

**AGENDA
PUBLIC MEETING
BOROUGH OF MONTVALE
Mayor and Council Meeting
January 8, 2019
Meeting to Commence 7:30 P.M.
(No Closed/Executive Session)**

ROLL CALL:

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

SWEARING IN: Probationary Police Officers: Nicholas Dispoto, Scott Gaston, Robert Klecha

MONTVALE RECREATION:

RECOGNATION: Winners of the Holiday House Decorating Contest:

Best Use of Lights: The Bauer Family

Best Theme: The Drum Family

Best Neighborhood:

The LaMarca Family

The Galeon Family

The Ganzhorn Family

The Gungil Family

The Altano Family

The Barnes Family

The Varian Family

The Colaiani Family

The McNamara Family

The Pantalone Family

The Keel Family

The Timpone Family

ORDINANCES:

None.

MEETING OPEN TO PUBLIC:

Agenda Items Only

MEETING CLOSED TO PUBLIC:

Agenda Items Only

MINUTES:

December 27, 2018

Sine Die January 1, 2018

Re-Organization January 1, 2019

MINUTES CLOSED/EXECUTIVE SESSION:

December 27, 2018

RESOLUTIONS:

None.

RESOLUTIONS: (CONSENT AGENDA*)

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

- 21-2019 Establish Recreational Fees for Year 2019/Programs and Facilities/Rules & Regulations
- 22-2019 Award Professional Service Contract / Borough Attorney / Boggia & Boggia
- 23-2019 Award Professional Service Contract / Borough Auditor / Lerch, Vinci & Higgins
- 24-2019 Award Professional Service Contract / Engineering Services / Maser Consulting P.A.
Andrew R. Hipolit, P.E., PP., C.M.E.
- 25-2019 Award Professional Service Contract / Borough Planner / Maser Consulting, P.A.
Darlene Green
- 26-2019 Awarding Service Contract / Agreement Tri-State Technical Services / Computers & Peripherals
- 27-2019 Appointment of A Risk Management Consultant In Accordance With The Requirements Set Forth By The Bergen County Municipal Joint Insurance Fund (BCMJIF)
Professional Insurance Associates, (P.I.A), Inc.
- 28-2019 Appointing / Probationary Montvale Police Officer / Nicholas Dispoto
- 29-2019 Authorize Hiring Part-Time Pascack Joint Municipal Court Bailiff Eric Rizzo
- 30-2019 Authorize Contract Animal Control Services/Tyco
- 31-2019 Award Professional Service Contract Administrative Agent for the Borough consistent With N.J.A.C. 5:80-26.14 and to coordinate the affirmative marketing, review/ Approval of the sale and rental of affordable units/Piazza & Associates, Inc.
- 32-2019 Mutual Aid Plan & Rapid Deployment Force Interlocal Service Agreement
- 33-2019 A Resolution of the Borough of Montvale Renewing the Contract with Gov Sites as an Extraordinary Unspecifiable Service for Website Design, Hosting and Support and Related Services
- 34-2019 A Resolution To Appoint A Health Benefits Consultant Relative To The Borough's Membership In The Bergen Municipal Employee Benefits Fund (BMED) Commencing January 1, 2019
- 35-2019 Appointing / Probationary Montvale Police Officer / Scott Gaston
- 36-2019 Appointing / Probationary Montvale Police Officer / Robert Klecha
- 37-2019 A Resolution Awarding a Professional Services Contract to Jeffrey R. Surenian and Associates, LLC to Serve as Special Counsel in Connection with the Borough's Affordable Housing
- 38-2019 Authorizing a Professional Services Consulting Contract to LKM Consulting, LLC for a DPW Shared Services Agreement Five-Year Audit
- 39-2019 Authorize Refund of Recreation Program / BollyX
- 40-2019 Transfer of Appropriations Reserves
- 41-2019 Appointment/Permanent Montvale Police Officer/Andrew Boman
- 42-2019 Authorize Contract NorthWest Bergen Regional Health Commission / 2019-2020

BILLS:

REPORT OF REVENUE:

COMMITTEE REPORTS:

ENGINEER'S REPORT:

Andrew Hipolit

Report/Update

- a. Proposal HVAC Upgrades / Preparation of Bid Specs
- b. Proposal Tier A Municipal Stormwater Permit / Engineering Services

ATTORNEY REPORT:

Joe Voytus, Esq.
Report/Update

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

None.

COMMUNICATION CORRESPONDENCE:

None.

MEETING OPEN TO THE PUBLIC:

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

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

MEETING CLOSED TO THE PUBLIC:

ADJOURNMENT:

The next Meeting of the Mayor and Council will be held January 29, 2019 at 7:30 p.m.

2019 SCHEDULED BUDGET MEETINGS:

January 29th, 2019 6:00 p.m.
February 12th, 2019 6:00 p.m.
February 26th, 2019 6:00 p.m.

*******Disclaimer*******

Subject To Additions And/Or Deletions

**WORKSHOP SESSION
MINUTES**

The Work Session Meeting of the Mayor and Council was held in the Council Chambers and called to order at 7:56pm. Adequate notification was published in the official newspaper of the Borough of Montvale. Master Sergeant Dieter Koelling led the Pledge of Allegiance. Roll call was taken.

OPEN PUBLIC MEETING STATEMENT

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

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

ROLL CALL:

Councilmember Arendacs
Councilmember Curry
Councilmember Gloeggler

Councilmember Koelling
Councilmember Lane
Councilmember Weaver - absent

PRESENTATION: County of Bergen/Freeholder Thomas Sullivan/Grant Award LaTrenta Field Complex Clay Infield Removal & Synthetic Turf Replacement/\$113,538.00

County Executive Jim Tedesco presented Mayor Ghassali and Councilmembers a check in the amount of \$133,530 for LaTrenta field turf replacement through Bergen County open space trust fund

ORDINANCES:

None.

MINUTES:

December 11, 2018

A motion to accept minutes by Councilmember Lane; seconded by Councilmember Curry – all ayes with the exception of Councilmembers Arendacs and Gloeggler abstaining

MINUTES CLOSED/EXECUTIVE SESSION:

December 11, 2018

A motion to accept minutes by Councilmember Lane; seconded by Councilmember Curry – all ayes with the exception of Councilmembers Arendacs and Gloeggler abstaining

RESOLUTIONS: (CONSENT AGENDA*)

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

220-2018 Participation Deferred Compensation Program/AXA Equitable Life Insurance Company

WHEREAS, in order to attract and retain qualified employees there exists a need to adopt and implement a DEFERRED COMPENSATION PLAN for the employees of the Borough of Montvale (hereinafter referred to as "Employer"), which will provide employees the opportunity to enhance their

financial security at retirement through savings of compensation on a deferred basis as provided by Section 457 of the Internal Revenue Code of 1986, as amended ("Code"); and

WHEREAS, there is no direct financial cost to the Employer to adopt and implement both a deferred compensation plan and Service Agreement

WHEREAS, the Employer made written requests for proposals from two or more contractors including AXA- Equitable and Mutual Of America for the administration of the investments of funds under a DEFERRED COMPENSATION PLAN including providing Prototypical Plans and Service Agreements that meet the requirements of the Municipal, County and Authority Deferred Compensation programs Rule N.J.A.C. 5.37;

WHEREAS, the following contractors submitted proposals:

AXA Equitable Life Insurance Company (hereinafter referred to as "AXA Equitable")

WHEREAS, the Borough of Montvale reviewed the proposals and met with the representatives of the responding contractors of deferred compensation services; and

WHEREAS, it was deemed that AXA Equitable has the ability to: (1) maintain complete records of accounts; (2) manage accounts with absolute fidelity; (3) provide advice concerning various categories of investments; and (4) provide continuing consultation to participants.

NOW, THEREFORE, BE IT RESOLVED by the Borough of Montvale that

- a) effective as of the date of this resolution the DEFERRED COMPENSATION PLAN provided by AXA Equitable and assigned the plan identifier: 89-PD-AXA120616 by the New Jersey Division of Local Government Services, is hereby adopted and signed by the Employer.

It is hereby acknowledge that the said DEFERRED COMPENSATION PLAN is substantially similar to one on which a favorable Private Letter Ruling has been previously obtained from the federal Internal Revenue Service except for provisions added by reason of The Small Business Job Protection Act of 1996 (United States Public Law No. 104-188), the Tax payer Relief Act of 2001 (United States Public Law No. 105-34), and the Economic Growth and Tax Relief Reconciliation Act of 2001 (United States Public Law No. 107-16), and all such provisions are stated in the plan in terms substantially similar to the text of those provisions in the Code Section 457 including pertinent applicable Treasury Regulations. The use of the Ruling is for guidance only and acknowledges that for Internal Revenue Service purposes, the Ruling of another employer is not be considered precedent.

- b) The Administrator is authorized to execute the Service Agreement (bearing the identifier: 96-SA-AXAEquitable-091318 assigned by the New Jersey Division of Local Government) with AXA Equitable for the provision of administrative and investment services. There has been no collusion, or evidence or appearance of collusion, between any local official and a representative of AXA Equitable in the selection of AXA Equitable as contractor for the administration of the Service Agreement pursuant to N.J.A.C. Section 5:37-5.7.
- (c) the Administrator is hereby designated as Local Plan Administrator for the administration of the DEFERRED COMPENSATION PLAN.

