

**AGENDA
PUBLIC MEETING
BOROUGH OF MONTVALE
Mayor and Council Meeting
November 10, 2020 – *Revised*
Regular Meeting to Commence 7:30 P.M.
(No Closed Executive Session)**

ROLL CALL:

Councilmember Arendacs	Councilmember Lane
Councilmember Curry	Councilmember Roche
Councilmember Koelling	Councilmember Russo-Vogelsang

ORDINANCES:

PUBLIC HEARING ORDINANCE NO. 2020-1487 AN ORDINANCE OF THE BOROUGH OF MONTVALE, COUNTY OF BERGEN, STATE OF NEW JERSEY, CREATING A NEW CHAPTER 187 ENTITLED "ENGINE BRAKING"

INTRODUCTION ORDINANCE NO. 2020-1488

AN ORDINANCE AMENDING AND SUPPLEMENTING THE CODE OF THE BOROUGH OF MONTVALE BY ADDING A NEW CHAPTER 296 ENTITLED "PEACE AND GOOD ORDER"
(Public Hearing 11-24-2020)

INTRODUCTION ORDINANCE NO. 2020-1489

AN ORDINANCE OF THE BOROUGH OF MONTVALE AMENDING AND SUPPLEMENTING CHAPTER 341, "STORM SEWERS," BY ADDING A NEW ARTICLE III, ENTITLED "IMPROPER DISPOSAL OF WASTE"
(Public Hearing 11-24-2020)

MEETING OPEN TO PUBLIC:

Agenda Items Only

MEETING CLOSED TO PUBLIC:

Agenda Items Only

MINUTES:

None.

MINUTES CLOSED/EXECUTIVE SESSION:

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.

177-2020 A Resolution Declaring an Emergency Affecting Public Health, Safety and Welfare and Ratifying the Emergency Contract Awarded Pursuant to N.J.S.A. 40A:11-6 and N.J.A.C. 5:34-6.1 to Air Systems Maintenance, Inc. Related to the Provisions and Installation of a New Roof Top Unit for the Montvale Police Department

178-2020 A Resolution Declaring an Emergency Affecting Public Health, Safety and Welfare and Ratifying the Emergency Contract Awarded Pursuant to N.J.S.A. 40A:11-6 and N.J.A.C. 5:34-6.1 to Air Systems Maintenance, Inc. Related to the Provision and Installation of a New Boiler for the Montvale Senior and Community Center

RESOLUTIONS: (CONSENT AGENDA*) Continued

179-2020 Authorize Refund of Registration Fees Senior Community Center Exercise Room / Participants Non-Use

180-2020 Authorizing Appointment /Full Time Construction Code Official/ Building Sub-Code Official/C. Gruber

181-2020 Authorize Hiring FT/Technical Assistant/Building Dept./S. Lutz-Geisler

182-2020 Refund Tax Overpayment / Block 2601, Lot 11 / 2 Timberland

183-2020 A Resolution Establishing the Health Benefits and Employee Contributions for Borough of Montvale Employees for the Year 2021

184-2020 Rescinding Resolution No. 176-2020/Purchase of Montvale Police Dept./Radios

185-2020 Approving the Borough of Montvale COVID-19 Workplace Safety Plan

BILLS:

REPORT OF REVENUE:

COMMITTEE REPORTS:

ENGINEER'S REPORT:

Andrew Hipolit
Report/Update

ATTORNEY REPORT:

Joe Voytus, Esq.
Report/Update

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

- a. Borough of Montvale Submission Best Practice Inventory/State Aid/No Aid Withholding
- b. Determination of Date & Time M&C Re-Organization Meeting January 2021

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 Regular Meeting of the Mayor and Council will be held November 24, 2020

*****Disclaimer*****

Subject To Additions And/Or Deletions

BOROUGH OF MONTVALE

ORDINANCE NO. 2020-1487

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 27TH day of October 2020, 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 10th day of November 2020 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, COUNTY OF BERGEN, STATE OF NEW JERSEY, CREATING A NEW CHAPTER 187 ENTITLED “ENGINE BRAKING”

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

Section 1. The Code of the Borough of Montvale is hereby amended and supplemented by creating a new Chapter 187, entitled “Engine Braking, as follows

CHAPTER 187 – ENGINE BRAKING

Article I Engine Braking

§ 187-1. Definitions.

§ 187-2. Prohibition.

§ 187-3. Exemptions.

§ 187-4. Posting of signs.

§ 187-5. Violations and penalties.

§ 187-1. Definitions.

As used in this Chapter, the following terms shall have the meanings indicated:

ENGINE BRAKING

The use or operation of any mechanical exhaust device designed to aid in the braking, decompression or deceleration of any motor vehicle which results in excessive, loud, unusual or explosive noise from such vehicle.

§ 187-2. Prohibition.

It shall be unlawful for the driver of any motor vehicle to use or operate or cause to be used or operated at any time and on any street within the Borough of Montvale any mechanical exhaust or decompression device which results in the practice known as "engine braking."

§ 187-3. Exemptions.

The following are exempt from the provision of this Chapter:

- A. Noise caused by the application of engine braking which is effectively muffled
- B. Engine braking where the application is necessary for the health, safety and welfare of the public
- C. Noise created by emergency equipment or vehicles for emergency purposes

§ 187-4. Posting of signs.

The Borough is hereby authorized to post signs at reasonable locations within the Borough indicating the prohibition of engine braking.

§ 187-5. Violations and penalties.

Violation of any of the provisions of this Article shall be punishable as provided in Chapter 1, "General Provisions," Article 1, "General Penalty."

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 IAROSI-ALWAN, RMC
Municipal Clerk

INTRODUCTION: 10-27-2020

Councilmember	Yes	No
Arendacs		
Curry		
Koelling		
Lane		
Roche		
Russo-Vogelsang		

ADOPTED: 11-10-2020

Councilmember	Yes	No
Arendacs		
Curry		
Koelling		
Lane		
Roche		
Russo-Vogelsang		

BOROUGH OF MONTVALE

ORDINANCE NO. 2020-1488

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 10th day of November 2020, 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 24th day of November 2020 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 AMENDING AND SUPPLEMENTING THE CODE OF THE BOROUGH OF MONTVALE BY ADDING A NEW CHAPTER 296 ENTITLED "PEACE AND GOOD ORDER"

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

Section 1. The Code of the Borough of Montvale is hereby amended and supplemented by adding a new Chapter 296 entitled, "Peace and Good Order," as follows:

§296-1. Purpose; statutory authority, construal of provisions.

- A. The purpose of this chapter is to act as a supplement to the New Jersey Code of Criminal Justice (N.J.S.A. 2C:1-1 et seq.) and to fill the interstices therein, and all provisions hereof shall be construed accordingly.
- B. The provisions of this Chapter shall be construed so as to protect the peace, order, health, safety, general welfare and good order of the Borough of Montvale and the inhabitants thereof.
- C. The provisions of this Chapter are adopted pursuant to the powers granted to the Borough of Montvale by N.J.S.A. 40:48-1 and 40:48-2 and other statutes granting police power to the Borough of Montvale and shall be construed accordingly.
- D. Except to the extent specifically set forth herein, neither specific intent nor knowledge shall be construed as elements of any offense defined under the provisions of this Chapter.
- E. In the event that any activity or condition proscribed herein shall be the subject of any other regulation elsewhere in the Borough Code of the Borough of Montvale, the two sections shall be construed together, and the provisions of this Chapter shall be deemed to be in addition to the regulations otherwise provided and as providing an additional remedy, unless another construction is clearly indicated.

§296-2 Definitions.

For the purposes of this Chapter, the following terms, phrases, words and their derivations shall have the meanings given herein:

ACT OF GRAFFITI

The drawing, painting or making of any inscription on a bridge, building, public transportation vehicle, rock, wall, sidewalk, street or other exposed surface on public or private property without the permission of the owner.

BOROUGH

The Borough of Montvale.

PERSON

Any person, firm, partnership, association, corporation, company or organization of any kind.

PUBLIC

Affecting or likely to affect persons in a place to which the public or a substantial group has access; among the places included are highways, transport facilities, schools, apartment houses, places of business or any neighborhood.

§296-3 Prohibited acts; fighting; endangering the public.

- A. No person shall, with a purpose to cause public inconvenience, annoyance or alarm or recklessly creating a risk thereof:
 - 1) Engage in fighting or threatening, violent or tumultuous behavior; or
 - 2) Create a hazardous or physically dangerous condition by an act which serves no legitimate purpose of the actor.
- B. No person shall commit any act which tends to endanger the public peace.
- C. No person shall, by conduct, either unlawful in itself or unreasonable under all circumstances, knowingly or recklessly creates or maintains a condition which endangers the safety or health of a considerable number of persons.
- D. No person shall knowingly conduct or maintain any premises, place or resort where persons gather for purposes of engaging in unlawful conduct.
- E. No person shall interrupt or disturb any religious services or any meeting, congregation or assembly.
- F. No person shall take part in or aid, abet or assist a riot or disorderly assemblage.

§296-4 Prohibited acts; offenses against property; trespassing; graffiti.

- A. No person shall destroy, injure, deface or tarnish any public building, fence, tree, light post or standard, telephone, telegraph or electric power pole, fire hydrant, monument, statue, flagpole or other public work or improvement or affix thereon any signs, bills or advertisements of any kind or nature whatsoever, provided, however, that this section shall not apply to the posting of such notices as may be required by law.
- B. No person shall break or destroy the windows or doors or other parts of any dwelling house or building.
- C. No person shall enter a building or go upon the lands of any school and break, damage or deface such building or any part thereof or the fences or other property belonging to or connected with such building or lands, and no person shall disturb the exercise of any school or molest or give annoyance to the children attending such school or any teacher therein, either while on the school property or while going to or coming from said school.
- D. No person shall enter a store or any other business with the intent to commit an offense therein.
- E. No person shall commit any acts of graffiti upon any public property or private property by any means.
- F. No person shall interfere with, deface or mutilate any fire alarm box or fire alarm system or any part thereof or any apparatus connected therewith.
- G. No person shall knowingly give or send or cause to be given or sent a false fire alarm.
- H. No person other than the person in charge of the operation of an elevator shall handle, operate or manipulate any rope, shifting rod lever or other apparatus or thing attached to or used to start or stop any elevator, unless requested by the person in charge of such elevator so to do.

§296-5 Prohibited acts; nudity; public urination.

- A. No person shall appear in any street or public place in a state of nudity or make any indecent exposure of his or her person or commit or cause to be committed or participate in the commission of any lewd or indecent act or behavior.
- B. No person shall urinate or defecate upon any street, highway, road, alley, sidewalk, the neighborhood of any store, restaurant, tavern or other place of business, or in any other public place or in any other place open to and used by the public or outdoors upon any private property except in enclosed facilities or structures intended for the carrying out of such excretory acts.
- C. No person shall expectorate upon any sidewalk or upon the sides, walls, floors or platform of any building, car, cab, bus or other public vehicle.

§296-6 Prohibited acts; interference with public officers; obstruction.

- A. No person shall obstruct access to any public building or any part thereof, or obstruct passage through or upon any public street, park or public place.
- B. No person shall interfere with the proceedings of any Municipal Court, or use any offensive or abusive language to any Judge while holding any Municipal Court.
- C. No person shall hinder or obstruct any Borough officer in the performance of his or her duties, nor shall any person willfully refuse or neglect to assist any Borough officer when lawfully called upon by said officer so to do in the execution of any process or in the suppression of any breach of the peace or disorderly conduct or in case of an escape or when such officer is resisted in the discharge of his or her duty, nor shall any person knowingly resist or oppose any officer or person authorized by law in serving or attempting to serve any writ, bill, order or process or when making any arrest, with or without a warrant.
- D. No person shall forcibly interfere with any member of the Police Department or the Fire Department or any officer of the municipality in the performance of his duties, or prevent or attempt to prevent any member of the Police Department or the Fire Department or any officer of the municipality from performing his duty.

