

**MINUTES
WORK SESSION**

The Public Meeting of the Mayor and Council was held in the Council Chambers and called to order at 7:38PM. Adequate notice was published in the official newspaper of the Borough of Montvale. Master Sergeant Dieter Koelling led the Pledge of Allegiance to the Flag, and roll call was taken.

OPEN PUBLIC MEETING STATEMENT

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

ROLL CALL:

Councilmember Arendacs - absent
Councilmember Curry - absent
Councilmember Koelling

Councilmember Lane
Councilmember Roche - arrived at 7:45pm
Councilmember Russo-Vogelsang

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

Jeffrey Bliss, Auditor/Overview of Annual Report of Audit 2020

Overall it was an excellent audit. Montvale is in great financial condition. The auditor recommended purchasing procedures be reviewed and revised to ensure all contract awards and purchases are made in accordance with the Local Public Contracts Law and State procurement guidelines. The borough finance department keeps excellent records.

Presentation: Ron Dee, Director of Real Estate/GreenDrop Household Good Charitable Donation Mobile Office/Proposed Rent Parking Spaces/Municipal Parking Lot

Power point presentation is included with original minutes

ORDINANCES:

None

MINUTES:**October 12, 2021**

A motion to accept minutes by Councilmember Lane; seconded by Councilmember Koelling – all ayes with the exception of Councilmember Roche abstaining - Councilmember Roche mentioned to amend the minutes to reflect his absence.

CLOSED/EXECUTIVE MINUTES:

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.

151-2021 Municipal Alliance Governor's Council on Alcoholism & Drug Abuse Fiscal Grant

WHEREAS, the Governor's Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey.

WHEREAS, The Borough Council of the Borough of Montvale, County of Bergen, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore, has an established Municipal Alliance Committee; and,

WHEREAS, the Borough Council further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and,

WHEREAS, the Borough Council has applied for funding to the Governor's Council on Alcoholism and Drug Abuse through the County of Bergen;

NOW, THEREFORE, BE IT RESOLVED by the Borough of Montvale, County of Bergen, State of New Jersey hereby recognizes the following:

1. The Borough Council does hereby authorize submission of a strategic plan for the Montvale Municipal Alliance grant for fiscal year 2023 in the amount of:

DEDR	\$ 3836.33
Cash Match	\$ 959.08
In-Kind	\$ 2877.25

2. The Borough Council acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

152-2021 RE: CORRECTIVE ACTION PLAN

WHEREAS, the audit report for the year ended December 31, 2020 was received by the Borough of Montvale on September 9, 2021; and

WHEREAS, the Division of Local Government Services requires a corrective action plan to be prepared and submitted within 60 days from the date the audit is received by the Governing Body; and

WHEREAS, the corrective action plan covers all findings and recommendations in the audit report, including state, federal and general findings, as well as, the status of prior year findings and recommendations; and

WHEREAS, the corrective action plan should be prepared by the Chief Financial Officer, with the assistance from other municipal officials affected by the audit recommendations, and approved by the Governing Body.

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the Borough of Montvale hereby approves the corrective action plan prepared and submitted by the Chief Financial Officer in response to the findings and recommendations included as part of the audit report for the year ended December 31, 2020.

153-2021 RE: Group Affidavit Audit Report

WHEREAS, N.J.S.A. 40A:5-4 requires the Governing Body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, the Annual Report of Audit for the year 2020 has been filed by a Registered Municipal Accountant with the Municipal Clerk as per the requirements of the N.J.S.A.40A:5-6, and a copy has been received by each member of the Governing Body; and

WHEREAS, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per R.S.52:27BB-34; and

WHEREAS, the Local Finance Board has promulgated a regulation requiring that the Governing Body of each municipality shall be resolution certify to the Local Finance Board of the State of New Jersey that all members of the Governing Body have reviewed, as a minimum, the sections of the annual audit entitled:

GENERAL COMMENTS
RECOMMENDATIONS

and

WHEREAS, the members of the Governing Body have personally reviewed as a minimum the Annual Report of Audit, specifically the sections of the Annual Audit entitled: General Comments – Recommendations;

as evidenced by the group affidavit form of the Governing Body; and

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the Annual Audit, as per the regulations of the Local Finance Board; and

WHEREAS, all members of the Governing Body have received and have familiarized themselves with, at least the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the Affidavit as provided by the Local Finance Board; and

WHEREAS, failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the members of the Governing Body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52 - “A local officer or member of a local Governing Body who, after a dated fixed for compliance, fails or refuses to obey an order of the Director of Local Government Services, under the Provisions of this Article, shall be guilty of a misdemeanor and upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.”

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Montvale, hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey dated July 10, 1968 and does here submit a certified copy of this resolution and the required Affidavit to said Board to show evidence of said compliance.

154-2021 Authorize Refund for Board of Health Permit

WHEREAS, that Fresh Catch Treats, with offices located at 34 Elbert Court, Montvale, NJ, is requesting a

refund in the amount of \$154.00 for a one day event that did not take place.

BE IT RESOLVED, that Fresh Catch Treats is hereby granted a refund for a Board of Health permit and a Fire Prevention permit in the total amount of \$154.00.

Introduced by: Councilmember Lane; seconded by Councilmember Roche - a roll call was taken
- all ayes

155-2021 Authorizing Hiring Full Time/Technical Assistant/Building Department/Jeanne Fondacaro

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

WHEREAS, Jeanne Fondacaro 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 Technical Assistant To the Building Department effective November 2, 2020. In addition, obtain certification of the position of Technical Assistance.