The undersigned hereby certifies that this is a true copy of a resolution duly passed by the Mayor and/or Council of the Borough of Montvale at a meeting held on December 27th, 2018 and a certified copy of this resolution and all necessary required documents shall be submitted to the Director of the Division of Local Government Services within the State Department of Community Affairs for approval

221-2018 Authorize Hiring / Full Time Accounts Payable/Accounts Receivable Clerk/ Christine Baker

WHEREAS, the Borough of Montvale restructured a position within the Administration; and

WHEREAS, Christine Baker 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 RESOLEVED, by the Mayor and Council of the Borough of Montvale, County of Bergen, State of New Jersey, that the above named individual is hereby appointed to the position of a full-time Accounts Payable/Receivable Clerk, effective January 2, 2019

222-2018 A Resolution Awarding a Contract to AJM Contracting NJDOT MUNICIPAL AID FY2018/Upper Saddle River Road

WHEREAS, the Borough of Montvale has a need for services in connection with certain road improvements to Upper Saddle River Road; and

WHEREAS, consistent with the New Jersey *Local Public Contract Law, N.J.S.A. 40A:11-1, et seq.*, the Borough of Montvale did publicly solicit bids for said project under the title "NJDOT MUNICIPAL AID FY2018 Upper Saddle River Road Improvements" with bids due on December 6, 2018; and

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

WHEREAS, the lowest bid for Base Bid only was submitted by AJM Contracting, 300 Kuller Avenue, North Bergen, NJ in the total amount of \$172,237.00; and

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

WHEREAS, based upon the prices submitted and the funds available, the Borough Engineer has recommended awarding this bid; and

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

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Montvale, that a contract for the above-referenced project shall be awarded as follows:

Bidder

AJM Contracting, Inc.
300 Kuller Avenue
North Bergen, New Jersey

In the amount of:

Base Bid only \$172,237.00

BE IT FURTHER RESOLVED that the Mayor and Borough Clerk are hereby authorized to execute a contract to effectuate the purpose of this Resolution, subject to approval by the Borough Engineer and Attorney.

Acct #8-01-43-316-029 - \$172,237.00

223-2018 A Resolution Adopting Revised Rules and Regulation for the Borough of Montvale Police Department to Extend the Effective Period of All New Promotional Eligibility Lists

WHEREAS, the Borough of Montvale Police Department is desirous of extending the effective period of all new promotional eligibility lists (which go into effect after the effective date of this resolution) from twelve (12) months to twenty-four (24) months; and

WHEREAS, said lists will still be subject to an additional six (6) month extension to meet the administrative needs of the Department; and

WHEREAS, the Montvale Police Benevolent Association has indicated that they have no objection to this change; and

WHEREAS, it is necessary and advisable to revise the Rules and Regulations of the Montvale Police Department in order to implement this change; and

WHEREAS, the Mayor and Council have reviewed this policy change and believe it is in the best interests of the Borough to adopt same.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Montvale, as the appropriate authority pursuant to *N.J.S.A. 40A:14-118*, that the Rules and Regulations of the Montvale Police Department are hereby amended to extend the effective period of all new promotional eligibility lists from twelve (12) to twenty-four (24) months, which change shall be effective immediately.

224-2018 Cancellation of Tax and Excess Sewer Overpayments or Delinquent Amounts Less than \$10.00

WHEREAS, Premier Associates, LLC, with offices located at 574 Grand Ave, Englewood, NJ 07631 has requested release of escrow posted for Block 1902, Lots 6 and 9; and

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

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale hereby release to Premier Associates, LLC, with offices located at 574 Grand Ave, Englewood, NJ 07631 in the amount of \$3,427.50; and

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

225-2018 Authorize Release of Escrow / 50 and 54 Craig Road / Block 1902, Lots 6 & 9

WHEREAS, Premier Associates, LLC, with offices located at 574 Grand Ave, Englewood, NJ 07631 has requested release of escrow posted for Block 1902, Lots 6 and 9; and

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

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale hereby release to Premier Associates, LLC, with offices located at 574 Grand Ave, Englewood, NJ 07631 in the amount of \$3,427.50; and

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

226-2018 Cancellation Of Prior Year Outstanding Checks

WHEREAS, There exists outstanding checks from the prior year drawn against the General Checking Account, and

WHEREAS, it has been determined that the outstanding checks from the prior year be cancelled to the Developers Escrow Reserve Account;

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

GENERAL CHECKING ACCOUNT

<u>DATE</u>	<u>CHECK NUMBER</u>	<u>AMOUNT</u>	<u>FUND</u>	<u>ACCCOUNT</u>
12/11/17	14026	\$12,106.06	Trust	Reserve
12/26/17	14088	132.00	Trust	Reserve
		\$12,238.06		
		=====		

227-2018 Cancellation Of Various Balances

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

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

WHEREAS, it is necessary to formally cancel said balances so that the uncollected receivable balances on the Current Fund balance sheet may be charged to fund balance, the unexpended reserve balance on the Current Fund balance sheet may be credited to fund balance and the unexpended reserve balance on the General Capital Fund balance sheet may be credited to the Capital Improvement Fund;

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

	<u><CHARGES>/</u> <u>CREDITS</u>
<u>Current Fund</u>	
Grants Receivable:	
FEMA - Gabion Wall/Sanitary Sewer	<\$48,880.39>
Municipal Alliance Program	<6,071.75>
	\$<54,952.14>
	=====
Reserve for Grants - Appropriated:	
FEMA - Gabion Wall/Sanitary Sewer	\$199,457.58
	=====
<u>General Capital Fund</u>	
Reserve for Preliminary Expenses	\$700.00
	=====

228-2018 Cancellation Of 2018 Current Fund Appropriations

WHEREAS, there exists unexpended 2018 Current Fund budget appropriation balances; and
WHEREAS, it is necessary to formally cancel said balances so that the unexpended balances may be credited to surplus;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale that the following unexpended 2018 Current Fund budget appropriation balances be cancelled:

GENERAL APPROPRIATIONS**Operations - Excluded from "CAPS"****Public and Private Programs Offset by Revenues**

Municipal Alliance Program	\$9,876.00
CDBG Senior Citizens Activities	<u>3,338.00</u>
	\$13,214.00
	=====

229-2018 Transfer Of Appropriations

WHEREAS, certain transfer of funds for various 2018 budget appropriations are necessary to cover anticipated expenditures; and

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Montvale, that the transfers be made between the 2018 budget appropriations as follows:

	<u>FROM</u>	<u>TO</u>
<u>CURRENT FUND</u>		
General Appropriations		
Operations - Within "CAPS"		
Planning Board:		
Other Expenses	\$10,000.00	
Administrative and Executive:		
Other Expenses		\$10,000.00
Planning Board:		
Other Expenses	35,000.00	
Engineering Services and Costs:		
Other Expenses		35,000.00
Maintenance of All Vehicles:		
Other Expenses	18,000.00	
Fire:		
Other Expenses		18,000.00

BOROUGH OF MONTVALE**DECEMBER 27, 2018****Planning Board:**

Other Expenses

11,000.00

Police:

Acquisition of Police Vehicles

11,000.00

Planning Board:

Other Expenses

5,000.00

Construction Coded Officials:

Salaries and Wages

5,000.00
 \$79,000.00
 =====

5,000.00
 \$79,000.00
 =====

230-2018 Award Purchase of Fire Chief Vehicle / Winner Ford /State Contract # 88728

WHEREAS, the Mayor and Council approved 2019 Ford F150 4X4 Crew Cab for the Fire Department Chief's vehicle to purchase; and

WHEREAS, the Borough of Montvale authorized the execution of payment of purchase with Winner Ford Of Cherry Hill, 250 Haddonfield-Berlin Rd, Cherry Hill, NJ 08034 in the amount of \$37,914.00; and

NOW, THEREFORE, BE IT RESOLVED, the Chief Financial Officer has certified that funds are available and certification is attached to the original of this resolution.

NOW THEREFORE, BE IT FURTHER RESOLVED, the Mayor and Council authorize payment to Winner Ford of Cherry Hill, in the amount of \$37,914.00.

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

231-2018 Resolution Authorizing The Borough Administrator To Sign The NJDEP Wqm-003 Statement Of Consent Form For The Two Paragon Drive, LLC Application

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

WHEREAS, the Borough of Montvale owns and operates their wastewater conveyance system that TWO PARAGON DRIVE, LLC is proposing to connect to for sanitary sewerage disposal;

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

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

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

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

BE IT FURTHER RESOLVED that the Borough Administrator is hereby authorized to execute the NJDEP WQM-003 Form on behalf of the Borough of Montvale for TWO PARAGON DRIVE, LLC Application.

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

BILLS:

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

ENGINEER'S REPORT:

Andrew Hipolit

Report/Update

a. Update Montvale Municipal Building HVAC Status/Improvements/VAV/Control System

Mr. Hipolit stated the issue is, the vendor is not on state contract; suggested to go out to bid for the replacement of the VAV boxes and a new automated system

ATTORNEY REPORT:

Phil Boggia, Esq.
Report/Update
No Report

UNFINISHED BUSINESS:

None

NEW BUSINESS:

a. Schedule/Advertise Special M&C Meeting/Monday, January 7th, 2019/Swearing In Chief
Joseph Sanfilippo
Councilmembers all agreed

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.

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

Jarett Schumacher

Mr. Schumacher asked how many sewer bills will be cancelled; approximately 10; He also wanted to know the resolution transferring appropriations; this resolution is to close out the end of the year and the monies have been allocated in the budget; Suggested to list what topics and/or departments will be discussed at the budget meetings

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

ADJOURNMENT

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

Motion to go into closed session by Councilmember Lane; seconded by Councilmember Curry – all ayes

Meeting was adjourned at 8:32pm

Re-Organization Meeting to be held on Tuesday, January 1, 2019 at 7:00 p.m.

The next Regular Meeting of the Mayor and Council will be held January 8, 2019 at 7:30 p.m.

Respectfully submitted, Fran Scordo, Deputy Municipal Clerk

**SINE DIE MEETING
BOROUGH OF MONTVALE
MAYOR AND COUNCIL
TUESDAY, JANUARY 1, 2019
7:00 P.M.**

SUNSHINE LAW STATEMENT

In accordance with the provisions of the Open Public Meetings Law, notification of this meeting was provided to the Bergen Record on December 14, 2017 informing the public of time and place according to the provisions of the Open Public Meeting Law (Chapter 231, P.L.1975) posted on the Montvale web site and on the Municipal Building bulletin board

MAYOR GHASSALI CALLS THE MEETING TO ORDER:

SALUTE TO THE FLAG:

ROLL CALL:

Councilmember Arendacs
Councilmember Curry
Councilmember Gloeggler
Councilmember Koelling
Councilmember Lane
Councilmember Weaver

UNFINISHED BUSINESS OF 2018:

None

ADJOURNMENT SINE DIE MEETING:

Motion to adjourn by Councilmember Lane; seconded by Councilmember Curry - roll call was taken - all ayes

FOLLOWED BY REORGANIZATION MEETING FOR THE YEAR 2019:

Respectfully submitted, Fran Scordo, Deputy Municipal Clerk

**RE-ORGANIZATION MEETING
MINUTES**

The Re-Organization Meeting of the Mayor and Council was held in the Council Chambers and called to order at 7:02PM. Adequate notification was published in the official newspaper of the Borough of Montvale according to the provisions of the Open Public Meeting Law (Chapter 231, P.L. 1975).

