,760.00	\$ 119.00	\$ 4,760.00
3	CLEARING SITE	LS	1	\$ 18,000.00	\$ 18,000.00	\$ 1.00	\$ 1.00	\$ 29,429.00	\$ 29,429.00	\$ 29,429.00	\$ 29,429.00	\$ 29,429.00	\$ 29,429.00	\$ 29,429.00	\$ 29,429.00
4	REMOVAL OF PAVEMENT	SY	35	\$ 50.00	\$ 1,750.00	\$ 43.00	\$ 1,505.00	\$ 40.00	\$ 1,400.00	\$ 40.00	\$ 1,400.00	\$ 40.00	\$ 1,400.00	\$ 40.00	\$ 1,400.00
5	EXCAVATION, BORROW EXCAVATION AND GRADING, UNCLASSIFIED	LS	1	\$ 1.00	\$ 1.00	\$ 5,000.00	\$ 5,000.00	\$ 15,429.00	\$ 15,429.00	\$ 15,429.00	\$ 15,429.00	\$ 15,429.00	\$ 15,429.00	\$ 15,429.00	\$ 15,429.00
6	DENSE-GRADED AGGREGATE BASE COURSE, 6" THICK	SY	80	\$ 15.00	\$ 900.00	\$ 1.00	\$ 60.00	\$ 10.00	\$ 600.00	\$ 10.00	\$ 600.00	\$ 10.00	\$ 600.00	\$ 10.00	\$ 600.00
7	SEALING OF CRACKS IN HOT MIX ASPHALT SURFACE COURSE	LF	1815	\$ 2.00	\$ 3,630.00	\$ 8.00	\$ 11,480.00	\$ 5.00	\$ 9,575.00	\$ 5.00	\$ 9,575.00	\$ 5.00	\$ 9,575.00	\$ 5.00	\$ 9,575.00
8	HOT MIX ASPHALT 9.5M64 SURFACE COURSE, 2" THICK	TON	154	\$ 150.00	\$ 23,100.00	\$ 83.25	\$ 16,150.50	\$ 150.00	\$ 23,100.00	\$ 150.00	\$ 23,100.00	\$ 150.00	\$ 23,100.00	\$ 150.00	\$ 23,100.00
9	HOT MIX ASPHALT 18M64 BASE COURSE, 4" THICK	TON	16	\$ 200.00	\$ 3,200.00	\$ 100.00	\$ 1,600.00	\$ 75.00	\$ 1,200.00	\$ 75.00	\$ 1,200.00	\$ 75.00	\$ 1,200.00	\$ 75.00	\$ 1,200.00
10	8' HIGH BLACK VINYL CHAIN LINK FENCE	LF	464	\$ 70.00	\$ 32,480.00	\$ 80.00	\$ 27,840.00	\$ 75.00	\$ 24,800.00	\$ 75.00	\$ 24,800.00	\$ 75.00	\$ 24,800.00	\$ 75.00	\$ 24,800.00
11	SINGLE GATE, 4' WIDE, BLACK VINYL CHAIN-LINK FENCE, 8' HIGH	UNIT	4	\$ 1,500.00	\$ 6,000.00	\$ 850.00	\$ 3,400.00	\$ 900.00	\$ 3,600.00	\$ 900.00	\$ 3,600.00	\$ 900.00	\$ 3,600.00	\$ 900.00	\$ 3,600.00
12	DOUBLE GATE, 10' WIDE, BLACK VINYL CHAIN-LINK FENCE, 8' HIGH	UNIT	1	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
13	CHAIN LINK FENCE WIND SCREEN, 8' HIGH	LF	484	\$ 10.00	\$ 4,840.00	\$ 10.00	\$ 4,840.00	\$ 15.00	\$ 7,260.00	\$ 15.00	\$ 7,260.00	\$ 15.00	\$ 7,260.00	\$ 15.00	\$ 7,260.00
14	6" X 18" CONCRETE VERTICAL CURB	LF	174	\$ 50.00	\$ 8,700.00	\$ 35.00	\$ 6,090.00	\$ 35.00	\$ 6,090.00	\$ 35.00	\$ 6,090.00	\$ 35.00	\$ 6,090.00	\$ 35.00	\$ 6,090.00
15	10' SEMI-PERMANENT SINGLE TIER WITH BACKREST ALUMINUM TEAM BENCHES AND ACCESSORIES	UNIT	4	\$ 1,500.00	\$ 6,000.00	\$ 1,000.00	\$ 4,000.00	\$ 1,500.00	\$ 6,000.00	\$ 1,500.00	\$ 6,000.00	\$ 1,500.00	\$ 6,000.00	\$ 1,500.00	\$ 6,000.00
16	TOPSOILING, 6" THICK	SY	338	\$ 3.00	\$ 1,014.00	\$ 5.00	\$ 1,690.00	\$ 3.00	\$ 1,014.00	\$ 3.00	\$ 1,014.00	\$ 3.00	\$ 1,014.00	\$ 3.00	\$ 1,014.00
17	SODDING	SY	338	\$ 20.00	\$ 6,760.00	\$ 8.00	\$ 2,704.00	\$ 10.00	\$ 3,380.00	\$ 10.00	\$ 3,380.00	\$ 10.00	\$ 3,380.00	\$ 10.00	\$ 3,380.00
18	LATEX COURT STRIPING, 2" WIDE	LF	572	\$ 4.00	\$ 2,288.00	\$ 3.00	\$ 1,716.00	\$ 2.50	\$ 1,430.00	\$ 2.50	\$ 1,430.00	\$ 2.50	\$ 1,430.00	\$ 2.50	\$ 1,430.00
TOTAL ALTERNATE BID 'A'					\$ 135,123.08		\$ 96,047.50		\$ 158,517.00						