§296-7 Violations and penalties.

Any person found to have violated any of the terms or provisions of this Chapter shall, upon conviction thereof, be subject to the penalties set forth in Chapter 1, Article I, "General Penalty."

Section 2. Severability.

If any provision or portion of a provision of this ordinance is held to be unconstitutional, preempted by Federal or State law, or otherwise invalid by any court of competent jurisdiction, the remaining provisions of the ordinance shall not be invalidated and shall remain in full force and effect.

Section 3. Effective date.

This Ordinance shall take effect immediately upon adoption and publication as required by law.

Section 4. Repeal of inconsistent ordinances.

All ordinances and parts of ordinances which are inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

ATTEST:

MAUREEN IAROSSO-ALWAN, CMC
Borough Clerk

INTRODUCTION: 11-10-2020

Councilmember	Yes	No
Arendacs		
Curry		
Koelling		
Lane		
Roche		
Russo-Vogelsang		

ADOPTED: 11-24-2020

Councilmember	Yes	No
Arendacs		
Curry		
Koelling		
Lane		
Roche		
Russo-Vogelsang		

BOROUGH OF MONTVALE

ORDINANCE NO. 2020-1489

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 10th day of November 2020, 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 24th day of November 2020 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 341, "STORM SEWERS," BY ADDING A NEW ARTICLE III, ENTITLED "IMPROPER DISPOSAL OF WASTE"

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

Section 1. Chapter 341 of the Borough of Montvale Code is hereby amended and supplemented by adding a new Article III, entitled "Improper Disposal of Waste," as follows:

Article III

Improper Disposal of Waste

§341-11 Purpose.

The purpose of this Article is to prohibit the spilling, dumping, or disposal of materials other than stormwater to the municipal separate storm sewer system (MS4) operated by the Borough of Montvale, so as to protect public health, safety and welfare, and to prescribe penalties for the failure to comply.

§341-12 Definitions.

For the purpose of this Article, the following terms, phrases, words, and their derivations shall have the meanings stated herein unless their use in the text of this Article clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

A conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains) that is owned or operated by the Borough of Montvale or other public body, and is designed and used for collecting and conveying stormwater.

PERSON

Any individual, corporation, company, partnership, firm, association, or political subdivision of this State subject to municipal jurisdiction.

STORMWATER

Water resulting from precipitation (including rain and snow) that runs off the land's surface, is transmitted to the subsurface, is captured by separate storm sewers or other sewerage or drainage facilities, or is conveyed by snow removal equipment.

§341-13 Prohibited Conduct.

The spilling, dumping, or disposal of materials other than stormwater to the municipal separate storm sewer system operated by the Borough of Montvale is prohibited. The spilling, dumping, or disposal of materials other than stormwater in such a manner as to cause the discharge of pollutants to the municipal separate storm sewer system is also prohibited.

§341-14 Exceptions to Prohibition.

The following are exceptions to the prohibitions in subsection 13, above:

- A. Water line flushing and discharges from potable water sources
- B. Uncontaminated ground water (e.g., infiltration, crawl space or basement sump pumps, foundation or footing drains, rising ground waters)
- C. Air conditioning condensate (excluding contact and non-contact cooling water)
- D. Irrigation water (including landscape and lawn watering runoff)
- E. Flows from springs, riparian habitats and wetlands, water reservoir discharges and diverted stream flows
- F. Residential car washing water, and residential swimming pool discharges
- G. Sidewalk, driveway and street wash water
- H. Flows from fire-fighting activities
- I. Flows from rinsing of the following equipment with clean water; provided, however, that such rinsing of equipment is limited to exterior, undercarriage, and exposed parts and does not apply to engines or other enclosed machinery.
 - 1. Beach maintenance equipment immediately following their use for their intended purposes; and
 - 2. Equipment used in the application of salt and de-icing materials immediately following salt and de-icing material applications. Prior to rinsing with clean water,

all residual salt and de-icing materials must be removed from equipment and vehicles to the maximum extent practicable using dry cleaning methods (e.g., shoveling and sweeping). Recovered materials are to be returned to storage for reuse or properly discarded.

§341-15 Enforcement.

This ordinance shall be enforced by the Police Department of the Borough of Montvale.

§341-16 Penalties.

Any person(s) who continues to be in violation of the provisions of this ordinance, after being duly notified, shall be subject to a fine set forth in Chapter 1, Article 1, General Penalty.

Section 2. Severability.

If any provision or portion of a provision of this ordinance is held to be unconstitutional, preempted by Federal or State law, or otherwise invalid by any court of competent jurisdiction, the remaining provisions of the ordinance shall not be invalidated and shall remain in full force and effect.

Section 3. Effective date.

This Ordinance shall take effect immediately upon adoption and publication as required by law.

Section 4. Repeal of inconsistent ordinances.

All ordinances and parts of ordinances which are inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

MICHAEL GHASSALI, Mayor

ATTEST:

MAUREEN IAROSSO-ALWAN, CMC
Borough Clerk

INTRODUCTION: 11-10-2020

Councilmember	Yes	No
Arendacs		
Curry		
Koelling		
Lane		
Roche		
Russo-Vogelsang		

ADOPTED: 11-24-2020

Councilmember	Yes	No
Arendacs		
Curry		
Koelling		
Lane		
Roche		
Russo-Vogelsang		

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 177-2020**

RE: : A Resolution Declaring an Emergency Affecting Public Health, Safety and Welfare and Ratifying the Emergency Contract Awarded Pursuant to N.J.S.A. 40A:11-6 and N.J.A.C. 5:34-6.1 to Air Systems Maintenance, Inc. Related to the Provisions and Installation of a New Roof Top Unit for the Montvale Police Department

Whereas, on October 15, 2020, the Borough of Montvale Engineer issued a Memorandum to the Borough Administrator, Qualified Purchasing Agent, Borough Attorney and Mayor and Council concerning an emergency situation that arose with respect to the roof top unit for the Montvale Police Department; and

Whereas, said Memorandum advised that the roof top unit servicing the Police Department had failed and was no longer producing heat for that section of the building; and

Whereas, the Borough Engineer advised that the Police Department provides essential services to the Borough and its residents, and a normal bid process would have resulted in the delay of installation of a new unit until well into the winter; and

Whereas, said situation represented a threat to the health, safety and welfare of the public; and

Whereas, this emergency situation could not have been reasonably foreseen by the Borough; and

Whereas, the Borough Council is satisfied based upon October 15, 2020 Memorandum from the Borough Engineer, that the conditions at the Montvale Police Department represented a danger to the health, safety and welfare of the general public and thus constituted an "emergency" for purposes of N.J.S.A. 40A:11-6 and N.J.A.C. 5:34-6.1; and

Whereas, the Borough did therefore engage Air Systems Maintenance, Inc., who was already performing routine maintenance and emergency HVAC services for the Borough, to provide and install a new roof top unit, including expedited shipping, to protect the health, safety and welfare of the public; and

Whereas, the cost of the delivery and installation of the roof top unit, including expedited shipping, was \$81,910.00 pursuant to a proposal dated October 14, 2020, submitted to the Borough of Montvale; and

Whereas, the scope of work was limited to the goods and services required to address the emergency situation; and

Whereas, the Borough Qualified Purchasing Agent executed a purchase order for this work pursuant to said proposal, under the authority granted by N.J.S.A. 40A:11-6 and N.J.A.C. 5:34-6.1.

Now, Therefore, Be It Resolved by the Mayor and Council as follows:

1. The recitals set forth above are incorporated herein as if set forth at length.
2. The Borough Council hereby declares that the situation at the Montvale Police Department constituted an "emergency" justifying the use of emergency procurement procedures by the Borough Qualified Purchasing Agent pursuant to N.J.S.A. 40A:11-6 and N.J.A.C. 5:34-6.1.
3. The Purchase Order entered into with Air Systems Maintenance, Inc. in the amount of \$81,910.00 is hereby ratified and reaffirmed.
4. A copy of the October 15, 2020 Memorandum from the Borough Engineer shall be filed in the minutes along with this Resolution.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Curry							
Koelling							
Lane							
Roche							
Russo-Vogelsang							

Adopted: November 10, 2020

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Michael Ghassali
Mayor

Account#
Amount \$



Engineers
Planners
Surveyors
Landscape Architects
Environmental Scientists

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

MEMORANDUM

To: Maureen Iarossi-Alwan
Christine Kalafut
Joe Voytus
Mayor & Council

From: Andrew R. Hipolit 

Date: October 15, 2020

Re: Borough Hall Roof Top Unit Emergency Replacement

As you know, Air Systems Maintenance, Inc. had been contracted by the Borough to retrofit the Borough Hall HVAC system, and currently is providing both routine maintenance and emergency HVAC services.

Earlier this week, it was determined that the roof top unit servicing the Police Department is no longer producing heat. Air Systems Maintenance, Inc. was contacted to provide a price to replace the roof top unit servicing the Police Department, due to the age and condition of the unit. The attached quote includes removal of the old unit and installation of the new unit with high heat capacity, and air filtration.

If the Borough were to decide to go out to bid, the timeframe for bidding would be a minimum of 3 months with another 6-8 weeks required to provide and install the equipment.

Based on the above, since the Police Department provides essential services, and since the heating season has started, our office recommends that the Borough consider this as an emergency pursuant to NJSA 40A:11-6 and NJAC 5:34-6. We recommend that the Borough directly contract with Air Systems Maintenance, Inc. to install this unit as soon as possible. Their quote provided an additional cost for "Quick Ship", which we would also recommend at this time.

Please contact me should you have any questions.

MVB-610 2020 General Engineering\Correspondence\OUT201015_arh_Iarossi-Alwan_MVPD-RTU Unit Emergency Replacement-MVB610.docx



Air Systems Maintenance, Inc.
 Phone (908) 241-1555

718 Jefferson Ave. Kenilworth, N.J. 07033
 Fax (908) 241-8111

PROPOSAL

To: Borough of Montvale
 Attention: Mr. Chris Gruber
 E-Mail: cgruber@montvaleboro.org
 Job Name / Number: Montvale HVAC Upgrades - Replace 30 Ton police station unit
 Location: Montvale, New Jersey
 Date: 10/14/20

Description of Proposed Work:

Replace existing dysfunctional, roof mounted, 30 Ton HVAC packaged unit. This work consists of; evacuating existing refrigerant, disable and disconnect existing unit, remove, from roof, discard legally. Provide and install new Trane 30 ton HVAC packaged unit. Check test and start up of the system. This proposal also covers all rigging and crane services. This proposal assumes that all rigging will be provided on premium time hours.

Cost Breakdown - Material	\$ 47,780.00
Labor	14,260.00
Crane services	3,680.00
Air balancing	5,280.00
Controls	2,996.00
Check, test, start-up & warranty	4,304.00
TOTAL Amount this quote	\$78,300.00

Standard shipping for this package unit is 6 to 8 weeks. Quick ship, for an additional fee of \$3,610.00, will have the unit delivered in 3 to 5 weeks.