SWEARING IN OF COUNCILMEMBERS (3 YEAR TERM)

Dieter Koelling

AnnMarie Russo-Vogelsang

ROLL CALL

Councilmember Arendacs

Councilmember Koelling

Councilmember Curry

Councilmember Lane

Councilmember Gloeggler

Councilmember Russo-Vogelsang

OPENING PRAYER:

Opening Prayer given by Pastor Sam Goertz – Montvale Evangelical Free Church

ELECTION OF COUNCIL PRESIDENT:

(Council Appointment)

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

ELECTION OF PLANNING BOARD MEMBER:

(Council appointment)

Motion by Councilmember Lane to nominate Councilmember Curry for Planning Board Liaison seconded by Councilmember Gloeggler - All ayes on roll call vote

RESOLUTIONS (*CONSENT AGENDA)

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CONSENT AGENDA*RESOLUTIONS 01-2019 THROUGH 16-2019 & 19-2019 20-2019**

Introduced by Councilmember Lane; seconded by Councilmember Curry - roll call all ayes

01-2019 Cash Management Plan

WHEREAS, P. L. 1983, Chapter 8, Local Fiscal Affairs Law; N.J.S. 40A:5-2, has been amended to require that each municipality designate a Cash Management Plan for the deposit of each local unit's monies,

NOW THEREFORE, BE IT RESOLVED, that the following Cash Management Plan of the Borough of Montvale be and hereby is adopted:

A. **DESIGNATION OF OFFICIAL DEPOSITORIES:**

The following financial institutions are designated official depositories:

1. Bank of America
Wells Fargo
N.J. Cash Management Fund
Valley National Bank
TD Bank
2. Designated Official depositories are required to submit to the Chief Financial Officer of the Borough of Montvale a copy of the State of New Jersey, Department of Banking, Governmental Unit Deposit Protection Act Notification of eligibility, which must be filed semiannually in the Department of Banking as of June 30th and December 31st of each year. Said Notices must be available for annual audit.
3. Designated official depositories are required to submit to the Chief Financial Officer a copy of institution's "Annual Report" on an annual basis.

B. DEPOSIT OF FUNDS

All funds shall be deposited within Forty-Eight (48) hours of receipt in accordance with State statute.

1. Operating funds shall be deposited into interest bearing accounts to maximize interest earnings.
2. Capital and Debt service funds may be deposited into interest bearing accounts. Non-Interest bearing accounts shall be regularly monitored for the availability of funds for investment.
3. Trust funds may be deposited into interest bearing accounts in accordance with the State statutes regulating the deposit of developer's escrow deposits. Non-Interest bearing accounts should be regularly monitored for availability of funds for investment except where either State or Federal laws prohibit the earning of interest on such funds.
4. Payroll and agency remittance funds shall be maintained in regular checking accounts, only insofar as they serve to compensate the bank for payroll data processing services.

C. DEFINITION OF ALLOWABLE INVESTMENT INSTRUMENTS:

The Borough may permit deposits and investments in such depositories as permitted in Section 4 of P.L. 1970, Chapter 236 (C.17:9-44) and other instruments specified below:

1. United States Treasury Bills (T-Bills)
2. Borough of Montvale Bonds or Notes
3. Commercial Bank Deposits and Certificates of Deposit (CD's)
4. Repurchase Agreements (Repo's)
5. Investments in Savings and Loan Association
6. United States Government Agency and Instrumentality Obligations
7. State of New Jersey Cash Management Fund
8. School District Obligations

D. DEFINITION OF ACCEPTABLE COLLATERAL AND PROTECTION OF BOROUGH ASSETS

1. All designated depositories must conform to all applicable State statutes concerning depositories of Public Funds.
2. All depositories shall obtain the highest amount possible F.D.I.C. and/or F.S.L.I.C. coverage of all Borough Assets (Demand and Certificate of Deposit)
3. Collateral will be required for all deposits and investments of the Borough, except for those in the State Cash Management Fund, collateral must have a market value of not less than 100 percent of all deposits and investments.

4. For pledges by depositories on Borough Funds, the following securities will be considered acceptable for pledges:

- a. Any security backed by the U.S. Government
- b. Any direct obligation of any taxing authority within the Borough of Montvale
- c. Real Estate Mortgage Loans for Real Estate property located within the Montvale market area. Pledges of Real Estate Mortgage Loans shall be maintained at a market value of 115 percent of deposits
- d. All pledges of collateral must be indicated on an advice copy of the investment instrument which shall be forwarded to the Chief Financial Officer or Treasurer

E. COMPENSATING BALANCE AGREEMENTS:

Where compensating balances are used to offset bank expenses, an agreement between the bank and the Borough shall be executed, specifying the charge for each service. Said agreement shall be reviewed annually.

F. REPORTING PROCEDURES:

The Chief Financial Officer shall prepare for the Mayor and Council of the Borough of Montvale the following investment reports:

1. MONTHLY REPORTING: A detailed listing of all investments purchased in the prior month, specifying the amount, interest percent per annum, number of days, period of investment and maturity date, interest amount at maturity and financial institutions with which investment is placed. This report shall be broken down by fund.
2. QUARTERLY REPORTING: A detailed summary analysis of all investments by fund, specifying the quarterly interest rate earned, quarterly interest earned on NOW and Savings Accounts and Year-To-Date total interest earnings.
3. The Treasurer shall prepare a schedule of outstanding investments for the independent auditors as of December 31st of each year and at other such times as required by the auditors.
4. The Treasurer shall also periodically provide analysis of average daily balances in interest bearing checking accounts vs. Other investment vehicle potential.
5. All such reports may include a comparison of current investment income vs. forecast, prior year or market conditions.

G. DIVERSIFICATION REQUIREMENTS:

The Chief Financial Officer and Treasurer shall closely examine investments to guard against the effects of a financial institution going into default. This may be accomplished through the practice of spreading the investments around in various designated official depositories.

H. MAXIMUM MATURITY POLICY:

Investments shall be limited to a maturity not to exceed one year on all operating funds unless a longer maturity is permitted within the provision of regulation promulgated by either the Federal or State Governments.

I. INVESTMENT PROCEDURES:

Bids for Certificates of Deposit and Repurchase Agreements will be solicited of at least three (3) designated depositories only if the amount is \$100,000 or greater.

Telephone bids will be solicited of designated depositories by the Chief Financial Officer or Treasurer or designated staff member.

The depository shall specify the principal amount of the investment bid on, interest rate and number of days used to calculate the interest to be paid upon maturity.

Interest paid shall be from the date the bid was awarded to the date of maturity.

All bidders may request the results of the bid after the bid is formally awarded.

A check or wire transfer of funds will be made available to the winning bidder on the same business day the bid is awarded.

Each quotation shall be documented to record the date and time of quote, the parties in the discussion, the instrument(s), maturities and rates. A bid form of the Borough may be used.

J. RETURN ON INVESTMENT:

Where the return on a proposed investment does not exceed the cost of making said investment by a minimum amount the Chief Financial Officer and/or Treasurer will not make the investment. The Chief Financial Officer and/or Treasurer shall have the discretion to award an investment to the bank wherein the funds reside, should that bank's quoted rate be less than other quoted rates received in the event that the differential in interest rates is less than 25 basis points, and providing that the term of the investment is less than fifteen (15) days.

K. CONTROLS:

When possible, the internal controls should provide for a separation of the investment placement functions and the accounting activity. Controls must be designed for telephone orders, wire transfers and securities safekeeping. Only specifically designated personnel shall be allowed to conduct this part of the transactions, and all activity should be subject to immediate written confirmation by the designated depository. The Treasurer shall review each day's activity.

L. BONDING:

The following officials shall be covered by surety bonds; said surety bonds to be examined by the independent auditor to insure their proper execution:

Tax Collector

Treasurer

Municipal Court Administrator

Deputy Municipal Court Administrator

Magistrate

Staff members of the Department of Finance not covered by separate surety bonds shall be covered by a Public Employee's Faithful Performance Bond in the minimum amount of \$50,000.00

M. COMPLIANCE:

The Cash Management Plan of the Borough of Montvale shall be subject to the annual audit conducted pursuant to N.J.S. 40A:5-4.

N. The official charged with the custody of the monies of the Borough of Montvale shall deposit them as designated by the Cash Management Plan and shall thereafter be

O. relieved of any liability or loss of such monies due to the insolvency or closing of any depository designated in the Cash Management Plan pursuant to N.J.S. 40A:5-2.

P. Where a conflict exists between this Cash Management Plan and State statute, the applicable State statute shall apply.

Q. The Cash Management Plan shall be subject to the approval of the Borough Attorney.

02-2019 Authorizing payment to the United States Postal Service to effect the use of a Post Machine

BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale, N.J., that the Administrator be authorized to issue payment through appropriate methods, to the United States Postal Service, not to exceed One Thousand Dollars (\$1,000.00) per month, to affect the use of a Postal Franking Machine.

03-2019 Establish 2019 Holiday Schedule For Administrative Non-Contractual Employees

BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale that the following 2019 Holiday Schedule for eligible Administrative non-contractual employees be and is hereby established:

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

<u>HOLIDAY</u>	<u>DAY OBSERVED</u>
New Year's Day	Tuesday, January 1
President's Day	Monday, February 18
Memorial Day	Monday, May 27
Independence Day	Thursday, July 4
Labor Day	Monday, September 2
Columbus Day	Monday, October 14
Veterans Day	Monday, November 11
Thanksgiving Day	Thursday, November 28
and the Day After	Friday, November 29
Christmas Day	Wednesday, December 25

SECTION 2. Two Floating Holidays, one each to replace Martin Luther King Day and Good Friday to be taken any time during the year. If not used during the calendar year, they will be lost with no ability to be carried or receive pay.