										BIDDER 1		BIDDER 2		BIDDER 3	
										American Asphalt & Milling 98 Midland Avenue Kearny, NJ 07032		D & L Paving Contractors 675 Franklin Avenue Nutley, NJ 07110		DLS Contracting 271 Highway 46 West, Suite D205 Fairfield, NJ 07004	
ALTERNATE BID 'B' TIMBERLAND TRAIL															
ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT
1	POLICE TRAFFIC DIRECTORS	HOURL	8	\$ 119.00	\$ 952.00	\$ 119.00	\$ 952.00	\$ 119.00	\$ 952.00	\$ 119.00	\$ 952.00	\$ 119.00	\$ 952.00	\$ 119.00	\$ 952.00
2	HMA MILLING, 3" OR LESS (2" AVERAGE DEPTH)	SY	1841	\$ 4.25	\$ 7,824.25	\$ 4.48	\$ 8,247.58	\$ 4.50	\$ 8,284.50	\$ 4.50	\$ 8,284.50	\$ 4.50	\$ 8,284.50	\$ 4.50	\$ 8,284.50
3	HOT MIX ASPHALT PAVEMENT REPAIR	SY	168	\$ 0.01	\$ 1.68	\$ 60.00	\$ 10,080.00	\$ 40.00	\$ 6,720.00	\$ 40.00	\$ 6,720.00	\$ 40.00	\$ 6,720.00	\$ 40.00	\$ 6,720.00
4	HOT MIX ASPHALT 9.5M64 SURFACE COURSE, 2" THICK	TON	251	\$ 95.00	\$ 23,845.00	\$ 83.25	\$ 20,895.75	\$ 80.00	\$ 20,080.00	\$ 80.00	\$ 20,080.00	\$ 80.00	\$ 20,080.00	\$ 80.00	\$ 20,080.00
TOTAL ALTERNATE BID 'B'					\$ 32,622.93		\$ 40,175.43		\$ 36,036.50						