This proposal does not include; permits, electrical power wiring disconnect and re-connect,

Submitted By: Ray Leffler

Date: 10/14/20

Accepted:

Date:

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 178-2020**

RE: A Resolution Declaring an Emergency Affecting Public Health, Safety and Welfare and Ratifying the Emergency Contract Awarded Pursuant to N.J.S.A. 40A:11-6 and N.J.A.C. 5:34-6.1 to Air Systems Maintenance, Inc. Related to the Provision and Installation of a New Boiler for the Montvale Senior and Community Center

Whereas, on October 15, 2020, the Borough of Montvale Engineer issued a Memorandum to the Borough Administrator, Qualified Purchasing Agent, Borough Attorney and Mayor and Council concerning an emergency situation that arose with respect to the boiler for the Montvale Senior and Community Center; and

Whereas, said Memorandum advised that the boiler servicing the Police Department was badly leaking and required immediate replacement; and

Whereas, the Borough Engineer advised that the Senior and Community Center serves as the Borough's only polling location for the upcoming General Election, and a normal bid process would have resulted in the delay of installation of a new unit until well into the winter; and

Whereas, said condition represented a threat to the health, safety and welfare of the public; and

Whereas, this emergency situation could not have been reasonably foreseen by the Borough; and

Whereas, the Borough Council is satisfied based upon October 15, 2020 Memorandum from the Borough Engineer, that the conditions at the Montvale Senior and Community Center represented a danger to the health, safety and welfare of the general public and thus constituted an "emergency" for purposes of N.J.S.A. 40A:11-6 and N.J.A.C. 5:34-6.1; and

Whereas, the Borough did therefore engage Air Systems Maintenance, Inc., who was already performing routine maintenance and emergency HVAC services for the Borough, to provide and install a boiler to protect the health, safety and welfare of the public; and

Whereas, the cost of the delivery and installation of the boiler was \$24,558.00 pursuant to a proposal dated October 14, 2020, submitted to the Borough of Montvale; and

Whereas, the scope of work was limited to the goods and services required to address the emergency situation; and

Whereas, the Borough Qualified Purchasing Agent executed a purchase order for this work pursuant to said proposal, under the authority granted by N.J.S.A. 40A:11-6 and N.J.A.C. 5:34-6.1.

Now, Therefore, Be It Resolved by the Mayor and Council as follows:

1. The recitals set forth above are incorporated herein as if set forth at length.
2. The Borough Council hereby declares that the situation at the Montvale Senior and Community Center constituted an "emergency" justifying the use of emergency procurement procedures by the Borough Qualified Purchasing Agent pursuant to N.J.S.A. 40A:11-6 and N.J.A.C. 5:34-6.1.
3. The Purchase Order entered into with Air Systems Maintenance, Inc. in the amount of \$24,558.00 is hereby ratified and reaffirmed.
4. A copy of the October 15, 2020 Memorandum from the Borough Engineer shall be filed in the minutes along with this Resolution.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Curry							
Koelling							
Lane							
Roche							
Russo-Vogelsang							

Adopted: November 10, 2020

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk
Account#
Amount \$

Michael Ghassali
Mayor



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

MEMORANDUM

To: Maureen Iarossi-Alwan
Christine Kalafut
Joe Voytus
Mayor & Council

From: Andrew R. Hipolit 

Date: October 15, 2020

Re: Emergency Boiler Replacement - Senior Center

As you know, Air Systems Maintenance, Inc. had been contracted by the Borough to provide maintenance and emergency HVAC services at both Borough Hall and the Senior Center.

Air Systems Maintenance, Inc. met with a representative of the Borough at the Senior Center and it was determined that the existing boiler was badly leaking and requires immediate replacement. As this facility is proposed to be utilized for the up-coming election, and with the advent of cold weather, it is imperative that this boiler be replaced as soon as possible. There is not sufficient time to put this scope of work out to bid. We recommend that this situation be considered an emergency pursuant to NJSA 40A:11-6 and NJAC 5:34-6.1.

Air Systems has provided the attached quote to perform this emergency work, and we take no exception to their proposal, and recommend that the Borough contract with them on an emergency basis for this work.

Please contact me should you have any questions.

R:\Projects\MVB\MVB-610 2020 General Engineering\Correspondence\OUT\201015_arh_Iarossi-Alwan_Emergency Boiler replacement - Senior Center.docx



Proposal

Air Systems Maintenance

718 Jefferson Ave
 Kenilworth, N.J. 07033
 Phone - 908.241.1555
 Fax - 908.241.8111

Proposal No: 20 6335
 Date: October 14, 2020

<u>Proposal Submitted To:</u>		<u>Work to be Performed at:</u>	
Bill To:	Montvale Municipal	Location:	Senior Center
Address:	1 Memorial Drive	Address:	Same
City/State:	Montvale NJ 07645	City/State:	
Attention:	Chris Gruber	Contact:	
Phone Number:		Phone Number:	
Fax Number:		Fax Number:	<----

<u>Salesperson</u>	<u>Email Address</u>	<u>Project</u>
Mark R.	Mredding@airsystemsmaintenance.com	Senior Center Boiler Replacement

We hereby propose to furnish materials and perform labor necessary for the completion of the following:

Replacement of the Hot Water Boiler for the Senior Center.
 Valve Off and Drain Existing Boiler, Shutoff and Disconnect Electric and Gas Lines.
 Remove Existing Boiler and Install Replacement High Efficient (94%) Lochinvar Knight Boiler 500k BTU
 Repipe Supply and Return Water Lines to Main Hot Water Loop, Reconnect Vent and Air Intake.
 Install New Low Water Cutoff Control, New Water Fill Valve and Backflow Preventer, Neutralizer Kit.
 Fill New Boiler, Bleed Air From Lines, Reconnect Gas Line and Start, Test and Check Boiler Operation

Overtime Labor As Extra All work To Be Done During Normal Working Hours

Boiler Disposal Included
Reuse Existing Thermostats

Price Expires in 30 days **Total.....** **\$24,558.00**

<u>Proposal Includes:</u>	<u>Acceptance of Proposal:</u>
All material guaranteed as specified and the above work performed in accordance with the drawings and specifications submitted for the sum not to exceed: \$ 24,558.00	The above prices, specifications and conditions are satisfactory and hereby accepted. Your are authorized to complete this contract as specified. Payment will be made as outlined.

Mark Redding	Signature:
Mark Redding, Project Manager	Print Name:
Date: October 14, 2020	Date Of Acceptance:

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 179-2020**

RE: Authorize Refund of Registration Fees Senior Community Center Exercise Room / Participants Non-Use

BE IT RESOLVED, the attached listing of individual is hereby granted a refund for non-use of the senior community center exercise room due to COVID-19 Golf restrictions on sanitation and occupancy.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Curry							
Koelling							
Lane							
Roche							
Russo-Vogelsang							

Adopted: November 10, 2020

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Michael Ghassali
Mayor

Account#
Senior Account

Maureen Iarossi

From: durdick1@verizon.net
Sent: Wednesday, October 21, 2020 10:46 AM
To: Maureen Iarossi
Subject: Senior Exercise Room Rebates

Good Morning Maureen,
During our recent meeting concerning the reopening of the Senior Exercise Room it was determined that it would remain closed until COVID-19 restrictions are relaxed. It was also determined that the registration fee would be returned to those patrons who registered for 2020. Their names, addresses and the amount they paid is as follows:

The following paid \$90

Claire Keller
26 Holiday Court
River Vale, NJ 07675

The following paid \$80

Kurt Birkenmaier
67 Pennsylvania Ave.
Montvale, NJ 07645

The following paid \$45

Lucille Borthwick
20 Maple Ave.
Harriman, NY 10926

Connie Watson
125 Colony Ave.
Park Ridge, NJ

Kathleen Chadwick

Janet Jelenski
60 Pine Lake Terrace
River Vale, NJ 07675

The Following paid \$40

Donald Stoneham
32 Bryan Drive
Montvale, NJ 07645

Eulogio Gonzalez
27 Pennsylvania Ave.
Montvale, NJ 07645

Steve Ohayon
18 Cardinal Court
Montvale, NJ 07645

Joel Stern
22 Williamsburg Way
Montvale, NJ 07645

Eva Friedman
24 Williamsburg Way
Montvale, NJ 07645

James Meisterich
23 Maple Ave.
Montvale, NJ 07645

John Rotante
22 Ladik Place
Montvale, NJ 07645

Tony Monopoli
27 Akers Ave.
Montvale, NJ 07645

Robert Daley
19 Terry Court

Werner Hahnemann
24 Sunrise Drive

Montvale, NJ 07645

Montvale, NJ 07645

Carol Balbo
28 Highland Rd.
Montvale, NJ 07645

John Broderick
16 Cardinal Court
Montvale, NJ 07645

Kelly Mellon
150 Nottingham Court, Apt 201
Montvale, NJ 07645

Linda Queller
20 Williamsburg Way
Montvale, NJ 07645

Leigh Hopper
81 Magnolia Ave.
Montvale, NJ 07645

Robert Sproul
5 Prospect Ave.
Montvale, NJ

07645

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 180-2020**

RE: Authorizing Appointment /Full Time Construction Code Official/ Building Sub-Code Official/C. Gruber

WHEREAS, Christopher Gruber was hired as a Full Time Deputy Construction Code Official effective January 1, 2019 upon certification; and

WHEREAS, The Borough of Montvale is in need of appointing a Full Time Construction Code Official due to the retirement of the current Construction Code; and

WHEREAS, Christopher Gruber meets the qualifications of the following positions and will be taking on the following various roles within the Borough of Montvale as follows: Construction Code Official, Building Code Official, Zoning Official, Property Maintenance, Facilities Municipal Buildings/Property Inspector, Safety Co-Coordinator; and

WHEREAS, Mr. Gruber agreed to the terms and conditions of employment, and has previously completed a satisfactory background investigation; and

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale, County of Bergen, State of New Jersey the above-named individual is hereby appointed to these positions effective November 13, 2020.

BE IT FURTHER RESOVLED, The Department of Community Affairs received a copy of this resolution for their records.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Curry							
Koelling							
Lane							
Roche							
Russo-Vogelsang							

Adopted: November 10, 2020

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Michael Ghassali
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 181-2020**

RE: Authorizing Hiring Full Time/Technical Assistant/Building Department/S. Lutz-Geisler

WHEREAS, the Borough of Montvale advertised and interviewed for the position of Technical Assistant in the Montvale Building Department; and

WHEREAS, Stephanie Lutz-Geisler meets the qualifications for this position and agrees to the terms and conditions of employment, and has previously completed a satisfactory background investigation; 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 this full-time position which duties and responsibilities include a certified Technical Assistant To the Building Department effective November 16, 2020.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Curry							
Koelling							
Lane							
Roche							
Russo-Vogelsang							

Adopted: November 10, 2020

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Michael Ghassali
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 182-2020**

RE: Refund Tax Overpayment / Block 2601, Lot 11 / 2 Timberland Trail

WHEREAS, a resolution authorizing the Borough of Montvale to refund an overpayment of taxes for the property located at 2 Timberland Trail, also known as Block 2601, Lot 11;

WHEREAS, a duplicate payment was made by the mortgage company; 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 Ronald Deblinger, 1148 Crystal Drive, Palm Beach Gardens, FL 33418 in the amount of \$4,924.89.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Curry							
Koelling							
Lane							
Roche							
Russo-Vogelsang							

Adopted: November 10, 2020

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Michael Ghassali
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 183-2020**

RE: A Resolution Establishing the Health Benefits and Employee Contributions for Borough of Montvale Employees for the Year 2021

Whereas, the Borough of Montvale currently offers health benefits to all of its full-time employees; and

Whereas, all contractual and non-contractual Borough employees have now satisfied their obligations under the four-year phase-in of P.L. 2001, c. 78; and

Whereas, as a result of satisfying the "Chapter 78" obligations, the Borough is now entitled to establish an appropriate employee contribution percentage for health benefits to be paid by employees who elect coverage; and

Whereas, the Borough of Montvale is also entitled to incentivize employees to elect certain coverages and to allow employees to share in the cost savings realized by the Borough as a result of the election of certain lower cost health benefits plans; and

Whereas, the Borough is desirous of memorializing the health benefits, employee contributions, and other elements of the Borough's health benefits package for the year 2021.