SECTION 3. Two one-half (1/2) day holidays to replace Election Day: one-1/2 day to be taken immediately before the Christmas Day holiday is observed and one-1/2 day to be taken immediately before the day the New Year's Day Holiday is observed.

If July 4th falls on Saturday, the holiday shall be observed on Friday. If July 4th falls on Sunday, the holiday shall be observed on Monday.

If Christmas Day and New Year's Day fall on Saturday, these two holidays shall be observed on Friday. Therefore, the two-1/2 holidays shall be observed on the Thursday before the holidays.

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

SECTION 4. Pursuant to the Personnel Policy, those employees classified as full-time employees (working 35 hours or more each week) shall be entitled to all days, as outlined above in Section 1 through Section 3. Pursuant to the Personnel Policy, all employees classified as part-time employees (working less than 35 hours per week) and eligible to receive holidays, shall only be entitled to the holidays listed in Section 1, and only when the holidays fall on their regularly scheduled days of work.

04-2019 Designating the Mayor, Municipal Clerk, Administrator, Chief Municipal Financial Officer, Treasurer, as Official signatories on Borough Warrants and the Judge, Municipal Court Administrator and Deputy Court Administrators as Official signatories on Municipal Court Accounts

BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale, N.J., that the Mayor, Municipal Clerk, Treasurer, Borough Administrator, Certified Municipal Finance Officer are hereby designated as the official signatories on Borough Warrants.

BE IT FURTHER RESOLVED, that the Judge, Municipal Court Administrator and Deputy Court Administrator are hereby designated as the official signatories on all Municipal Court accounts.

05-2019 Roll Call of the Councilmembers to be called in alphabetical order

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

06-2019 Authorizing the Mayor, Clerk and Collector to issue warrants for certain items with ratification at the following meeting

BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale, NJ, that the Mayor, Clerk and Collector be authorized to issue warrants for the following purposes, with ratification at the following meeting, on due dates for the following items:

- Board of Education, Montvale, NJ
- Pascack Valley Regional Board of Education
- County Tax
- Bergen County Sewer Authority
- Medical Insurance
- Life Insurance
- Bond and Note Payments
- Interest on Bonds and Notes
- Payrolls
- Investments
- Gasoline
- Scavenger Service

07-2019 All bills to be presented in proper form to the Finance Department no later than the 25th of each month

BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale, N.J., that all bills must be presented in proper form to the Finance Department no later than the 25th of each month, and;

BE IT FURTHER RESOLVED, that any bills received later than this date shall be held over for payment until the following month.

08-2019 Change Fund in the amount of \$100.00 be provided for the Municipal Clerk, Collector/Treasurer, \$50.00 for the Dog/Cat License Registrar, \$100.00 for the Court Violations Clerk and \$50.00 for the Police Department

BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale, N.J., that a Change Fund in the amount of \$100.00 be provided for the Municipal Clerk/Collector Treasurer, \$50.00 for the Dog/Cat License Registrar, \$100.00 for the Court Violations Clerk, and \$50.00 for the Police Department.

09-2019 Designation of official newspapers for advertising for the Borough of Montvale

BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale, N.J., that the following newspapers are hereby designated as the official newspapers for advertising for the Borough of Montvale, NJ for the year 2018:

- The Record – Hackensack, N.J.
- The Ridgewood News – Hackensack, N.J.
- The Star Ledger – Newark, NJ

10-2019 Fixing the rate of interest to be charged for the nonpayment of taxes, assessments and excess sewer fees

WHEREAS, R.S. 54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for nonpayment of taxes, assessments and excess sewer fees subject to any abatement or discount for the late payment of taxes, assessments and excess sewer fees as provided by law; and

WHEREAS, R.S. 54:4-67 has been amended to permit the fixing of said rate of 8% per annum of the first \$1,500.00 of the delinquency and 18% per annum on any amount in excess of \$1,500.00;

NOW THEREFORE, BE IT RESOLVED, by the Borough of Montvale, County of Bergen, State of New Jersey, as follows:

1. The Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500.00 of taxes and excess sewer fees becoming delinquent after due date and 18% per annum on any amount of taxes and excess sewer fees in excess of \$1,500.00 becoming delinquent after due date, subject to any abatement or discount for the late payment of taxes and excess sewer fees as provided by law.
2. Re Chapter 72 laws of 94 CTC 94-3. If the new tax bills are not in the mail by June 14, interest will then be charged 25 calendar days after the bills were mailed. Interest shall be calculated from August 1.
3. No interest shall be charged if payment of any quarterly tax payment and bi-annual excess sewer fees is received within ten (10) days of the date upon which the same becomes payable.
4. In connection with any delinquency of taxes, assessments or municipal charges in excess of \$10,000 which has not been paid prior to the end of a calendar year, there shall be imposed a penalty in a sum equal to six (6%) percent of the delinquency in excess of \$10,000.
5. With respect to tax certificates in excess of the sum of \$200 the following additional penalties shall be charged: two (2%) percent on the amount due over \$200 up to \$5,000; four (4%) percent of the amount due over \$5,000 up to \$10,000; and six (6%) percent on the amount in excess of \$10,000; plus cost 2% and \$25.00 per Title 54.
6. Any payments not made in accordance with Paragraph Two of this resolution shall be charged interest from the due date, as set forth in Paragraph One of this resolution.
7. The Tax Collector is authorized to hold a tax sale for unpaid taxes and/or excess sewer charges.
8. This resolution shall be published in its entirety once in the newspaper.
9. A certified copy of this resolution shall be provided by the Office of the Municipal Clerk to each of the following officials: Tax Collector; Borough Attorney; Borough Auditor; Chief Financial Officer.

11-2019 Order of business to be followed at all regular meetings of the Mayor and Council

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

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

BE IT FURTHER RESOLVED, that the following order of business shall be followed at all public meetings of the Mayor and Council of the Borough of Montvale, N.J.

1. Roll Call
2. Reading and/or approval of all unapproved minutes
3. Second reading, public hearing and final passage of ordinances and introduction of ordinances
4. Presentation of resolutions/consent resolutions
5. Presentation of bills
6. Reports of committees, Mayor, Treasurer and Administrator
7. Both Public and Workshop Meetings open to public to speak
8. Old Business
9. New Business
10. Reading of all communications, petitions, etc
11. Adjournment

The Borough Council will conduct a meeting on the last Tuesday of each month, which will serve as workshop sessions. Action may be taken at this meeting.

The public is invited to attend all meetings and speak at all public and workshop sessions of the Mayor & Council.

12-2019 All monies collected by any Borough Official or Employee of the Borough shall be turned over the Borough Treasurer within 48 hours

BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale, N.J., that all monies collected by any Borough Official or Employee of the Borough of Montvale, N.J. shall be turned over to the Borough Treasurer, in full, within forty-eight (48) hours, without any fees being deducted.

BE IT FURTHER RESOLVED, that any fees to which any Borough Official or Employee is entitled shall be set forth in detail on a regular Borough Voucher and presented for payment in the same manner as all bills are submitted.

13-2019 Establish Mayor & Council Meeting Schedule for the Year 2019

BE IT RESOLVED, the meetings of the Mayor and Borough Council shall be held on the following dates for the year 2019 at the location of Borough of Montvale, Municipal Complex, 12 Mercedes Drive, 2ND Floor, Montvale, New Jersey. All meetings will commence at 7:30 PM except where noted.

*January 1 (Tuesday)	Organization Meeting
January 8	Public Meeting
January 29	Workshop Session
February 12	Public Meeting
February 26	Workshop Session
March 12	Public Meeting
March 26	Workshop Session
April 9	Public Meeting
April 30	Workshop Session
May 14	Public Meeting
May 28	Workshop Session
June 11	Public Meeting
June 25	Workshop Session
July 9	Public Meeting
July 30	Workshop Session
August 13	Public Meeting
Cancelled	Workshop Session
September 10	Public Meeting
September 24	Workshop Session
*October 7(Monday)	Public Meeting
October 29	Workshop Session
November 12	Public Meeting
November 26	Workshop Session
December 10	Public Meeting
*December 30(Monday)	Workshop Session

Meeting dates are subject to change. 48 hour notification will be provided per N.J.S.A. 10:4-18.

ACTION MAY BE TAKEN AT BOTH PUBLIC AND WORKSHOP MEETINGS.

14-2019 Establishing a procedure for the periodic release of minutes of executive/session minutes

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

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

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

- Borough Council Minutes Review Committee. There shall be a minutes review committee (MRC) consisting of the Borough Administrator, the Borough Attorney and the Municipal Clerk, whose job shall be to periodically review the minutes of closed sessions of the Borough Council and make recommendations to the Borough Council which minutes should be made public.

The MRC shall have no power and shall not be a "public body" within the meaning of the Open Public Meetings Act.