Introduced by: Councilmember Lane; seconded by Councilmember Roche - all ayes

156-2021 Award Professional Service Contract /Engineering Services /Construction Observation Services/ 2021 Roadway Improvement Program/Colliers Engineering & Design

WHEREAS, the Borough of Montvale has deemed it necessary to engage the professional services of an Engineer to provide professional services to design, construction observation services and bidding municipal road improvements for the 2021 Roadway Improvement Program; and

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

WHEREAS, Colliers Engineering & Design, 200 Valley Road, Suite 400, Mt. Arlington, NJ 07856 has submitted a proposal dated September 28, 2021 to provide the engineering services for services which are detailed and attached to the original of this resolution, and

WHEREAS, the Certified Municipal Finance Officer has certified funds are available certification hereto attached to the original of this resolution.

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

- 1) That the proposal for the scope of engineering services is attached to this resolution which is made part of this resolution shall be awarded to Maser Consulting.
- 2) That the following be provided: Construction Observation and Bidding For Improvement To Various Roads/2021 Road Improvement Program
- 3) The cost not to exceed shall be \$90,000.00. The Engineer shall be required to submit itemized bills and payment shall be made based upon services rendered. The rates for this work are in accordance with the hourly contractual agreement with the Borough of Montvale.

WHEREAS, the payment of these funds is available.

BE IT FURTHER RESOLVED, that a copy of this resolution be published an official newspaper of the Borough of Montvale, be on file, available for public inspection, in the office of the Municipal Clerk, Municipal Complex, 12 Mercedes Drive, Montvale, NJ 07645.

Introduced by: Councilmember Lane; seconded by Councilmember Russo-Vogelsang - all ayes

157-2021 Awarding Professional Service Contract/Engineering Services/Boundary Survey Colliers Engineering & Design

WHEREAS, the Borough of Montvale has deemed it necessary to engage the professional services of an Engineer to prepare a boundary survey associated with the Borough's purchase of 13 West Grand Avenue, Lot 22, Block 1601; and

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

WHEREAS, Colliers Engineering & Design, 200 Valley Road, Suite 400, Mt. Arlington, NJ 07856 has submitted a proposal October 26, 2021 to provide expanded professional engineering services which are attached to the original of this resolution, and

WHEREAS, the Certified Municipal Finance Officer has certified funds are available certification hereto attached to the original of this resolution.

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

- 1) That the proposal for the scope of professional engineering services is attached to this resolution which is made part of this resolution shall be awarded to Maser Consulting.

- 2) That the following be provided: Boundary Survey
- 3) The cost not to exceed shall be \$2,900.00 The Engineer shall be required to submit itemized bills and payment shall be made based upon services rendered. The rates for this work are in accordance with the hourly contractual agreement with the Borough of Montvale.

BE IT FURTHER RESOLVED, that a copy of this resolution be published an official newspaper of the Borough of Montvale, be on file, available for public inspection, in the office of the Municipal Clerk, Municipal Complex, 12 Mercedes Drive, Montvale, NJ 07645.

Introduced by: Councilmember Lane; seconded by Councilmember Russo-Vogelsang - all ayes

BILLS: *Municipal Clerk read the Bill Report*

Motion to pay bills by Councilmember Lane; seconded by Councilmember Roche - all ayes

ENGINEER'S REPORT:

Andrew Hipolit

Report/Update

Should be ready to go out for bid for the 2021 Road Program in the next few weeks

ATTORNEY REPORT:

Joe Voytus, Esq.

Report/Update

No Report

UNFINISHED BUSINESS:

- a. Update Frank Rossi/Boswell Engineering/Huff Pond Status/Hurricane IDA/FEMA/Restoration Of Huff Pond

Due to Hurricane Ida, the restoration that was previously done was wash away. FEMA will reimburse up to 75% of the damage. The cost to restore the damage is approximately \$133,000. It would be best to do this project in the Spring.

- b. 2022 Health Benefits Determination/Borough Employees/Open Enrollment/Percentage of Contributions Employee Contributions Toward Medical Plans/Health Savings Account (HAS) Contribution

Councilmember Lane explained that currently the borough offers 3 health plans. 28 employees that are in the high deductible plan contributes 10% of the premium, the rest of the employees that are on the alternate plans contribute 15% of the premium. The borough contributes towards the HSA accounts for those employees on the high deductible plan \$7,300 for a family plan and \$3,650 for a single plan. Councilmember Lane's recommendation is to continue with the current contributions. A motion by Councilmember Lane; seconded by Councilmember Koelling – a roll call was taken – all ayes

NEW BUSINESS:

- a. Energy Efficiency Audit Conducted/PSE&G/Lighting and HVAC Units

As a result of the audit of all municipal buildings for energy efficiency. The only building that will be upgraded is the LaTrenta fieldhouse for lighting. The total savings will be \$4.00.

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.

A motion to open meeting to the public by Councilmember Lane; seconded by Councilmember Russo-Vogelsang – all ayes

Lorraine Hutter, Borough Employee

Thanked councilmembers for keeping the health benefits the same as last year.

A motion to close meeting to the public by Councilmember Lane; seconded by Councilmember Russo-Vogelsang – all ayes

ADJOURNMENT:

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

Meeting adjourned at 8:45pm

ADJOURNMENT:

Reminder: Election Day Tuesday, November 2nd 6:00 a.m. to 8:00 p. m. check the website for voting options.

The next Meeting of the Mayor and Council will be held on November 9, 2021 at 7:30pm in person and on Zoom

Respectfully submitted, Fran Scordo, Deputy Municipal Clerk