				BIDDER 1		BIDDER 2		BIDDER 3			
				American Asphalt & Milling 96 Midland Avenue Keamy, NJ 07032		D & L Paving Contractors 875 Franklin Avenue Nutley, NJ 07110		DLS Contracting 271 Highway 46 West, Suite D205 Fairfield, NJ 07004			
ALTERNATE BID 'C' SUMMER TREE WAY											
ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE		TOTAL AMOUNT		UNIT PRICE		TOTAL AMOUNT	
1	POLICE TRAFFIC DIRECTORS	HOUR	6	\$	119.00	\$	952.00	\$	119.00	\$	952.00
2	HMA MILLING, 3" OR LESS (2" AVERAGE DEPTH)	SY	1533	\$	4.25	\$	8,515.25	\$	4.48	\$	9,867.84
3	HOT MIX ASPHALT PAVEMENT REPAIR	SY	140	\$	0.01	\$	1.40	\$	80.00	\$	8,400.00
4	HOT MIX ASPHALT 9.5M64 SURFACE COURSE, 2" THICK	TON	210	\$	95.00	\$	19,950.00	\$	83.25	\$	17,482.50
TOTAL ALTERNATE BID 'C'				\$		27,418.65		\$		33,702.34	
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				\$		27,418.65		\$			

# BOGGIA & BOGGIA, L.L.C.

COUNSELLORS AT LAW

71 MT. VERNON STREET

RIDGEFIELD PARK, NEW JERSEY 07660

PHILIP N. BOGGIA\*

PRISCILLA M. BOGGIA

WILLIAM R. BETESH

JOSEPH W. VOYTUS\*\*

\*ALSO MEMBER OF N.Y., FLA., D.C. BAR &  
CERTIFIED CIVIL TRIAL ATTORNEY

\*\*ALSO MEMBER OF N.Y. BAR

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FAX: (201) 641-6849

E-MAIL: philip@boggialaw.com

priscilla@boggialaw.com

williambetesh@boggialaw.com

jwvoytus@boggialaw.com

19 September 2018

via email only

Mayor and Council

Borough of Montvale

12 Mercedes Drive

Montvale, New Jersey 07645

**RE: Bid Review and Checklist of Compliance  
Montvale 2018 Roadway Improvements**

Dear Mayor and Council,

At the request of the Borough Administrator, we have reviewed the three lowest bids submitted for the Montvale 2018 Roadway Improvements Project, which included a Base Bid and Alternates "A" through "D".

The lowest bidder for the Base Bid or the Base Bid plus any or all of the Alternates is American Asphalt & Milling Services, LLC. The bid prices are set forth on the attached checklist, which documents each bidder's compliance with the bid requirements. It is our understanding the bid prices are below the engineer's estimate for this work. After our review of these bids, as indicated on the attached sheet, it appears that American Asphalt has submitted all required documentation and is therefore eligible for an award of this contract.

We therefore recommend that this bid be awarded to American Asphalt as the lowest responsible and responsive bidder for either the Base Bid, or the Base Bid plus any or all of the Alternate Bids, subject to the availability of funds. The Borough Engineer will be separately providing his recommendation as to which combination of Alternates should be awarded.

Please do not hesitate to contact me if you have any additional questions.

Very truly yours,

  
Joseph W. Voytus

Enclosure

cc: Maureen Iarossi-Alwan, Borough Administrator/Clerk (via email, w/ enc.)  
Andrew Hipolit, P.E. (via email, w/ enc.)