Now, Therefore, Be It Resolved as follows:

1. The following health benefits plans shall be offered to employees for the year 2021, with the required employee contributions of the plan premiums noted below:

Plan	Aetna PPO Core	PPO 20/35 Alt Plan #1	EPO 15/25 Alt Plan #2	EPO 20/35 Alt Plan #3	HDHP 3000 Alt Plan #4
Contribution (% of plan cost)	15%	15%	15%	15%	10%

2. In addition, for those employees who elect the HDHP 3000 plan, the Borough of Montvale shall make a contribution to a Health Savings Account (HSA) in the maximum amount allowed by law up to \$8,000, estimated to be \$3,600 for an individual or \$7,200 for a family plan for the year 2021.
3. For those employees who waive health benefits offered by the Borough of Montvale, the Borough will offer a payment of 25% of the cost of the savings realized by the Borough as a result of said waiver, or \$5,000, whichever figure is less. Such payments shall be made in the last pay period in December, 2021, for those employees who waive coverage.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Curry							
Koelling							
Lane							
Roche							
Russo-Vogelsang							

Adopted: November 10, 2020

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Michael Ghassali
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 184-2020**

RE: Rescinding Resolution No. 176-2020 Purchase of Montvale Police Department Radio/Motorola Solutions

BE IT RESOVED, Resolution No. 176-2020 duly adopted by the Governing Body of the Borough of Montvale on October 27, 2020 is hereby rescinded;

BE IT FURTHER RESOVLED, the purchase of Radio for the Montvale Police Department under State of NJ Contract will be reviewed and budgeted in said department at a future date.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Curry							
Koelling							
Lane							
Roche							
Russo-Vogelsang							

Adopted: November 10, 2020

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Michael Ghassali
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 176-2020**

RE: Resolution Awarding Purchase Under New Jersey State Contract/Montvale Police Department Radio's/Motorola Solutions

WHEREAS, The State of New Jersey adopted legislation which requires all municipalities who purchase under New Jersey State Contract to award said purchases by resolution; and

NOW THEREFORE, BE IT RESOLVED by the Borough of Montvale that the following purchases under New Jersey State Contract are hereby authorized:

PURCHASE OF Police Radio's STATE CONTRACT #83909

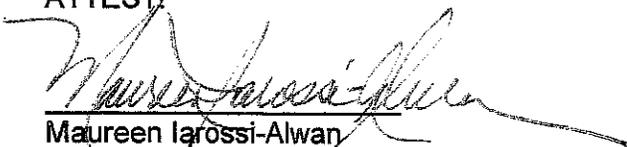
Goosetown Communications Total \$30,878.21
58 North Harrison Avenue
Congers, NY 10920
Attn: Jerry Ables

WHEREAS, attached is a detailed description of the purchase of 11 Radio's quotation #QU0000514849 dated October 13, 2020 which is attached to the original of this resolution.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs			✓		✓		
Curry			✓				
Koelling			✓				
Lane	✓		✓				
Roche		✓	✓				
Russo-Vogelsang			✓				

Adopted: October 27, 2020

ATTEST:


Maureen Larossi-Alwan
Municipal Clerk

APPROVED:


Michael Ghassali
Mayor

Account#
Amount \$30,878.21

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 185-2020**

RE: Resolution Approving the Borough of Montvale COVID-19 Workplace Safety Plan

Whereas, Governor Murphy recent issued Executive Order #192, which provides mandatory health and safety standards to protect all New Jersey's workers at work during the pandemic; and

Whereas, the Borough of Montvale is desirous of formally adopting a policy to implement the requirements of Executive Order #192 and to memorialize certain other policies and procedures related to COVID-19 in effect in the Borough of Montvale; and

Whereas, the Borough Administrator and Office Manager, in consultation with the Borough Attorney, have developed the Borough of Montvale COVID-19 Workplace Safety Plan, which is incorporated herein by reference.

Now, Therefore, Be It Resolved that the Governing Body of the Borough of Montvale does hereby endorse and approve the Borough of Montvale COVID-19 Workplace Safety Plan.

Be It Further Resolved that this Resolution shall take effect immediately.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Curry							
Koelling							
Lane							
Roche							
Russo-Vogelsang							

Adopted: November 10, 2020

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Michael Ghassali
Mayor

Borough of Montvale COVID-19 Workplace Safety Plan

PURPOSE:

At the Borough of Montvale, the health and well-being of our employees and their families is our number one priority. We recognize our role in participating in the global effort to stop the spread of COVID-19. For these reasons we have developed *the Borough of Montvale COVID-19 Workplace Safety Plan ("The Plan")*. The intent of The Plan is to clearly outline the efforts and expectations of the Borough, as we transition to a new way of work. Our goal is to continue to conduct business in a way that will provide a safe and productive environment for our employees and our residents with the excellent service they deserve. These new standards will apply universally to all Borough buildings, and are designed to reduce the risk of COVID-19 transmission to employees and residents.

This document sets **Borough of Montvale guidelines** for employees and the workplace as we begin to transition back to the office after working at home due to COVID-19. Each employee is expected to adhere to the contents of this document. We all know the fluidity of the pandemic is constant and therefore advise that The Plan is subject to change as the regulations around COVID-19 evolve. Should any employee have a question or concern regarding The Plan or something that is not addressed in it, please contact Maureen Iarossi-Alwan, Administrator.

RETURN TO THE OFFICE:

As each city, state and the federal government relax their restrictions on physically working in an office, the Borough will determine how that will impact our operations. The Borough is providing training for employees regarding the social distancing and hygiene protocols.

Understanding that the guidance can change at any time, all employees should remain ready to work at home as they may need to accommodate a rotating schedule, feel sick or comply with further stay at home orders.

HEALTH SCREENING:

The Borough is committed to the health and safety of our employees as well as providing a level of comfort in returning to work. It is everyone's responsibility to be conscientious in monitoring their health and take all measures to avoid infection and the infection of others. The Borough reserves the right to amend these guidelines as a result of amended guidance from state and federal health authorities.

All employees will be subject to a daily health screening protocol. This will require the employee's temperature to be taken upon entering the Municipal Building, as well as

responding to certain health-related questions concerning COVID-19 symptoms and potential exposure. *Confidential information collected will be shared with select members of the HR department and the Administrative staff as necessary.*

Employees may not come to work if they are not feeling well or have a fever. Employees who are displaying COVID-19-like symptoms should not report to work and should contact their direct supervisor. Employees who have tested positive for COVID-19 may not return to working among other people until: 1) they have no symptoms (including no fever without the use of fever reducers) AND 2) they obtain and provide proof of a negative COVID-19 test.

Any employee who has been in contact with someone who has tested positive or is a presumptive positive case of COVID-19 should use Appendix A to determine the level of isolation applicable to them. Please contact Maureen Iarossi-Alwan or R. Lorraine Hutter to discuss these types of situations so that the appropriate decision can be reached.

The Borough has partnered with ***Lifeline Urgent Care***, 8 W. Grand Avenue, Montvale, for COVID-19 testing and related services. This partnership will help employees maintain good health and contribute to our overall strategy for business continuity during the pandemic.

OFFICE ENVIRONMENT SOCIAL DISTANCING AND HYGIENE PROTOCOLS:

All persons, including employees, residents, and vendors should remain at least six feet apart to the greatest extent possible, both inside and outside the workplace. Measures have been taken to keep employees from working close together including plastic dividers wherever possible. Signage has been provided in the hallway for residents and visitors to stand 6 feet apart.

Hand washing stations are available throughout the workplace. Hand sanitizer has been provided at every window and desk area. All persons should frequently wash hands adequately with the supplies that have been provided. The Borough will continue to provide regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout the site.

All employees must wear a face covering/mask unless they are in a closed office alone or sitting at their desk. Masks should be worn by all employees when leaving their desk area and in all common spaces, stairwells and meeting rooms. We understand that many employees will want to provide their own face covering, however if you are unable to for any reason, you are able to obtain one from the hallway. Hand Sanitizer will be placed throughout the office for employee use.

Meetings will continue to take place in person and virtually whenever possible. The use of conference rooms must be limited. When use is necessary, the number of people in a conference room must be limited to a maximum of 25%. If that will not allow for 6 feet in

between each person, then the number must be further decreased until it does allow for compliance with the social distancing requirements. Meeting attendees must occupy every other chair, ensuring at least one chair in between each person and a minimum of 6 feet of separation. Specifically, the Mayor and Council Chambers and Senior Community Center are marked with seating 6 feet from each other. Face coverings must be worn by all attendees.

Common area discussions must be limited and when necessary, participants must maintain 6 feet from one another.

Only three people may be in the kitchen at a time unless there is enough space to maintain the 6-foot social distancing requirements. Employees are recommended to use their own mug, dishes, utensils, etc. and are responsible for washing the same. No dishes or utensils are to be left in the dishwasher/kitchen and all surfaces should be wiped down before and after use (or sanitizer used).

Employees must not have any **physical contact** with one another or share supplies/equipment. This includes shaking hands and using other's phones, pens, computers, etc. Hand sanitizer will be available at each **copy machine** and must be used before and after each use.

All visitors will need to complete a Visitor Health questionnaire (Appendix B) and have their temperature taken before entering. This form should be completed prior to entering our office space and dropped in the bin for tracking purposes.

TRAVEL:

While the Borough cannot control an employee's activities and personal travel outside of work, we ask that our employees conduct themselves in a responsible manner adhering to Borough of Montvale protocols when not at work.

Much of the country is currently listed on NJ's voluntary self-quarantine list, including New Jersey. After consulting with the Borough's attorney, we are modifying the restrictions put in place earlier this year. Effective immediately, any employee who travels to any of the states or territories on NJ's quarantine list will follow the following protocols:

- 1. Notify your supervisor of out of state travel plans;*
- 2. Upon your return to New Jersey, get tested for COVID-19;*
- 3. Assuming negative test result; may return to work;*
- 4. Employee is permitted to return to work once documentation of a "negative" result is provided to the Borough Administrator;*
- 5. If you receive a positive test results, then Appendix A protocol for returning to work will be followed.*

CLEANING:

Employees are responsible for wiping down the surfaces within their individual workstations/offices. Cleaning supplies are available and will be provided for this purpose. All municipally owned vehicles must be cleaned on a regular basis and the interior must be wiped down daily. Arrangements have been made with Auto Spa on Route 17 in Ramsey, NJ for cleaning of vehicles. All field equipment must also be wiped down daily and in between use by multiple employees.

The cleaning services in each office will clean and disinfect all common areas on a morning basis. Employees should position their trash bins in a spot that minimizes the cleaning staffs need to contact their workspace when emptying the trash daily.

ATTENDANCE AT MEETINGS:

Many of our employees regularly attend private or public meetings. As these meetings transition between virtual and in person, Borough employees may attend in person so long as all participants will be required to adhere to CDC social distancing and mask requirements. Confirmation that these requirements will be met should be made prior to arriving at the meeting via contact with the meeting organizer.

CONCLUSION:

These are trying and challenging times for us all. As the state of the world changes over the next several weeks or months, we will take all appropriate steps to keep everyone safe. We recognize the shared challenge we are facing, and by working together, we will help ensure that our employees, their families, and our residents remain as healthy as possible. The Borough appreciates each and every one of you for your cooperation, patience and perseverance.