- Meetings of MRC. The MRC shall meet on an as-needed basis. Meetings of the MRC shall be as scheduled at the convenience of the MRC members by the Borough Administrator.
- Preparatory staff work. Prior to each meeting of the MRC, the Borough Attorney shall prepare a list of all closed sessions minutes which have been prepared by the Borough Attorney that have not been made public. The list and the minutes listed shall be made available to the MRC at their meetings.
- Basis for recommendation. Recommendations to make minutes public shall be on a case-by-case basis, taking into consideration both the interest in maintaining confidentiality set forth in N.J.S.A. 10:4-12 and the interest in prompt disclosure set forth in N.J.S.A. 10:4-14. The applicable guidelines set forth in paragraph 7 of this resolution may be considered as a general standard.
- Decision. The decision to make public the minutes of any closed session shall be made only by the Governing Body of the Borough of Montvale and shall be based on a finding that public disclosure of the matters discussed at such closed session will not be detrimental to the public interest. In making this finding, the public body shall take into consideration, but need not agree with, the recommendation of the MRC and the basis for the recommendation as set forth in paragraph 4 above. In cases where more than one matter was discussed in closed session, the public body may elect to make public only the minutes pertaining to certain of those matters, and to keep the remaining portion(s) of the minutes confidential. Should the minutes contain any material entitled to protection, the public body shall excise or redact such protected matter, provided, that all materials required to be contained in the minutes by N.J.S.A. 10:4-14 shall be set forth.
- Once public, always public. Minutes which are made public shall not thereafter be treated as confidential, but may be seen and copied by any person in the same manner as minutes of open meetings.
- Guidelines. The following general guidelines pertaining to the nine purposes for closed meetings set forth in N.J.S.A. 10:4-12.B, may be considered in recommending and deciding when to make public minutes of closed session:
 - (a) Matters required by law to be confidential. When the need to preserve the secrecy of the confidential information discussed no longer exists; provided, that material entitled to court protection shall not be disclosed.
 - (b) Matters affecting the right to receive federal funds. When disclosure would no longer impair the right to receive funds or cause funds already received to be forfeited.
 - (c) Matters involving individual privacy. Such matters shall not be disclosed except as ordered by a court of competent jurisdiction, or with the written consent of all of the individual(s) concerned.
 - (d) Matters relating to collective bargaining agreements. When the collective bargaining agreement has been made, executed, and ratified.
 - (e) Certain matters involving public funds. After the transaction involving the public funds has been made.
 - (f) Matters affecting public safety and property. When the disclosure would no longer impair the safety and property of the public or the conduct of any investigation.
 - (g) Litigation, contract negotiation and certain privileged matters. As to litigation, when a final decision has been rendered and all rights of appeal are exhausted; as to anticipated litigation, when the statute of limitations has been made as to contract negotiation, when either the contract has been made and is binding on all parties or

if not made, when negotiation is terminated; as to matters falling within the attorney-client privilege, at such time, if ever, that disclosure would not violate the attorney's ethical duties.

- (h) Employment matters. When the employment decision has been made and all rights to litigate or appeal are exhausted; provided, that material entitled to court protection shall not be disclosed.
- (i) Deliberations after hearing in penalty matters. After the decision of whether to impose the penalty has been made and all rights to litigate or appeal are exhausted; provided, that material entitled to court protection shall not be disclosed.

15-2019 Open Public Meetings Act, Chapter 231 of Public Laws of the State of New Jersey/Closed Sessions Governing Body

WHEREAS, it is necessary for the Mayor and Council of the Borough of Montvale to discuss matters relating to such matters and which matters are permitted by Section 7.b of the Open Public Meeting Act, Chapter 231 of the Public Laws of the State of New Jersey for 1975 to be discussed in closed session in the absence of the public from time to time:

- 1.) Any matter considered confidential by federal law, state statute, or court rule;
- 2.) Any matter in which the release of information would impair the receipt of federal funds;
- 3.) Any material which would constitute an unwarranted invasion of individual privacy if disclosed;
- 4.) Any collective bargaining agreements or other discussion of the terms and conditions of a collective bargaining agreement, including negotiations leading up to such an agreement.
- 5.) Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates or investment of public funds where disclosure of such matter could adversely affect the public interest.
- 6.) Any tactics and techniques used in protecting the safety and property of the public and investigations of violations or possible violations of the law.
- 7.) Any pending or anticipated litigation or contract negotiations in which the public body is or may become a party, and any matter falling within the attorney-client privilege, to the extent that confidentiality is required to preserve the attorney-client relationship.
- 8.) Personnel matters related to the employment, appointment or termination of current or prospective employees, unless all individuals who could be adversely affected request, in writing, that the matter be discussed at a public meeting.
- 9.) Any deliberations of a public body occurring after a public hearing that may result in the imposition of a fine upon an individual or the suspension or the loss of license or permit belonging to an individual.

WHEREAS, the Mayor and Council of the Borough of Montvale have determined that it is necessary in the public interest that the matters in fact be discussed in closed session, and has estimated that as nearly as can now be ascertained, the results of the discussion can be disclosed to the public at the conclusion of such matters; and

WHEREAS, any motion to go into closed session will be deemed to include a motion that the matters discussed at such closed session will be disclosed to the public when such matters are finally determined and there is no further reason to prohibit the public disclosure of information relating to such matters; and
NOW, THEREFORE BE IT RESOLVED, that any motion to go into closed session shall have the same effect as this resolution being adopted; and

NOW, THEREFORE BE IT FURTHER RESOLVED that the public be excluded from said portions of the meetings, when said closed session is deemed necessary and the appropriate motion adopted.

16-2019 Adoption of year 2019 By-Laws of the Mayor and Council of the Borough of Montvale

BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale, N.J., that the By-laws of the Mayor and Council of the Borough of Montvale are hereby adopted.

Included with original minutes

19-2019 Adoption Borough Policy & Procedure Manual Year 2019

WHEREAS, it is the policy of Borough of Montvale to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, (the New Jersey Civil Service Act,) (the New Jersey Attorney General's guidelines with respect to Police Department personnel matters,) the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

WHEREAS, the Montvale Governing Body has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREBY, BE IT RESOLVED by the Mayor & Council of the Borough of Montvale that the Personnel Policies and Procedures Manual attached hereto is hereby adopted.

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all Borough officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

BE IT FURTHER RESOLVED that this manual is intended to provide guidelines covering public service by Borough employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Mayor & Council.

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the Borough of Montvale shall operate under the legal doctrine known as "employment at will."

BE IT FURTHER RESOLVED that the Administrator and all managerial/supervisory personnel are responsible for these employment practices. The Borough Attorney shall assist the Administrator in the implementation of the policies and procedures in this manual.

BE IT FUTHER RESOLVED, this manual shall be distributed to managerial/supervisory employees of the Borough of Montvale

20-2019 A Resolution Re-Affirming The Borough's Existing Policy For Eligible Municipal Employees To Voluntarily Waive The Medical And Prescription Coverages Provided Through The Employee Health Benefits Program For Calendar Year 2019

WHEREAS, the Borough of Montvale provides a comprehensive health benefits program comprised of medical, prescription, dental and vision coverages for eligible municipal employees, dependents and retirees; and

WHEREAS, the Governing Body desires the continuance of the program offering for the 2019 Calendar Year.

NOW, THEREFORE BE IT RESOLVED, the Mayor and Council of the Borough of Montvale, County of Bergen, hereby re-authorizes the offering of the Borough's "Opt – Out" Program to municipal employees/Plan participants eligible for health benefits coverage through the Borough Employee Health Benefit Program, whereby the employee/plan participant can voluntarily waive participation in consideration of an annual financial incentive; and

BE IT FURTHER RESOLVED, the waiver of benefits financial incentive shall be set on an annual basis, such incentive set for the 2018 calendar year as follows:

**FOR THOSE EMPLOYEES/PLAN PARTICIPANTS PARTICIPATING IN THE OPT-OUT
AFTER MAY, 21, 2010**

ELIGIBLE COVERAGE	ANNUAL FINANCIAL INCENTIVE (2019)
Single	25% of the Net Savings to the Borough of Montvale or \$5,000, whichever is less
Employee/Spouse	
Parent/Child	
Family	

BE IT FURTHER RESOLVED, the above schedules are consistent with the amounts set forth by the Borough and in accordance with the provisions set forth by the NJ Divisions of Local Government Services, as established by Chapter 2, P.L. 2010.

BE IT FURTHER RESOLVED, the specific terms and conditions of said waiver of coverage are contained within the "201 Waiver of Coverage Offer and Agreement," a copy attached herewith and affirmed by this Resolution; and

BE IT FURTHER RESOLVED, a certified copy of this Resolution shall be forwarded to the Borough Finance Officer, Health Benefits Consultant and Borough Attorney

Introduced by Councilmember Lane; seconded by Councilmember Koelling – a roll call was taken, all ayes

NON-CONSENT AGENDA

RESOLUTION 00-2019 Temporary Budget

WHEREAS, 40A: 4-19 provides that where any contract, commitment or payment are to be made prior to the final adoption of the 2019 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

WHEREAS, the effective date of this resolution is January 1, 2019; and

WHEREAS, the total appropriations in the 2018 budget, exclusive of any appropriations for debt service, capital improvement fund and public assistance are as follows:

Current	\$18,130,391.00
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WHEREAS, 26.25 percent of the total appropriations in the 2018 budget, exclusive of any appropriations for debt service, capital improvement fund and public assistance in said 2018 budget is as follows:

Current	\$ 4,759,227.63
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NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Montvale that the following temporary appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for his records:

General Appropriations

Operations – Within "CAPS"

Administrative and Executive:	
Salaries and Wages	\$70,000.00
Other Expenses	65,000.00
Mayor and Council:	
Salaries and Wages	14,000.00
Other Expenses	4,000.00
Borough Clerk:	
Salaries and Wages	42,500.00
Other Expenses	8,000.00
Financial Administration:	
Salaries and Wages	72,000.00
Other Expenses	9,500.00
Tax Assessment Administration (Assessment of Taxes):	
Salaries and Wages	12,000.00
Other Expenses	9,500.00
Revenue Administration (Collection of Taxes):	
Salaries and Wages	20,000.00
Other Expenses	12,500.00