**Borough of Montvale**

**Montvale 2018 Roadway Improvements  
Bid Review and Checklist of Compliance**

<b>Document</b>	<b>American</b>	<b>D&amp;L</b>	<b>DLS</b>
Bid Proposal	X	X	X
Acknowledged Receipt of Addenda	X	X	X
Consent of Surety	X	X	X
Power of Attorney	X	X	X
Bid Bond	X	X	X
Non-Collusion Affidavit	X	X	X
Ownership Disclosure Statement	X	X	X
Experience Statement	X	X	X
Equipment Questionnaire	X	X	X
Site Visit Acknowledgement	X	X	X
Public Works Certificate	X	X	X
Business Registration Certificate	X	X	X
Notice of Anti-Drug/Alcohol Plan	X	X	X
Subcontractor List	X	X	X
Subcontractor Public Works Certificates	X	X	X
Subcontractor Business Registration Certificates	X	X	X
Affirmative Action Affidavit	X	X	X
ADA Affidavit	X	X	X
Iran Investment Affidavit	X	X	X
<b>Compliant (Yes/No)</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>
<b>Base Bid</b>	\$ 612,673.97	\$ 758,571.80	\$ 746,384.50
<b>Alternate "A"</b>	\$ 135,123.00	\$ 96,047.50	\$ 158,517.00
<b>Alternate "B"</b>	\$ 32,622.93	\$ 40,175.43	\$ 36,036.50
<b>Alternate "C"</b>	\$ 27,418.65	\$ 33,702.34	\$ 30,250.50
<b>Alternate "D"</b>	\$ 88,612.42	\$ 108,634.75	\$ 97,859.00
<b>TOTAL PRICE</b>	\$ 896,450.97	\$ 1,037,131.82	\$ 1,069,047.50



09/10/2018

Tony McCoy  
Lime Energy  
100 Mulberry Street - 4 Gateway Center  
Newark, NJ 07102

Dear Tony:

Thank you for applying to *New Jersey's Clean Energy Program™*, an energy efficiency program managed by TRC, the Commercial & Industrial Program Manager on behalf of the New Jersey Board of Public Utilities. We are pleased to inform you that the project listed below has been approved based on the information you supplied which includes the Energy Assessment and Scope of Work Attachment. The incentive commitment is valid until the date indicated. Work must be completed, and supporting documentation received by TRC by the expiration date or the Program commitment to you will expire.

Application # LM125531	Technology: Direct Install	Expiration Date: 03/10/2019
Estimated Incentive: \$95,349.66	Account # 8822932014	
Project Name/Location: Montvale, Borough of (Borough Hall) 112 Mercedes Dr., Montvale, NJ 07645		

The estimated incentive represents the maximum incentive for the proposed project for the measures listed on the Scope of Work Attachment. The actual incentive paid will be based on actual equipment installed, subject to verification by a site inspection, up to the approved amount. Specifications of all equipment installed must meet or exceed minimum program specifications.

In order to process the incentive for payment, the following information must be submitted to the Program Manager upon project completion:

1. Please include an as-built version of the Direct Install Energy Assessment Tool.
2. A copy of the signed Measure Acceptance Form, with the Customer's initials for installed measures only.
3. Manufacturer's specification sheets for all installed equipment.
4. Documentation that all permits required for the project were obtained and invoices for all associated costs.
5. Documentation of proper disposal of materials (lamps, ballasts, etc.)
6. All other documentation as identified in the Participating Contractor Services Agreement or through subsequent communication with the Program Manager.

If you have any questions, please contact the undersigned at 732-855-0033.

Very truly yours,

Kevin Rivera  
Project Coordinator

Commercial & Industrial Market Manager  
New Jersey's Clean Energy Program  
c/o TRC Energy Services  
900 Route 9 North, Suite 104, Woodbridge, NJ 07095  
Toll Free - 866-433-4479 • Phone - 732-855-0033 • Fax - 732-855-0422

## Jeff Fette

---

**From:** John Janis <john@butlersignco.com>  
**Sent:** Wednesday, August 15, 2018 9:32 AM  
**To:** Jeff Fette  
**Subject:** Budget pricing for Municipal signs

Good morning Jeff,

Budget pricing for the (3) optional layouts for the Municipal Complex signs are submitted for your review.

Option A: Carved panel mounted between masonry brick pillars with cap stones.....\$ 25,000.  
Option B: Custom shaped aluminum cabinet with 1/4" plate aluminum copy.....\$ 15,000.  
Option C: Carved panel mounted between aluminum posts with vinyl graphic .....\$ 17,000.

Additional costs if applicable;  
Removal of the existing signs & footings,  
Lighting fixtures for each side of the signs  
Landscaping the surrounding area  
Sealed engineers' footing design  
Sealed electrical plans for lighting  
Permits ,inspections and other related municipal requirements.