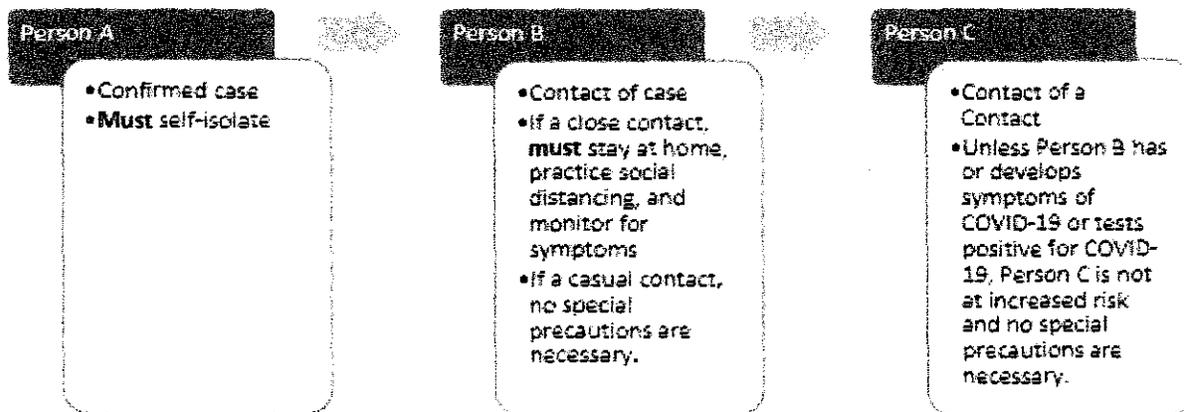
Appendix A

Guidance on the Contact of a Close or Casual Contact of a Confirmed or Suspected Case of COVID-19

NJDOH Guidance

Person A is diagnosed with laboratory-confirmed COVID-19. If Person B had close contact with Person A, then Person B would be considered “Medium Risk” and should remain home, practice social distancing, and obtain a COVID-19 test immediately. If Person B had casual contact with Person A, then Person B would be considered “Low Risk” and no special precautions other than what is generally suggested (e.g., social distancing, wash hands often) would be recommended.

So long as Person B remains well, any individual (such as Person C) who is a contact of Person B (i.e., children, spouse, co-worker, etc.) is a contact of a contact. Person C is not at risk for infection and would not be subject to self-isolation unless Person B had or developed symptoms or tested positive for COVID-19. Compliance with Executive Order 107 is required for all individuals.



Close contacts are individuals who were within 6 feet of a confirmed COVID-19 case for a prolonged period of time (approximately 15 minutes or more) or had direct contact with the infectious secretions of a COVID-19 case (e.g., were coughed on). **Casual contacts** are defined as being in the same indoor environment (e.g., classroom, office, gathering) with a symptomatic confirmed COVID-19 case. Testing is available through Lifeline Urgent Care if desired if you are Person C. No quarantine is necessary to wait for results.

Examples of “Contact” Scenarios:

- **Household Members:** If an asymptomatic (no symptoms) person is contacted by a local health department to be notified that they are a close contact of a confirmed COVID-19 case, they should remain home, practice social distancing, and obtain COVID-19 testing immediately.
- **Close contacts** are individuals who were within 6 feet of a confirmed COVID-19 case for a prolonged period of time (approximately 15 minutes or more) or had direct contact with the infectious secretions

of a COVID-19 case (e.g., were coughed on). **Casual contacts** are defined as being in the same indoor environment (e.g., classroom, office, gathering) with a symptomatic confirmed COVID-19 case.

Any child, spouse or other household members of this asymptomatic contact are a “contact of a contact” and therefore are not required to take any special precautions. They can go to school, work, and engage in other activities.

- **Co-workers:** If an asymptomatic employee calls their supervisor and notified them that they are required to stay home because they were a close contact of a confirmed case, the contacts they had at work are considered “contacts of contact,” are not required to take any special precautions. They should be permitted to continue to work.

How long should close/household contacts of a confirmed COVID-19 case remain home while monitoring themselves?

- **Symptomatic contacts:** Must self-isolate at home until they are fever free for a full 3 days (or 72 hours with no fever without the use of fever reducing medicine) **AND** other symptoms, such as cough and shortness of breath have and has obtained a negative COVID-19 testing result.

- **Asymptomatic contacts:** If the confirmed case remains a close contact after symptoms develop, the asymptomatic contact would self-isolate and obtain a COVID-19 test immediately.

How long should a casual contact of a confirmed COVID-19 remain home and monitor themselves for symptoms?

- Casual contacts of a confirmed COVID-19 case are “Low Risk” and do not have to take special precautions. They should observe for symptoms. If symptoms develop, they should test immediately for COVID-19. Symptoms of COVID-19 include fever, sore throat, cough, and shortness of breath.

- If symptoms appear, see instructions listed above for **symptomatic** contacts.

Do “contact of contacts” need to take any special precautions?

- No. A person who is a contact of a contact does not have any restrictions and can continue with normal activities such as going to work or school. However, if this person later develops symptoms see instructions listed above for **symptomatic** contacts.

Appendix B Health Screening Form for Visitors

To reduce the risk of COVID-19 exposure to Borough of Montvale employees and to do our part to reduce the spread of the virus, all visitors must complete the following screening questions and have their temperature taken. Visitors must wear a mask while on Borough premises and maintain a distance of at least 6 feet from others. If entering any common areas, visitors are required to follow the applicable posted guidelines.

Date: _____ Location: _____

Visitor's Name/Company: _____

Visitor's phone number: _____

Self-Declaration by Visitor		
	YES	NO
Have you traveled to or been in close contact with anyone who has traveled to areas with sustained community transmission within the last 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been diagnosed with or had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
Have you experienced any cold or flu-like symptoms in the last 72 hours (fever over 100.4 degrees, cough, sore throat, shortness of breath or other respiratory problem)?	<input type="checkbox"/>	<input type="checkbox"/>

Visitors answering yes to any of the above questions or with a temperature reading of 100.4 degrees or higher will not be permitted to enter the facility. Your signature below indicates that you have answered the above truthfully and to the best of your knowledge and you agree to wear a mask, social distance and comply with all of the Borough's COVID related guidelines.

Visitor signature: _____

Please place this form in the bin. Thank you.

Appendix C

Frequently Asked Questions

If you are diagnosed with COVID-19, what should you do?

The employee should notify their direct supervisor, office manager and administrator as soon as possible and forward medical documentation within 3 business days to the office. The diagnosed employee should stay home and follow medical direction regarding treatment and absence from work. In accordance with the Guidelines, employees can be absent from work for the time period specified in accordance with the provided documentation without using accumulated leave/sick time.

If you have been diagnosed with or exposed to COVID-19, when can you return to work?

In most, cases employees who have been exposed to or diagnosed with the COVID-19 virus will not be permitted to enter the workplace until they are either medically cleared (regarding those with COVID-19) or retested and have a negative result.

What if I am quarantined or otherwise unable to work due to exposure to COVID-19?

If an employee is directed by a medical professional or government agency to self-isolate or quarantine due to suspicion of exposure to or diagnosis with COVID-19, and /or is undergoing a period of self-quarantine or isolation pursuant to public health assessment recommendations, then the employee will not be required to utilize accumulated sick/leave time if they provide documentation verifying the same within three work days of the initial absence.

What if I become ill during a workday and suspect I have symptoms consistent with COVID-19?

All possible cases of COVID-19 will be taken seriously. If you become ill while at work and suspect your symptoms are consistent with COVID-19, you should immediately contact your direct supervisor, office manager and/or the Borough Administrator. We will send you to be tested and send you home. You will be required to be tested for COVID-19 at Lifeline Urgent Care on Grand Avenue, Montvale. If you test positive you will need to stay home, and be symptom free and be retested for COVID-19 with a negative result outcome in order to return to work.

What happens if I am impacted by COVID-19 through a school closing?

Employees who are not under suspicion of having been exposed to the virus or diagnosed with the virus but need to stay home with a child regardless of age, of whom they are the parent or legal guardian, due to the closure of a preschool program, elementary or secondary school (high school or below), or child

care center related to COVID-19, will be required to provide documentation verifying the closing. Wherever possible, employees will be accommodated for remote work during these periods.

If I need to stay home to care with a family member diagnosed with COVID-19, what should I do?

If the employee's absence is caused by the employee's need to care for an immediate family member who (i) has been diagnosed with COVID-19, (ii) was directed by a medical professional or government agency to self-isolate or quarantine due to possible exposure to or diagnosis with COVID-19, and/or (iii) is undergoing a period of self-quarantine or isolation pursuant to public health assessment recommendations, the employee shall submit documentation verifying the family member's COVID-19 related illness, exposure, and/or quarantine period to their direct supervisor, office manager, or the Borough Administrator, or such other employee who is tasked with receiving sick or leave documentation, within three days of the employee's initial absence. In order to return to work employee will need to supply a negative COVID-19 result. If no such documentation is received, the employee will need to use accumulated leave/sick time.

If I am subject to documentation requirements due to excessive absenteeism or abuse of sick leave, will I be penalized for further COVID-19 related absences?

Employees who had previously been subjected to documentation requirements under the Borough standard operating procedures due to excessive absenteeism or abuse of sick leave shall not be disciplined for future absences that occur as a result of their being suspected or diagnosed with COVID-19 or having to be absent to care for a family member impacted by the virus.

The Borough will not solely use absenteeism related to COVID-19 virus to subject any employee to a documentation requirement or excessive absenteeism. However, if no documentation is received within a reasonable time to support an asserted COVID-19-related absence, the Borough has the right to exercise discretion in determining its response.

What type of documentation will I be required to submit for my leave claim?

For cases where individuals are undergoing a period of isolation or quarantine, documents from a local, state or federal government agency, a medical professional, office, or hospital or proof that the employee was recently in a location where the recommendation by medical facility is to self-quarantine will satisfy the requirement to provide documentation.

For cases where individuals are caring for an immediate family member sickened by or diagnosed with COVID-19, then the employee shall submit documentation verifying the family member's COVID 19 related illness to the Borough of Montvale via the Borough Administrator and/or office manager. It must be received within 3 days of the employee's initial absence.

An employee may fax or send a scanned copy via email of the documentation in support of their COVID-19.

How should we handle employees who have returned from travel?

While the Borough cannot control an employee's activities and personal travel outside of work, we ask that our employees conduct themselves in a responsible manner adhering to the Borough of Montvale's protocol guidelines when not at work.

Much of the country is currently listed on NJ's voluntary self-quarantine list including New Jersey. After consulting with the Borough's attorney, we are modifying the restrictions put in place earlier this year. Effective immediately, any employee who travels to any of the states or territories on NJ's quarantine list will follow the following protocols:

1. *Notify your supervisor of out of state travel plans;*
2. *Upon your return to New Jersey, get tested for COVID-19;*
3. *Assuming negative test result; may return to work.*
4. *Employee is permitted to return to work once documentation of a "negative" result is provided to the Borough Administrator;*
5. *If you receive a positive test results, then The Borough of Montvale's protocols for returning to work will be followed.*

The Borough of Montvale is taking every precaution to keep the employees and residents safe. Thank you for your cooperation during this difficult time.