BOROUGH OF MONTVALE**JANUARY 1, 2019**

Legal Services and Costs:	
Other Expenses	100,000.00
Engineering Services and Costs:	
Other Expenses	50,000.00
Cable TV Committee:	
Salaries and Wages	2,500.00
Other Expenses	4,000.00
Historic Preservation Commission:	
Other Expenses	100.00
Planning Board:	
Salaries and Wages	29,000.00
Other Expenses	50,000.00
Zoning Official:	
Salaries and Wages	5,000.00
Property Maintenance:	
Salaries and Wages	2,000.00
Life Insurance	1,500.00
General Liability Insurance	125,000.00
Worker's Compensation Insurance	125,000.00
Employee Group Health	400,000.00
Employee Group Health - Waiver	10,000.00
Fire:	
Other Expenses	45,000.00
Fire Hydrant Service	60,000.00
Police:	
Salaries and Wages	1,080,000.00
Other Expenses	40,000.00
Acquisition of Police Vehicles	40,000.00
Police Dispatch / 911 (Radio Communications):	
Other Expenses	10,000.00
First Aid Organization:	
Other Expenses	10,000.00
Emergency Management:	
Salaries and Wages	1,500.00
Other Expenses	2,500.00
Uniform Fire Safety:	
Salaries and Wages	15,000.00
Other Expenses	3,000.00
Prosecutor:	
Other Expenses	4,000.00
Road Repairs and Maintenance:	
Other Expenses	50,000.00
Snow Removal:	
Other Expenses	100,000.00
Sewer System:	
Other Expenses	40,000.00
Garbage and Trash Removal:	
Other Expenses	150,000.00
Public Buildings and Grounds:	
Salaries and Wages	9,000.00
Other Expenses	25,000.00
Maintenance of All Vehicles:	
Other Expenses	12,500.00
Municipal Services Act:	
Other Expenses	5,000.00
Public Health Services (Board of Health):	
Salaries and Wages	1,000.00
Other Expenses	25,000.00
Environmental Commission:	
Salaries and Wages	450.00
Other Expenses	500.00
Animal Control Services (Animal Regulation):	
Other Expenses	4,000.00
Welfare Administration (Public Assistance):	
Salaries and Wages	2,000.00
Other Expenses	200.00

BOROUGH OF MONTVALE**JANUARY 1, 2019**

Recreation:	
Salaries and Wages	20,000.00
Other Expenses	8,000.00
Senior Citizen:	
Salaries and Wages	6,500.00
Other Expenses	5,500.00
Municipal Court:	
Salaries and Wages	35,000.00
Other Expenses	3,000.00
Public Defender:	
Other Expenses	1,500.00
Construction Code Official:	
Salaries and Wages	50,000.00
Other Expenses	4,500.00
Building Sub-Code Official:	
Salaries and Wages	20,000.00
Plumbing Sub-Code Official:	
Salaries and Wages	20,000.00
Fire Sub-Code Official:	
Salaries and Wages	10,000.00
Electrical Sub-Code Official:	
Salaries and Wages	15,000.00
Elevator Sub-code Official:	
Other Expenses	10,000.00
Gasoline	30,000.00
Electricity	55,000.00
Telephone	15,000.00
Natural Gas	35,000.00
Street Lighting	40,000.00
Deferred Charges and Statutory	
Expenditures - Municipal Within "CAPS"	
Statutory Expenditures:	
Social Security System	60,000.00
Defined Contribution Retirement Program	<u>4,000.00</u>
	3,426,750.00
Excluded from "CAPS"	
Maintenance of Free Public Library	240,000.00
Sewer Processing and Disposal:	
Contractual	325,000.00
Recycling Tax	<u>4,000.00</u>
	569,000.00
Inter-local Municipal Service Agreements	
Police Dispatch / 911:	
Other Expenses	50,000.00
Municipal Court Administration:	
Salaries and Wages	35,000.00
Other Expenses	20,000.00
Prosecutor:	
Other Expenses	4,000.00
Public Defender:	
Other Expenses	1,500.00
Pascack Valley Special Police Officers:	
Salaries & Wages	40,000.00
Other Expenses	5,500.00
Department of Public Works:	
Other Expenses	<u>600,000.00</u>
	<u>756,000.00</u>

	4,751,750.00
Municipal Debt Service - Excluded from "CAPS"	
Payment of Bond Principal	1,415,000.00
Interest on Bonds	361,820.00
	<u>1,776,820.00</u>
	\$6,528,570.00
	=====

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

17-2019 Officers Fire Department

BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale, N.J., that the following Officers of the Montvale Fire Department be approved for the year 2019:

Fire Chief	-	Geoffrey Gibbons
Deputy Fire Chief	-	Charles Lydon
Captain 1	-	Michael Barnes
Captain 2	-	Bruce Hopper
Lt., Company #1	-	Mike Cintineo
Lt., Company #2	-	Richard Alton

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

18-2019 NJ Pay to Play Law/Professional Service Contract Appointments / Year 2019

WHEREAS, on January 2006, the "New Jersey Local Unit Pay to Play" Law, N.J.S.A. 19:44A-20.4, et. seq., took effect; and

WHEREAS, the Borough of Montvale has a need to award certain professional contracts for services required by the municipality in calendar year 2016; and

WHEREAS, the Pay to Play Law permits such services to be acquired through the "non-fair and open" process as declined in N.J.S.A. 19:44A-20.4 or 20.5 on those contracts where it is anticipated that the total cost will exceed \$17,500.00; and

WHEREAS, the anticipated term of these contracts is 1 year; and

WHEREAS, the public good and interest of the citizens of the Borough of Montvale will best be served by the "non-fair and open" process to secure experienced professional services, rather than the "fair and open" process awarding a contract to the lowest bidder; and

WHEREAS, each professional will be required to first complete and submit a Business Entity Disclosure Certification which certifies these professionals have not made any reportable contributions to a political or candidate committee in the Borough of Montvale in the previous one year, and that said professionals will be prohibited from making any reportable contributions through the term of the contract, and

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

The following professional 2019 contracts shall be awarded under the "non-fair open" process at the next regular meeting of the Governing Body:

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

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

Auditor: Jeff Bliss
Lerch, Vinci & Higgins
1717 Route 208
Fairlawn, NJ 07407

The said professionals, prior to securing such contract, shall execute and file with the Municipal Clerk, a 2019 Business Entity Disclosure Certification pursuant to N.J.S.A. 19:44A-20-8.

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

**OATHS OF OFFICE ADMINISTERED TO OFFICERS OF MONTVALE FIRE DEPARTMENT
SWEARING IN BY MAYOR MIKE GHASSALI**

Fire Chief , Geoffrey Gibbons
Deputy Fire Chief, Charles Lydon
Captain 1, Michael Barnes
Captain 2 , Bruce Hopper
Lt., Company #1, Mike Cintineo
Lt., Company #2, Richard Alton

**MAYOR & GOVERNING BODY APPOINTMENTS, 2019 STAFF, BOARD AND COMMITTEE
APPOINTMENTS**

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

A motion by Councilmember Lane; seconded by Councilmember Curry - all ayes on a roll call vote

OPEN MEETING TO PUBLIC:

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

NO PUBLIC COMMENT

CLOSE MEETING TO PUBLIC:

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

COUNCIL COMMENTS:

Council President Gloeggler

Happy New Year! Thanked Mayor Ghassali for his leadership and thanked fellow councilmembers; also welcomed newly elected Ms. Russo-Vogelsang; thanked the amazing staff at borough hall; happy to serve on the various committees; in 2018 the TV Access studio received all new equipment which helped move ahead with new interviews and the ability to have the programs and council meetings on the cable stations quickly; in the new year the station will start streaming for a more easier way to view the programs; thanked all residents for making Montvale a great town to live.

Councilmember Lane

Congratulated Dieter Koelling on his re-election and welcomed AnnMarie Russo-Vogelsang to the council; congratulations to our new council president; thanked all the residents for their support; in moving ahead to 2019, the town is in a strong financial position; encouraged the residents to come and get involved in the budget process; thanked the borough staff for all they do; delighted to see the opening of the new firehouse; congratulations to all the elected officers of the Fire department; lastly as far as shared services go, Mr. Lane stated that the joint court is shared with Woodcliff Lake and Park Ridge, which is something to be proud of, it's the first of its kind; he commended the staff on a job well done; he added that to continue to maintain the court as a good example of keeping it above politics.

Councilmember Curry

Congratulated Dieter Koelling on his re-election and welcomed AnnMarie Russo-Vogelsang to the council; Montvale success as a town has all to do with its volunteers who serve on the boards, commissions and committees, thank you; thanked borough staff; congratulations to the new Police Chief Joe Sanfilippo; thanked Councilmember Weaver for his time served on council, wish him well on his future endeavors; encouraged residents to reach out with questions or concerns, communication is key.

Councilmember Arendacs

Wished everyone a Happy and Healthy New Year.

Congratulated Dieter Koelling on his re-election and welcomed AnnMarie Russo-Vogelsang to the council; thanked former Councilman Mike Weaver for his time and energy and for his service to Montvale; congratulations to all the fire officials that were just sworn in and thanked all the first responders for their service; the DPW had some challenges in the beginning of 2018 with a few severe snow storms and with the uncertainty of the shared service as relations between the two towns seem to diminish. With the help of Mayor Ghassali, Councilmember Curry and the Administrator having met with River Vale officials numerous times, it appears we are back on track. Recreation had so many events this past year including Day in the Park, Movies under the Stars and Summer Camp to name a few and would like to thank all the volunteers and Lisa Dent, the recreation Director; Engineering completed a few major projects including the road paving program, Memorial Sloan, the firehouse and Fieldstone turf replacement; thanked the volunteers of the Mayor's Advisory Committee; thanked Jarret Schumacher for all his work with the town wide survey; looking forward to his new role as Deputy Police Commissioner and working alongside Dieter Koelling as Police Commissioner and the New Police Chief Joe Sanfilippo.

Councilmember Koelling

Thanked fellow councilmembers for the warm congratulations; thanked residents for the re-election; thanked the amazing staff for all their hard work and all the volunteers; looking forward to 2019; thanked Mike Weaver; congratulations to the Police Chief;

Councilmember Russo-Vogelsang

Wished everyone a Happy, Healthy and Prosperous New Year. Thanked all who supported through the campaign and having faith in her ability to be elected; will always do her best to represent the people of Montvale; thanked her family for their love and support and patience; looking forward to working with all of you.

Mayor Ghassali

Thanked Mike Weaver for his years of service to the town; welcome AnnMarie and welcome back Dieter; looking forward to the new year; there are 3 major developments in progress with the former Mercedes, Sony and A & P sites, that will change the look and feel of the town; we have the right to approve what we deem appropriate for those sites; moving forward into 2019, the mayor would like to spend more time with the younger adult residents to get them more involved in the community; he will continue to have town hall meetings and open office hours on Tuesday evenings; as mayor he is fortunate to have a great support system from fellow councilmembers and staff; this year the town will be celebrating its 125th year anniversary; we have an amazing borough staff; thanked the residents for their trust in serving the community and will continue to do his best;

CLOSING PRAYER

Closing Prayer given by Pastor Sam Goertz – Montvale Evangelical Free Church

Motion to adjourn Re-Organization meeting by Councilmember Koelling; seconded by Councilmember Curry - All ayes.