Pricing may vary at the time of order, due to volatile steel & aluminum pricing.

I trust this information will be of assistance.

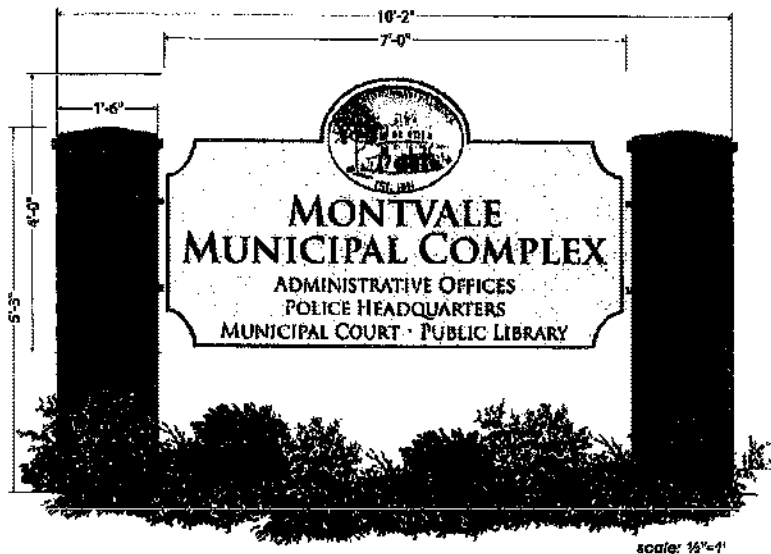
All the best,

John J. Janis, Jr.  
President

Butler Sign Company  
582 Fairfield Road, Wayne, NJ 07470  
T: 973-633-5757 • F: 973-633-7449  
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A

# Ground Sign



scale: 1/8"=1'

## **PROPOSED GROUND SIGN** 28 sq.ft

- Double sided
- Non illuminated
- 2" deep carved HDU panels
- Painted finish
- Digitally printed graphics
- Masonry brick pillars w/ capstones



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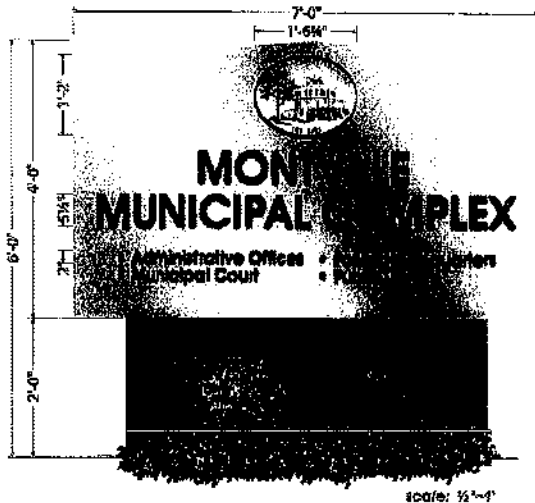
File Name: Montvale Municipal Building Sign  
Start Date: 01/25/2016  
Drawn by: AS  
Acct Rep: John Jones  
Revised:

Revision	date	by



B

Ground Sign



- \* PROPOSED GROUND SIGN** 28 sq.ft
- Double sided
  - Non illuminated
  - Silver anodized aluminum monument
  - 1/2" plate aluminum letters, painted finish
  - Digitally printed graphics



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File Name: Montvale Municipal Building Gnd  
Start Date: 07/26/2016 Drawn by: AS Acct Rep: John Jank

Revision	date	by
1		
2		
3		
4		

njsa



C

Ground Sign



- \* PROPOSED GROUND SIGN** 28 sq.ft
- Double sided
  - Non illuminated
  - 2" deep carved HDU panels
  - Digitally printed graphics



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**File Name:** Montvale Municipal Building Gnd  
**Start Date:** 07/25/2008 **Drawn by:** AS **Art. Rep:** John Jones  
Revised: 08/01/2008 by AS

Revised date	By	Notes

npsa