RESOLUTION

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

<u>FUND</u>	<u>AMOUNT</u>	<u>NOTES</u>
Current	\$2,952,307.65	Bill List Wire 11/10/2020
	<u>307,028.55</u>	Wires/Manual Checks
Current TOTAL	3,259,336.20	
Capital	122,513.43	Bill List Wire 11/10/2020
Escrow	6,565.00	Bill List Wire 11/10/2020
Dog Trust	12.00	Bill List Wire 11/10/2020
Housing Trust	31,194.79	Bill List Wire 11/10/2020
General Trust	17.05	Bill List Wire 11/10/2020
Open Space Trust	3,125.00	Bill List Wire 11/10/2020

This resolution was adopted by the Mayor and Council of Montvale at a meeting held on 11/10/20

Introduced by: _____

Approved: 11/10/20

Seconded by: _____

Michael Ghassali, Mayor

ATTEST:

Maureen Iarossi-Alwan, Municipal Clerk

MANUAL/VOID CHECKS - WIRES
November 10, 2020

<u>Check #</u>	<u>PO #</u>	<u>Date</u>	<u>Transaction/Vendor</u>	<u>Amount</u>
WIRE		10/30/20	Payroll Account-Current	197,983.67
WIRE		10/30/20	Salary Deduction Account	108,882.38
WIRE		10/30/20	FSA Account	162.50
Total				<u>307,028.55</u>

P.O. Type: All
Range: First to Last
Format: Condensed

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	Status	Amount	Void Amount	Contract	PO Type
00019 MUNICIPAL CAPITAL CORPORATION								
	20-00022	01/06/20	COPY MACHINE LEASE - MAILROOM	Open	399.00	0.00		B
	20-00023	01/06/20	COPY MACHINE LEASE - POLICE	Open	179.00	0.00		B
	20-00576	05/26/20	WIDE FORMAT COLOR COPIER	Open	444.00	0.00		B
					<u>1,022.00</u>			
00050 DEPIERO'S FARM								
	20-01302	10/21/20	TEAM BUILDING ACTIVITY	Open	150.00	0.00		
00065 GENERAL CODE PUBLISHERS, LLC								
	20-01186	09/29/20	LAND SUBDIVISION & ZONING PHAM	Open	494.00	0.00		
00088 KAY PRINTING & ENVEL CO., INC.								
	20-01187	09/29/20	UCC FORMS ORDER	Open	1,214.00	0.00		
00097 CABLEVISION								
	20-01268	10/14/20	07873-109890-01-7 CABLEVISION	Open	101.18	0.00		
	20-01269	10/14/20	07873-204461-01-0 CABLEVISION	Open	135.45	0.00		
	20-01270	10/14/20	07873-199375-01-1 CABLEVISION	Open	194.96	0.00		
					<u>431.59</u>			
00104 MONTVALE BOARD OF EDUCATION								
	20-00015	01/06/20	LOCAL SCHOOL TAXES 2020	Open	1,415,320.00	0.00		B
00118 NJ STATE LEAGUE OF								
	20-01332	10/28/20	CLASSIFIED AD - CONSTRUCTION	Open	160.00	0.00		
00128 ARROW TREE SERVICE INC.								
	20-01241	10/08/20	EMERGENCY TREE WORK/RECYCLE	Open	1,200.00	0.00		
00135 PASCACK VALLEY MAYORS' ASSOC								
	20-01260	10/14/20	PASCACK VALLEY MAYORS' ASSOC.	Open	162.73	0.00		
00137 PASCACK VALLEY REGIONAL HS DST								
	20-00014	01/06/20	REGIONAL SCHOOL TAXES 2020	Open	1,253,890.90	0.00		B
00146 PSE&G CO.								
	20-01315	10/23/20	PSE&G - SEPTEMBER 2020	Open	210.70	0.00		
	20-01380	11/04/20	PSE&G - OCTOBER 2020	Open	219.47	0.00		
					<u>430.17</u>			
00151 LAMENDOLA, BRIAN								
	20-01351	10/29/20	REIMB CLOTHING ALLOWANCE	Open	95.98	0.00		
00178 FAIR GAME GOOSE CONTROL INC.								
	20-00204	02/04/20	2020 GOOSE CHASING-BOARD OF ED	Open	1,237.50	0.00		B
	20-00205	02/04/20	2020 GOOSE CHASING -BD OF HLTH	Open	1,237.50	0.00		B
					<u>2,475.00</u>			

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
00215 TOWNSHIP OF RIVER VALE	20-00016	01/06/20	PASCACK VALLEY DPW 2020	Open	149,681.50	0.00		B
00258 ROCKLAND ELECTRIC COMPANY	20-01378	11/04/20	ROCKLAND ELECTRIC - OCTOBER	Open	5,807.84	0.00		
	20-01379	11/04/20	ROCKLAND ELECTRIC - NOVEMBER	Open	<u>11,634.98</u>	0.00		
					17,442.82			
00329 NJ STATE DEPT. OF HEALTH	20-01163	09/23/20	STATE LICENSE DOG FEE / SEPT.	Open	12.00	0.00		
00426 TREASURER, STATE OF NEW JERSEY	20-01214	10/05/20	Qrtly report July - Sept 2020	Open	150.00	0.00		
00497 LEVITZKI, ANN	20-00289	02/24/20	COURT - CELL PHONE	Open	49.39	0.00		B
00541 TECHNICAL FIRE SERVICE INC.	20-00684	06/18/20	2020 ANNUAL TESTS - ALL TRUCKS	Open	1,250.00	0.00		
00660 AMERICAN ASPHALT & MILLING	20-00989	08/13/20	NJDOT FY2020-VAR STREET IMRPOV	Open	102,738.68	0.00		B
00705 APPROVED SURGICAL SUPPLIES INC	20-01249	10/09/20	PD OXYGEN REFILLS	Open	70.00	0.00		
00730 BOGGIA & BOGGIA, ESQS.	19-00232	02/05/19	LEGAL RETAINER 2019	Open	11,250.00	0.00		B
	20-00309	02/28/20	2020 LEGAL FEES	Open	<u>11,792.40</u>	0.00		B
					23,042.40			
00731 MASER CONSULTING P.A.	19-00947	07/03/19	OBSERVATION 2019 ROADWAY IMPRO	Open	262.50	0.00		B
	19-01004	07/17/19	LATRENTA FIELD IMPROV.-CONSTRU	Open	2,473.75	0.00		B
	20-00307	02/28/20	ENGINEER RETAINER 2020	Open	450.00	0.00		B
	20-00426	04/14/20	2020 ROAD IMPROVEMENT PROGRAM	Open	9,535.00	0.00		B
	20-00787	07/06/20	EDGREN WAY & RAMAPO RD IMPROV	Open	1,317.50	0.00		B
	20-01196	10/01/20	PARAGON/PHILLIPS CONSTRUCT/OBS	Open	6,186.00	0.00		B
	20-01283	10/19/20	ENGINEERING REIVEW	Open	3,342.50	0.00		
	20-01284	10/19/20	2020 GENERAL ENGINEERING	Open	2,007.50	0.00		
	20-01285	10/19/20	TIER A STORMWATER REPORTING	Open	322.50	0.00		B
	20-01331	10/28/20	GENERAL WORK	Open	<u>85.00</u>	0.00		
					25,982.25			
00737 NORTHWEST BERGEN CENTRAL	20-00020	01/06/20	2020 DISPATCH SERVICES FEE	Open	49,630.00	0.00		B
00761 KLECHA, ROBERT	20-01263	10/14/20	REIMB CLOTHING ALLOWANCE	Open	139.98	0.00		
00762 HARBORTOUCH	20-01125	09/15/20	COURT CREDIT CARD-AUGUST 2020	Open	49.56	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
00790 D & L PAVING CONTRACTORS, INC	20-01238	10/07/20	ROADWAY MAINTENANCE PAYMENT #5	Open	5,200.00	0.00		
00812 NJ STATE ASSOCIATION OF	20-01184	09/29/20	PD PREP & ADMIN PD EXAM	Open	4,172.00	0.00		
00825 NOTTINGHAM COURT LLC	20-01311	10/23/20	RENTAL ASSISTANCE PROGRAM	Open	4,200.00	0.00		
	20-01312	10/23/20	COVID-19 RENTAL ASSISTANCE PRO	Open	5,640.00	0.00		
					<u>9,840.00</u>			
00829 M M REALTY	20-01313	10/23/20	COVID-19 RENTAL ASSISTANCE PRO	Open	4,007.79	0.00		
00830 LINDA VISTA TOWNHOUSES CONDO.	20-01314	10/23/20	HOMEOWNER ASSOC FEE ASSISTANCE	Open	2,200.00	0.00		
00831 160 SPRING VALLEY RD LLC	20-01327	10/26/20	COVID-19 RENTAL ASSISTANCE	Open	2,586.00	0.00		
00833 MONTVALE COMMONS, LP	20-01328	10/26/20	COVID-19 RENTAL ASSISTANCE	Open	9,261.00	0.00		
00841 DEBLINGER, RONALD	20-01382	11/04/20	TAX OVERPAYMENT REFUND	Open	4,924.89	0.00		
00889 J & B LOCK AND ALARM	20-01106	09/10/20	TENNIS COURT SYSTEM REPLACEMEN	Open	1,887.50	0.00		
00891 RIDGEMONT PIZZA & RESTAURANT	20-01347	10/29/20	EMPLOYEE LUNCHEON	Open	99.30	0.00		
00903 INSIDECREDIT	20-01158	09/22/20	PD - BORO BACKGROUND CHECK	Open	22.00	0.00		
00979 SANFILIPPO, JOSEPH	20-01267	10/14/20	REIMB MEAL & FLAGS	Open	201.82	0.00		
	20-01305	10/21/20	CUSTOM LAPEL PINS	Open	418.00	0.00		
					<u>619.82</u>			
01027 SPEEDPRO IMAGING	20-01233	10/07/20	24'X36' WELCOME LEAVING SIGNS	Open	850.00	0.00		
01063 SUMMIT RIDGE CONDOMINIUM	20-01316	10/23/20	HOMEOWNER ASSOC FEE ASSISTANCE	Open	1,100.00	0.00		
01330 GHASSALI, MICHAEL	20-01308	10/21/20	Camera HERO9 B1k	Open	428.79	0.00		
01431 THE SIGTIST	20-00845	07/08/20	ORDER & INSTALL - WALL DECAL	Open	305.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
01471 RICCIARDELLA ELECTRIC INC.	20-01090	09/09/20	CAT 6 WIRE ORGANIZING PD DEPT	Open	1,170.00	0.00		
01510 GUICO, JOHN	20-01266	10/14/20	REIMB SUPPLIES FOR TARGETS	Open	125.77	0.00		
01557 RAYMOND BROTHERS LANDSCAPING	20-01213	10/05/20	5 LADIK PLACE OVERGROWN TURF	Open	350.00	0.00		
01565 RECONYX, INC.	20-00858	07/10/20	PD HYPERFIRE LICENSE PL READER	Open	1,175.66	0.00		
01638 FRESH H2O FILTRATION SYSTEMS	20-00044	01/07/20	2020 WATER COOLER RENTAL	Open	104.97	0.00		B
01654 P.I.A SECURITY PROGRAMS, INC.	20-00306	02/28/20	2020 P.I.A. CONSULTANT BENEFIT	Open	1,375.00	0.00		B
01702 MEDIA CONSULTANTS LLC	20-01254	10/13/20	EQUIPMENT - MONTVALE TV STUDIO	Open	3,774.00	0.00		
01767 VERIZON	20-01346	10/29/20	555-569-014-0001-55 VERIZON	Open	170.64	0.00		
01849 NEW JERSEY FIRE EQUIPMENT CO.	20-00686	06/18/20	2020 ANNUAL FLOW TEST OF SCBA	Open	136.35	0.00		
01852 REDICARE LLC	20-01236	10/07/20	MEDICINE CABINET RE-STOCK	Open	23.85	0.00		
01879 RESERVE @ MONTVALE	20-01337	10/29/20	HOMEOWNER ASSOC FEE ASSISTANCE	Open	2,200.00	0.00		
01882 PRESTIGE BUSINESS PRODUCTS, INC	20-01256	10/14/20	toners	Open	663.00	0.00		
01886 MCGEE, HEATHER	20-01304	10/21/20	PD REIMB LUNCH INTERVIEWS	Open	100.08	0.00		
	20-01310	10/22/20	REIMB PD INTERVIEW LUNCHES	Open	<u>199.21</u>	0.00		
					299.29			
01919 DESIGN-N-STITCH	20-01114	09/14/20	BUILDING DEPARTMENT SHIRTS	Open	735.00	0.00		
01946 HEARTSMART.COM	20-01175	09/25/20	PD DEFIBRILLATOR	Open	985.00	0.00		
01964 EONS MONTVALE LLC	20-01098	09/09/20	ESCROW REFUND	Open	195.00	0.00		
02141 REGAN, ROBERT T., ESQ.	20-01195	10/01/20	ESCROW PAYMENTS	Open	3,027.50	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
02408 MCDOWELL, DOUGLAS	20-01264	10/14/20	REIMB CLOTHING ALLOWANCE	Open	569.80	0.00		
02426 VERIZON WIRELESS	20-01325	10/26/20	482530999-00001 VERIZON	Open	356.09	0.00		
02559 INS DESIGN ADMINSTRATORS	20-00055	01/07/20	BOROUGH VISION PLAN	Open	203.00	0.00		B
03060 TRI-STATE TECHNICAL SERVICES	20-00024	01/07/20	2020 ADOBE SOFTWARE LEASE	Open	36.38	0.00		B
	20-00025	01/07/20	2020 COMPUTER MAINTENANCE	Open	739.59	0.00		B
	20-00026	01/07/20	2020 MICROSOFT WEB EXCHANGE	Open	416.00	0.00		B
	20-01323	10/26/20	ZOOM COURT - NOVEMBER 2020	Open	17.05	0.00		
					<u>1,209.02</u>			
03220 NJ DIVISION OF ALCOHOLIC	20-00799	07/07/20	2020-2021 LIQUOR LICENSE RENEW	Open	24.00	0.00		
03682 CRUISE, E. K.	20-01317	10/23/20	REIMB SAFETY GLOW STICKS	Open	266.50	0.00		
03727 STAPLES INC	20-01245	10/08/20	office supplies	Open	468.06	0.00		
	20-01255	10/14/20	office supplies	Open	1,130.75	0.00		
	20-01262	10/14/20	PD OFFICE SUPPLIES	Open	39.70	0.00		
					<u>1,638.51</u>			
03858 SZABO, JASON E.	20-01306	10/21/20	REIMB CLOTHING ALLOWANCE	Open	59.98	0.00		
04008 GASTON, SCOTT	20-01265	10/14/20	REIMB CLOTHING ALLOWANCE	Open	107.95	0.00		
<hr/> Total Purchase Orders: 93 Total P.O. Line Items: 0 Total List Amount: 3,115,734.92 Total Void Amount: 0.00								