Meeting adjourned at 7:52PM

Swearing in of Police Chief Joseph Sanfilippo will be held January 7, 2019 at 7:30pm

Next scheduled Mayor and Council meeting will be held January 8, 2019 @ 7:30PM

Respectfully submitted, Fran Scordo, Deputy Municipal Clerk



**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 21 -2019**

RE: Establish Recreational Fees for Year 2019/Programs and Facilities/Rules & Regulations

WHEREAS, The Recreation Department hereby establishes the programs, times and fees for various programs; and

WHEREAS, the Recreation Director has recommended that the following fees, programs, and times be revised as described; and

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale that the following fees and programs and services be and are hereby established

TIME SCHEDULE FOR SKATING RINK:

Weekdays:

8:00AM - 2:00PM Pickleball
2:00PM - Dusk Roller/Street Hockey

Weekends:

8:00AM - 10:00AM Pickleball
10:00AM - 2:00PM Roller/Street Hockey
2:00PM - 5:00PM Pickleball
5:00PM - Dusk Roller/Street Hockey

PROGRAMS:	RESIDENT	NON-RESIDENT
Basketball - 18+	\$50	\$75
Basketball - 30+	\$75	\$95
BollyX	\$80	\$100
BollyX- mini	\$40	\$50
 Summer Camp	 \$320/CHILD \$960/FAMILY MAX	 \$380/CHILD \$1140/FAMILY MAX

RESIDENT/NON-RESIDENT: \$30 Additional Fee after Registration Period. \$25 late charge for every 15 minutes a child is left under care after camp dismissal. Payment shall be made directly to the Camp Director or Asst. Director and turned over to the Borough of Montvale.

Tae Kwon-Do

Tae Kwon-Do - Youth	\$120	*\$180 (*space permitting)
Tae Kwon-Do - Adult	\$80	\$100

Tai Chi

Montvale Seniors Club Discount:	\$40	\$100
---------------------------------	------	-------

	RESIDENT		NON-RESIDENT	
Tennis Lessons- Adult/Child	\$80 per 6-week session \$65 per 5-week session		\$120 per 6-week session \$100 per 5-week session	
Tennis Badges (Green Acres/ Approval Required)	\$30	Adult (Ages 18-61)	\$60	Adult (Ages 18-61)
	\$10	Child (up to 17 yrs. old)	\$20	Child (up to 17 yrs. old)
	\$50	Family max.	\$100	Family max.
	Free	Seniors 62+	\$10	Seniors 62+
RESIDENT/NON-RESIDENT: \$10 Fee for Replacement Tennis Badge				
Volleyball - Adult	\$50		\$75	
Volleyball- Girls	\$80		\$100	
Yoga	\$80		\$100	
Yoga - mini	\$40		\$50	
Adult Soccer	\$10		\$15	

WHEREAS, Borough Owned Recreational Fields shall be scheduled by the Borough of Montvale Field Coordinator; and

WHEREAS, Montvale Athletic League ("MAL"), Montvale Recreation and Pascack Hills High School shall have first priority field scheduling use and shall be provide a schedule to the Field Coordinator no later than February 1st.

WHEREAS, MAL, Recreation, Pascack Hills High School and churches are exempt from payment of fees relating to field use.

**FIELD USE: 2019
Team**

Resident Team

Non-Resident

Field Use- Ballfields- Baseball or Softball
season
(Memorial, Fieldstone, or LaTrenta)

\$200 per season

\$400 per

Field Use- Turf Field- Soccer or Lacrosse
(Fieldstone) ***MAL endorsed programs in sports that are not offered by MAL, and which have Montvale residents

\$25 per hour

\$50 per hour

participating, shall be charged the resident fee for field use.

Turf Field Fees shall not exceed \$7,000 per season for any one organization. **Add 15% to total, if lights are requested at any field.

Corporation One Day Field Use
(1 scheduled day plus 2 rain dates)

\$ 200

\$ 400

Tennis Courts Daily Group Rate: \$25/day (Maximum Reservation of 2 courts per location at any time).

Resident Corporation: Any company that owns or leases commercial within the borough.

Non-Resident Corporation: Any company that does not own or lease commercial space within the borough.

Residential Team: Any athletic team comprised of at least 75% of its roster with Montvale residents.

Non-Residential Team: Any team not having at least 75% of its roster filled with Montvale residents.

Time Slot: An uninterrupted 1 hour time period, or any part thereof, that a field is being used by an approved team.

Corporate Fees: Corporate fees paid to the borough for field use, whether Resident Corporation or Non-Resident Corporation, will entitle the user to 1 field reservation time slot and up to 2 additional time slots that are designated as "rain dates".

Season: Spring season will begin March 1 and end July 31. Fall season will begin August 1 and end December 31.

No credit for unused Field Time Slots

All organizational (i.e. club team) play will be considered a non-resident teams.

Payment is required prior to use on all fields or no field use will be granted.

Once field use requests are received in full by February 1st, field use will be established with the following order of preference:

1. Montvale Athletic League, Recreation and Pascack Hills High School
2. Resident: Not-For-Profit Entity
3. Resident: For Profit Entity
4. Non-Resident: Not-For-Profit Entity
5. Non-Resident: For-Profit Entity

WHEREAS, it is the Borough of Montvale's intention by the adoption of this resolution that if any prior established fee is in conflict with fee schedule the fees set forth in this fee schedule shall be the fees charged and any conflicting prior fee is hereby superseded, repealed and replaced with the fees adopted pursuant to this resolution.

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

Adopted: January 8, 2019

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Michael Ghassali
Mayor



**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 22-2019**

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

WHEREAS, the Borough of Montvale has a need to acquire Attorney Services through the process of the Pay To Play Law pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5; and,

WHEREAS, Boggia & Boggia, 71 Mt. Vernon Street, Ridgefield Park, NJ 07660 were appointed at the Re-organization Meeting of the Governing Body on January 1, 2019; and

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

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

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

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

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

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

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

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

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

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

Adopted: January 8, 2019

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Michael Ghassali
Mayor

BOGGIA & BOGGIA, L.L.C.

COUNSELLORS AT LAW

71 MT. VERNON STREET

RIDGEFIELD PARK, NEW JERSEY 07660

PHILIP N. BOGGIA*

PRISCILLA M. BOGGIA

WILLIAM R. BETESH

JOSEPH W. VOYTUS**

*ALSO MEMBER OF N.Y., FLA., D.C. BAR &

CERTIFIED CIVIL TRIAL ATTORNEY

**ALSO MEMBER OF N.Y. BAR

TEL: (201) 641-0006

FAX: (201) 641-6649

E-MAIL: philip@boggialaw.com

priscilla@boggialaw.com

williambetesh@boggialaw.com

jwvoytus@boggialaw.com

November 28, 2018

Maureen Iarossi-Alwan
Borough Administrator
12 Mercedes Drive
Montvale, NJ 07645


Re: Professional Service Fees - 2019

Dear Maureen:

In response to your letter dated November 1, 2018, please be advised that the annual retainer for 2019 shall remain the same as 2018. As we further discussed, in light of the fact that our hourly rate has not changed over the past 10 years, we would request that it be increased consistent with the hourly rate for the Planning Board Attorney to \$175.00 per hour.

If you have any questions or require any further information, please do not hesitate to call me.

Very truly yours,


Philip N. Boggia



**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 23-2019**

RE: Award Professional Service Contract / Borough Auditor / Lerch, Vinci & Higgins

WHEREAS, the Borough of Montvale has a need to acquire Auditor Services through the process of the Pay To Play Law pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5; and,

WHEREAS, Lerch, Vinci & Higgins, LLP, 17-17 Route 208, Fair Lawn, NJ 07410 were appointed at the Re-organization Meeting of the Governing Body on January 1, 2019; and

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

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

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

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

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

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

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

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

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

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

Adopted: January 8, 2019

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Michael Ghassali
Mayor

Engagement Administration, Fees, and Other (continued)

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the New Jersey State Department of Community Affairs. If we are aware that a federal or state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our fee for the above described services rendered on behalf of the Borough of Montvale is based on our experience in prior years' audits of the Borough. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Additionally, the Borough will be billed for any out-of-pocket costs charged by the financial institutions relating to the direct confirmation of the Borough's bank balances in accordance with generally accepted auditing standards. Our invoices for this fee will be rendered each month as work progresses and are payable upon presentation. Our fee for the fiscal year ended December 31, 2019 will be as follows:

	<u>2019 Proposed Fee</u>
Annual Audit	\$40,300
LOSAP Review	\$ 2,100
Preparation of Supplemental Debt Statement And Capital Budget Amendment	\$ 500 each

The above fee includes the following additional services that will not be subjected to the audit procedures applied in the audit of the financial statements:

- Preparation of the Unaudited Annual Financial Statement for the year ended December 31, 2019
- Preparation of the Annual Debt Statement for the year ended December 31, 2019

Also, should the Borough request accounting support services in connection with the sale of bonds or notes, our fee for these services in connection with assistance in the preparation of an official statement will be billed on a flat fee basis. Our requested fee for Bond Sales is \$18,000 and Bond Anticipation Note sales is \$7,500, plus out-of-pocket expenses. In addition, our fees for preparing Secondary Market Disclosure documents is \$1,500.

Engagement Administration, Fees, and Other (continued)

Lerch, Vinci & Higgins LLP will not act as dissemination agent for the Borough in connection with the Borough's obligations, if any, to provide secondary market disclosure. Our work to prepare secondary market disclosure documents shall consist of and be limited to (1) distribution of the Borough's audited financial statements to the Borough or its designated dissemination agent in an electronic format that complies with the requirements of the Municipal Securities Rulemaking Board's Electronic Municipal Market Access Data Port, and (2) preparation of operating data, customarily consisting of the operating and financial information contained in Appendix A to an Official Statement, and distribution of the operating data to the Borough or its designated dissemination agent in an electronic format that complies with the requirements of the Municipal Securities Rulemaking Board's Electronic Municipal Market Access Data Port. The Borough, or its designated dissemination agent, shall remain responsible for filing required secondary market disclosure information and "material event" notices in accordance with any prior undertakings, and Lerch, Vinci & Higgins LLP shall not have any responsibility nor liability for the failure of the Borough, or its designated dissemination agent, to comply with the Borough's secondary market disclosure undertakings.