Totals by Year-Fund		Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
Fund Description	Fund						
CURRENT FUND 2020	0-01	2,941,057.65	0.00	2,941,057.65	0.00	0.00	2,941,057.65
CURRENT FUND 2019	9-01	11,250.00	0.00	11,250.00	0.00	0.00	11,250.00
CAPITAL FUND	C-04	122,513.43	0.00	122,513.43	0.00	0.00	122,513.43
BOA ESCROW ACCOUN	E-08	6,565.00	0.00	6,565.00	0.00	0.00	6,565.00
OTHER TRUST ACCOU	T-03	31,211.84	0.00	31,211.84	0.00	0.00	31,211.84
DOG TRUST ACCOUNT	T-12	12.00	0.00	12.00	0.00	0.00	12.00
OPEN SPACE TRUST	T-14	3,125.00	0.00	3,125.00	0.00	0.00	3,125.00
Year Total:		34,348.84	0.00	34,348.84	0.00	0.00	34,348.84
Total of All Funds:		3,115,734.92	0.00	3,115,734.92	0.00	0.00	3,115,734.92

2020 Best Practices Inventory Online Platform

Montvale Borough

Scoring

Current Score: 19.50

Score

0 - 7

8 - 11

12 - 15

16 +

Aid Withheld

100% of final aid payment withheld

50% of final aid payment withheld

25% of final aid payment withheld

No aid withholding

2020 Best Practices Inventory Online Platform

Montvale Borough

Printable Current Answers

001	Core Competencies	Personnel	
<p>The Fair Labor Standards Act (FLSA) is a federal law requiring that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and thus not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (please consult labor counsel for detailed guidance). Exempt status also precludes overtime pay for time worked during emergencies, attendance at night meetings and participation in training sessions. Compensated leave time in lieu of cash payments is considered a form of overtime pay unless such leave is utilized in the same pay period. Does your municipality not pay overtime to employees classified as exempt under the FLSA?</p>			[0.00] No
002	Core Competencies	Personnel	
<p>Has your municipality reviewed and updated its employee personnel manual/handbook by resolution or ordinance within the past three years or upon the conclusion of each of your municipality's collective negotiated agreements (CNAs)? If yes, please provide in the Comments section the date of the meeting at which the personnel manual was updated. If not yes, please type "Did Not Answer Yes" into the comment box.</p>			[1.00] Yes Comment: Resolution #19-2020 (January 1, 2020)
003	Core Competencies	Budget	
<p>Does your municipality complete an initial draft of its annual budget no later than the first week of January (or first week of July if an SFY municipality), and obtain input in crafting the draft budget from elected officials and department heads as appropriate to the form of government?</p>			[0.00] No
004	Core Competencies	Budget	
<p>Has your municipality created an accumulated absence liability trust fund pursuant to N.J.A.C. 5:30-15.5?</p>			[0.00] No

005	Core Competencies	Budget	
	Does your municipality annually review 1) its fee schedules against revenue collected, and 2) its fee ordinance(s) to determine whether fees need to be brought more in line with expenses?		[1.00] Yes
006	Core Competencies	Financial Administration	
	The Government Electronic Payment Acceptance Act (N.J.S.A. 40A:5-43 et seq.) and its implementing regulations (N.J.A.C. 5:30-9.1 et seq.) set forth requirements for municipalities accepting credit cards, debit cards, and other electronic fund transfer mechanisms as means of collecting payment. In part, N.J.A.C. 5:30-9.9 limits any surcharges or convenience fees charged by a municipality for handling and processing the transaction. Is your municipality adhering to N.J.A.C. 5:30-9.9 when charging surcharges or convenience fees relating to electronic payment acceptance?		[1.00] Yes
007	Core Competencies	Capital Projects	
	Has your municipality adopted a capital program as defined by N.J.A.C. 5:30-4.2, meaning a moving, multi-year plan and schedule for capital projects (including prospective financing sources) and, when pertinent, first year operating costs and savings?		[1.00] Yes
008	Core Competencies	Capital Projects	
	If your municipality charges administrative fees for off-duty police traffic safety personnel on a public works or utility project, are such fees set by ordinance at an amount not exceeding the municipality's actual costs for administering the off-duty work? See Local Finance Notice CFO 2000-14 for further guidance.		[1.00] Yes
009	Core Competencies	Transparency	
	Are your municipality's codified and uncoded ordinances, including all current salary ordinances, available online?		[1.00] Yes
010	Best Practices	Transparency	
	Does your municipality have an official social media account or accounts and, if so, is there a written policy establishing guidelines on access, use, and permitted content?		[0.50] Yes

011	Core Competencies	Procurement	
	Do your municipality's professional services contracts include a "not to exceed" amount?		[1.00] Yes
012	Best Practices	Procurement	
	If your municipality contracts with an insurance broker for health insurance, and said contract exceeds the Local Public Contracts Law bid threshold, is your municipality's health insurance broker being procured through a competitive contracting or sealed bid process conducted pursuant to the Local Public Contracts Law?		[0.50] N/A
013	Best Practices	Procurement	
	Insurance broker fees dependent on the amount of health insurance premiums or fees paid by the municipality are vulnerable to abuse as brokers could face conflicting incentives in seeking lower-cost health insurance alternatives. If your municipality contracts with an insurance broker for health insurance, is the structure for broker payments set at a flat-fee rather than on a commission basis to mitigate the risk of a broker recommending more expensive health insurance coverage to earn higher fees?		[0.50] Yes
014	Core Competencies	Cybersecurity	
	A cybersecurity incident response plan is a set of instructions to help detect, respond to, and recover from network security incidents. These plans address areas such as cybercrime, data loss, and service outages. Does your municipality have a cybersecurity incident response plan?		[1.00] Yes
015	Core Competencies	Cybersecurity	
	Are all municipal employees receiving ongoing cybersecurity training in malware detection, password construction, identifying security incidents and social engineering attacks?		[0.00] No
016	Core Competencies	Ratables/PILOTs	
	Before formalizing negotiations and entering into a Long-Term Financial Agreement, does your municipality have at least one staff member or contractually-retained professional evaluate all proposed Long-Term PILOTs to assure that the proposed agreement is a net-benefit to the municipality?		[0.00] No

017

Best Practices

Environment

If your municipality has a combined sewer overflow (CSO) system, has the conversion to a non-CSO overflow system been incorporated into your municipality's capital improvement program? If your municipality does not have a CSO system, is it undertaking affirmative measures to reduce stormwater runoff? Non-CSO municipalities answering Yes should explain these measures in the Comment Box.

[0.50] Yes
 Comment: The Borough awards an annual contract for sanitary sewer repairs. The Borough has annual inspections of the storm water drainage system, sanitary sewer system and private detention basins . The Borough's shared service agreement with the Township of River Vale includes weekly inspections and cleaning of the storm water drainage system.

018

Core Competencies

Financial Administration

Pursuant to N.J.S.A. 40A:5-14(d), a local unit's investment policies shall be based on a cash flow analysis prepared by the CFO, with those policies being commensurate with the nature and size of the funds held by the local unit. Has your municipality conducted a cash flow analysis of its deposited and invested funds, and, based on that analysis, does your municipality's cash management plan set policies for your municipality's investments that consider preservation of capital, liquidity, current and historical investment returns, diversification, maturity requirements, costs and fees associated with the investment and, when appropriate, policies of investment instrument administrators?

[1.00] Prospective

Best Practices

Budget

019

Does your municipality periodically review the historical activity and balances of all trust fund accounts not created through public referendum (i.e. open space) to determine the need for, and adequacy of, each account? Only answer N/A if your municipality does not have any non-referendum trust funds.

[0.50] Yes

020	Core Competencies	Budget	
	Is your municipality ensuring that insurance reimbursements are credited back to the budget appropriation line item in the budget in accordance with N.J.S.A 40A:5-32, instead of applied as miscellaneous revenue not anticipated? Compliance with this statutory obligation relieves pressure on current year appropriations. Only answer N/A if your municipality had no insurance reimbursements in 2019 or 2020.		[1.00] Yes
021	Core Competencies	Capital Projects	
	Has your municipality reviewed all completed capital project bond ordinances for remaining balances that can be cancelled by resolution, and revert to their respective balance sheet accounts?		[1.00] Yes
022	Best Practices	Financial Administration	
	Are monthly cash-flow statements prepared to assist in identifying and managing liquidity risk and used to conduct regular stress test forecasting payments based on known due dates and anticipated revenues received during the same period?		[0.50] Yes
023	Best Practices	Budget	
	Has your municipality reviewed individual grants receivable and appropriated to 1) ensure all grants are appropriately charged; 2) receivables are collected in a timely manner; and 3) considered cancelling any expired or otherwise stale grants? Doing so minimizes or avoids fund balance depletion due to use of current fund cash to cover grant expenses. Only answer N/A if your municipality does not have any grants receivable and appropriated.		[0.50] Yes
024	Best Practices	Personnel	
	In the event of a staff vacancy, municipalities should ensure there is backup to critical positions through cross-training staff and/or entering into shared services agreements with other local units. Has your municipality 1) cross-trained staff for multiple functions to the extent permitted by employee titles, labor agreements and Civil Service, as applicable; and/or 2) entered into a shared service agreement with another municipality or local government entity for the provision of staffing as may be needed?		[0.50] Yes

025	Best Practices	Personnel	
	Has your municipality established by ordinance an anti-nepotism policy that, at minimum, prohibits hiring the immediate family members of elected officials, department heads, or supervisors?		[0.50] Yes
026	Core Competencies	Procurement	
	Has your municipality reviewed with legal counsel and other appropriate officials (e.g. engineer; purchasing agent) the boilerplate language in its bid or RFP documents to ensure such language meets legal requirements under the Local Public Contracts Law and pay-to-play, along with other relevant statutes and caselaw?		[1.00] Yes
027	Core Competencies	Transparency	
	Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year proposed budget (including the full adopted budget for the current year when approved by the governing body); most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?		[1.00] Yes
028	Core Competencies	Transparency	
	N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to contracts@perc.state.nj.us . Has your municipality filed all current contracts with PERC? Only answer N/A if your municipality does not have any employee labor unions.		[1.00] Yes
029	Core Competencies	Cybersecurity	
	Does your municipality perform off-network daily incremental backups with weekly full backups of all data?		[1.00] Yes

030	Unscored Survey	COVID-19 Response
	How has the COVID-19 crisis impacted your municipality's cash flow and/or anticipated surplus going into 2021? Please select one answer only.	[0.00] Significantly
031	Unscored Survey	COVID-19 Response
	Has your municipality had to make any reductions in expenditures due to COVID-19? If so, please include under Comments the departments or programs impacted by COVID-19 related spending reductions. If the answer is no, insert None under Comments.	[0.00] Yes Comment: Recreation Department programs / spending was impacted by COVID-19.
032	Unscored Survey	COVID-19 Response
	Has your municipality received any CARES Act funding from the State, your county government, or directly from the federal government? Please state under Comments the dollar amount of such funding, the source(s), and whether such funds have been partially or totally disbursed to the municipality; if none please insert \$0 under Comments.	[0.00] No Comment: Amount requested - \$30,000.00 (Funds have not been received)
033	Unscored Survey	COVID-19 Response
	Please select the one most critical area in which your municipality currently requires technical non-monetary assistance.	[0.00] Other (fill-in under Comments) Comment: None
034	Unscored Survey	COVID-19 Response
	In reviewing your municipality's operations during the COVID-19 pandemic, what is the department, division, office or other area of municipal operations that has been most strained by the pandemic?	[0.00] Public Safety

035	Unscored Survey	COVID-19 Response	
Provide one procedure or process that your municipality developed in response to the pandemic that it intends to keep after the COVID-19 emergency concludes.			Comment: The Borough will continue to properly sanitize municipal facilities.
036	Unscored Survey	COVID-19 Response	
Is your municipality providing grants to small businesses impacted by COVID-19? If so, please provide under Comments the total number of businesses approved for grants thusfar, the total amount in grants approved, and a link to the grant program guidelines. If your municipality is not providing grants, please insert N/A under Comments.			[0.00] No Comment: N/A
037	Unscored Survey	Alcoholic Beverage Licensing	
Have any liquor licenses for Type 33 plenary retail consumption licenses (e.g. bars) been sold in your municipality by private sale during 2019 and 2020? If yes, please state the date of sale along with sale price for each license under Comments. If no, please insert the number zero under Comments.			[0.00] No Comment: 0
038(a)	Unscored Survey	Shared Services	
Is your municipality currently in negotiations with another local government or board of education to either provide or receive one or more of the following shared services? If the fact that negotiations are taking place has not yet been made public, this question may be answered No. (a) Police			[0.00] No
038(b)	Unscored Survey	Shared Services	
Is your municipality currently in negotiations with another local government or board of education to either provide or receive one or more of the following shared services? If the fact that negotiations are taking place has not yet been made public, this question may be answered No. (b) Fire			[0.00] No

038(c)

Unscored Survey

Shared Services

Is your municipality currently in negotiations with another local government or board of education to either provide or receive one or more of the following shared services? If the fact that negotiations are taking place has not yet been made public, this question may be answered No. (c) Dispatch

[0.00] No
Comment:
Agreement -
Northwest Bergen
Central Dispatch

038(d)

Unscored Survey

Shared Services

Is your municipality currently in negotiations with another local government or board of education to either provide or receive one or more of the following shared services? If the fact that negotiations are taking place has not yet been made public, this question may be answered No. (d) Public Works

[0.00] No
Comment: Shared
Service - Township
of River Vale

038(e)

Unscored Survey

Shared Services

Is your municipality currently in negotiations with another local government or board of education to either provide or receive one or more of the following shared services? If the fact that negotiations are taking place has not yet been made public, this question may be answered No. (e) Health Department / Board of Health

[0.00] No
Comment:
Agreement -
Northwest Bergen
Regional Health
Commission

038(f)

Unscored Survey

Shared Services

Is your municipality currently in negotiations with another local government or board of education to either provide or receive one or more of the following shared services? If the fact that negotiations are taking place has not yet been made public, this question may be answered No. (f) Construction Code Enforcement

[0.00] No

039

Unscored Survey

Shared Services

Does your municipality handle the entirety of its public safety and emergency dispatching with its own employees? If Yes, please indicate in the Comments what, if anything, has been done to explore a more regional approach to dispatch along with any barriers. If the answer is No, please list under Comments the other local government entities and/or private entity and the dispatching services each provides for the municipality.

[0.00] No
Comment:
Agreement -
Northwest Bergen
Central Dispatch

040(e)	Unscored Survey	Shared Services	
<p>Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, Please answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (e) Municipal Treasurer</p>			<p>[0.00] No Comment: N/A</p>

040(f)	Unscored Survey	Shared Services	
<p>Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, Please answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (f) Qualified Purchasing Agent</p>			<p>[0.00] No Comment: N/A</p>

040(g)	Unscored Survey	Shared Services	
<p>Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, Please answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (g) Certified Public Works Manager</p>			<p>[0.00] No Comment: Shared Service Agreement - The Township of River Vale provides DPW services for the Borough of Montvale</p>

040(h)	Unscored Survey	Shared Services	
<p>Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, Please answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (h) Public Works Superintendent</p>			<p>[0.00] No Comment: Shared Service Agreement - The Township of River Vale provides DPW services for the Borough of Montvale</p>

041

Unscored Survey

Shared Services

If the answer to any subpart in Question 40 is yes, did one or more of the identified shared service agreements result in the dismissal of a tenured official? If yes, please insert under Comments the position or positions where an agreement resulted in the dismissal of a tenured official. If no or N/A, please also insert No or N/A under Comments. See LFN 2018-3R for more information on this provision of the Common Sense Shared Service Act.

[0.00] N/A

Comment: N/A

042

Unscored Survey

Environment

How much did your municipality spend on operational costs associated with managing and treating stormwater runoff in the prior fiscal year, and how much did your municipality appropriate toward same for the current fiscal year? Examples of such costs include street cleaning, conveyance system clean-out, routine maintenance of storm drains and outfall pipes, and stormwater runoff-related educational programs. For projects with definite but ancillary stormwater runoff benefits, describe those benefits under Comments. Also list under Comments the FCOA codes your municipality is using to classify these stormwater-related prior year expenditures and current year appropriations.

Comment: Shared Service - Township of River Vale (Street Cleaning, Routine Maintenance ,etc.)
(2019) FCOA Code 20-165: \$29,500.00
(2020) FCOA Code 26-297: \$50,000.00

043

Unscored Survey

Environment

Please list which projects in your municipality's most recent adopted capital budget, if any, are associated with stormwater management. State "None" if no project fits this criteria or "N/A" if your municipality has not adopted a capital budget in the most recent fiscal year.

Comment: The Road Improvement Program in the 2020 Capital Budget.

044

Unscored Survey

Environment

Is your municipality considering establishing a stormwater utility, authorizing a sewerage authority or MUA to establish a separate stormwater operation, or joining a regional stormwater utility? If the answer to the above is "Yes", please explain under Comments where your municipality is in the process. If the answer to the above is "No", please explain under Comments the reason(s) why your municipality is not currently pursuing the creation of a stormwater utility.

[0.00] No
Comment: Due to the unique nature and location of the Borough Montvale, with a number of streams located throughout the Borough, as well as, the proximity to the New York State border, the Borough has continued to handle stormwater improvements through both general and specific appropriations and through Ordinances for private development. The Borough of Montvale does not believe the establishment of a separate stormwater utility is in the best interests of the Borough from both an environmental and fiscal standpoint.

045

Unscored Survey

Environment

What type of residential recycling program does your municipality have? Select only one.

[0.00] Dual-stream (source-separated)

046	Unscored Survey	Environment	
Has your residential recycling program changed from single-stream to dual-stream in the past two years?			[0.00] Yes
047	Unscored Survey	Environment	
If your residential recycling program is single-stream, is your municipality considering a conversion to dual-stream recycling?			[0.00] N/A
048	Unscored Survey	Environment	
Is recycling in your municipality picked up utilizing a truck with an automated single-arm?			[0.00] Yes
049	Unscored Survey	Opportunity Zones	
Is your municipality aware of any real estate development projects or businesses that will be using the Opportunity Zone tax incentive or receiving an Opportunity Fund investment? Only answer N/A if your municipality is not located within an Opportunity Zone.			[0.00] No
050	Unscored Survey	Opportunity Zones	
If your municipality knows of any projects that are using or will be using the Opportunity Zone tax incentive, please include the name of each project, the full address, a short description that includes the primary developer (if applicable), estimated value of the development (i.e. total permitted value), and the project's status (if known) on the Excel form provided on DLGS's Best Practices webpage. Upload the Excel form using the "Attach File" button toward the bottom of your screen. If you have uploaded the Excel form, type "File Uploaded" in the Comment Box. If you have not uploaded the Excel Form, type NA in the Comment Box.			Comment: N/A
051	Unscored Survey	Planning & Econ. Devt.	
Does your municipality have a minimum lot size requirement of one acre or more for new residential development?			[0.00] No
052	Unscored Survey	Planning & Econ. Devt.	
Does your municipality place annual limits on the total allowable number of permits or dwellings for new single family construction?			[0.00] No

053	Unscored Survey	Planning & Econ. Devt.	
Does your municipality place annual limits on the total allowable number of permits or dwellings for new multi-family construction?			[0.00] No
054	Unscored Survey	Planning & Econ. Devt.	
Does your municipality have an urban growth or containment ordinance or policy in place?			[0.00] Yes
055	Unscored Survey	Planning & Econ. Devt.	
Does your municipality currently have a development moratorium or a set of regulations that effectively create a development moratorium?			[0.00] No
056	Unscored Survey	Planning & Econ. Devt.	
Does your municipality currently have a ban on mobile homes?			[0.00] Yes
057	Unscored Survey	Planning & Econ. Devt.	
Does your municipality have any restrictions on the pace of residential development (i.e. number of units that can be added each year)?			[0.00] No
058	Unscored Survey	Planning & Econ. Devt.	
Inclusionary zoning ordinances require developments to provide a percentage of the residential units constructed/developed/created be set-aside and available to low- and moderate-income households. Does your municipality have an inclusionary zoning ordinance in place?			[0.00] Yes
059	Unscored Survey	Planning & Econ. Devt.	
Density bonuses encourage the production of affordable housing by allowing developers to build more units than would ordinarily be allowed on a site by the underlying zoning code, in exchange for a commitment to include a certain number of below-market units in the development. Do you offer a density bonus for affordable housing development?			[0.00] Yes

060

Unscored Survey

Planning & Econ. Devt.

Please describe the general attitude of your residents toward additional affordable housing development? (Select only one answer)

[0.00] Don't Know