Should any additional matters come to our attention which will require us to enlarge the scope of the engagement, we will discuss the matter as well as the cost estimate with the Borough Council prior to commencement of the work. Should the Borough request accounting support services to be rendered outside the scope of audit services reflected herein, such services would be billed at our standard hourly rates or an agreed-upon fixed fee. The Borough will be notified of such agreed-upon fixed fee engagements prior to the commencement of the work.

Our standard billing rates for 2019 are as follows:

Partners	\$150- \$175 per hour
Managers	\$125 - \$140 per hour
Senior Accountants/Supervisors	\$ 90 - \$115 per hour
Staff Accountants	\$ 75 - \$ 85 per hour
Other Personnel	\$ 45 per hour

Government Auditing Standards requires that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our September 30, 2015 peer review report accompanies this letter.

The parties to this Agreement agree to incorporate into this Agreement the mandatory language of N.J.S.A. 10:5-31 et seq. (N.J.A.C. 17:27), a copy of which is attached hereto as Exhibit "A".



**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 24-2019**

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

WHEREAS, the Borough of Montvale has a need to acquire Engineering Services through the process of the Pay To Play Law pursuant to the provisions of *N.J.S.A. 19:44A-20.4 or 20.5*; and,

WHEREAS, Maser Consulting P.A., 200 Valley Road, Mount Arlington, NJ 07856 were appointed at the Re-organization Meeting of the Governing Body on January 1, 2019; and

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

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

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

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

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

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

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

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

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

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

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

Adopted: January 8, 2019

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Michael Ghassali
Mayor



**2019 RATE SCHEDULE
BOROUGH OF MONTVALE, BERGEN COUNTY, NJ
RATES ARE EFFECTIVE THROUGH DECEMBER 31, 2019**

Our professionals provide consulting services in the following disciplines at the hourly rate listed below:

Engineering Services

- Civil
- Construction Administration
- Municipal Services
- Structural
- Traffic and Transportation
- Wastewater Management
- Water Services

Other Technical Services

- Environmental
- Regulatory Compliance
- Grants
- GIS
- Recreation and Landscape Design
- Planning
- Surveying

TECHNICAL STAFF RATES

BILLING TITLES	HOURLY RATES
Project Manager	172.00
Senior Project Specialist	168.00
Project Specialist	158.00
Technical Professional	148.00
Technical Specialist	138.00
Specialist	128.00
Senior Data Technician	118.00
Senior Technical Assistant	108.00
Technical Assistant	98.00
Data Technician	88.00
Survey Crew – 2 Man	200.00
Survey Crew – 1 Man w/Robotic Equipment	175.00
Expert Testimony	325.00
Sr. LSRP	240.00
LSRP	215.00

REIMBURSABLE EXPENSES

General Expenses	Cost + 20%
Travel (Hotel, Airfare, Meals)	Cost
Sub-Consultants/Sub-Contractors	Cost + 25%
Mileage Reimbursement*	0.56 / Per Mile
Plotting	3.75/Each
Computer Mylars / Color Plots	50.00/Each
Photo Copies	0.10/Each
Color Photo Copies	1.75/Each
Document Binding	3.00/Each
Compact Disk CD/DVD	75.00/Each
Exhibit Lamination (24"x36" or larger)	Cost + 20%
Initial Digital Signature	250.00
Additional Digital Signatures	50.00/Each

* Mileage reimbursement subject to change based upon IRS standard mileage rate



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

November 12, 2018

VIA EMAIL

Maureen Iarossi-Alwan
Borough Clerk/Borough Administrator
Borough of Montvale
12 Mercedes Drive
Montvale, NJ 07645

Re: 2019 Professional Services Fees
Borough of Montvale, Bergen County, New Jersey
MC Project No. MVB-540

Dear Ms. Iarossi-Alwan:

As per your request, attached please find Maser Consulting's professional service fees, hourly rates and/or retainer amounts for your 2019 budget consideration.

Thank you for your kind attention to this matter. Please contact me if you have any questions.

Very truly yours,

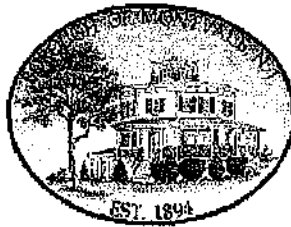
MASER CONSULTING P.A.

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

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

ARH/dw

w/enclosures



**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 25-2019**

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

WHEREAS, the Borough of Montvale has a need to acquire Municipal Planner through the process of the Pay To Play Law pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5; and,

WHEREAS, Maser Consulting, P.A. was appointed at the Re-Organization Meeting of the Governing Body on January 1, 2019; and

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

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

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

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

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

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

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

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

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

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

Adopted: January 8, 2019

ATTEST:

Maureen Iarossi-Alwan
Municipal Clerk

APPROVED:

Michael Ghassali
Mayor

Carol Manhart

From: Darlene Green <dgreen@maserconsulting.com>
Sent: Tuesday, December 11, 2018 1:51 PM
To: Carol Manhart
Subject: RE: 2019 fees

Good afternoon Carol -

My current rate is 165, it will be increasing to 168. Thank you.

Darlene A. Green, P.P., AICP
Senior Associate

Maser Consulting P.A.
C: (732) 284-7684 P: 908-238-0900 ext: 4617

From: Carol Manhart <cmanhart@montvaleboro.org>
Sent: Tuesday, December 11, 2018 1:45 PM
To: Darlene Green <dgreen@maserconsulting.com>
Subject: 2019 fees

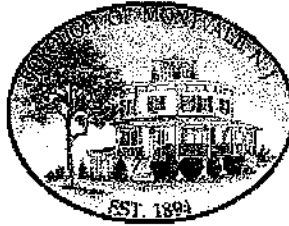
Hello Darlene,
Just following up....what is your rate as a Boro Planner for 2019? Your current 2018 rate is \$145 per hour.

Thanks,
Carol

Carol Manhart
Administrative Assistant to Borough Administrator
Website Coordinator
Borough of Montvale
12 Mercedes Drive
Montvale, New Jersey 07645
(201) 391-5700 x284

 Please consider the environment before printing this e-mail.

To better serve our clients, Maser Consulting is pleased to announce it has opened an office in Charlotte, NC. In addition, we have established new services that include Unmanned Aerial System (UAS) and Right-of-Way land acquisition. We're proud to be part of such an Award-Winning company! [Click here to share why you think Maser Consulting is one of the Best!](#)



**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 26-2019**

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

WHEREAS, the Borough of Montvale requires professional computer services and an extended service agreement for the computers and peripherals for the period January 1, 2019 through December 31, 2019; and

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

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

That a contract for professional computer services for an Service Agreement for Computers and Peripherals proposal which is attached and made part of this resolution be awarded to Tri-State Technical Computer Services, Inc., of 442 Lafayette Avenue, Hawthorne, New Jersey 07506 in the amount of \$8,715.00 for the period January 1, 2019 through December 31, 2019, as described in the Service Agreement;

WHEREAS, the Certified Municipal Finance Officer has provided funds to be available subject to the adoption of the year 2019 Municipal Budget; and

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

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

Adopted: January 8, 2019

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Michael Ghassali
Mayor

**TRI-
STATE**

TECHNICAL COMPUTER SERVICES INC.

442 Lafayette Avenue
Hawthorne, New Jersey 07506
Tel: (973) 304-0088
Fax: (973) 304-0481

November 20, 2018

Maureen Iarossi-Alwan
Administrator/Municipal Clerk
Borough of Montvale
12 Mercedes Drive
Montvale, New Jersey 07645

Dear Ms. Iarossi-Alwan,

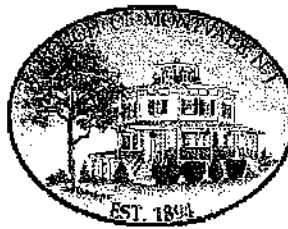
Our labor rate for the year 2019 will remain \$80.00 per hour and the service contract will increase to \$8715.00.

If you have any questions, please call.

Sincerely,



Dino George
Vice-President



**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 27-2019**

RE: Appointment of A Risk Management Consultant In Accordance With The Requirements Set Forth By The Bergen County Municipal Joint Insurance Fund (BCMJIF) For The Borough Commencing January 1, 2019/Professional Insurance Associates, (P.I.A), Inc.

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

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

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

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

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

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

BE IT FURTHER RESOLVED, that the Mayor and Borough Clerk are hereby authorized and directed to execute a Risk Management Consultant's Agreement attached and to advertised in the official newspaper in accordance with NJSA 40A:11-5 (1) (a) (i).

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

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

Adopted: January 8, 2019

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Michael Ghassali
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 28-2019**

Appointing / Probationary Montvale Police Officer / Nicholas Dispoto

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

BE IT RESOLVED, the effective date of employment is January 8, 2019.

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

Adopted: January 8, 2019

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Michael Ghassali
Mayor



Chief Joseph Sanfilippo

**12 Mercedes Drive Montvale, New Jersey 07645
(201)391-4600 (HQ) - (201) 391-7720 (O) - (201) 391-0455 (Fax)**

January 3, 2019

**Mayor Mike Ghassali
Borough of Montvale
12 Mercedes Drive
Montvale, N.J. 07645**

Mayor,

In accordance with previous discussion with the governing body regarding the hiring of the highest ranked recruit candidates, Recruit Nicholas Dispoto and Scott Gaston, I am respectfully asking that Nicholas Dispoto and Scott Gaston be hired and sworn in at the Mayor and Council meeting on January 8, 2019.

The Basic Class for Police Officers (police academy) begins on January 18, 2019. Recruits Dispoto and Gaston have successfully completed a psychological evaluation, and will have completed a physical evaluation as well as some agency training prior to attendance at the academy.

Once hired, Recruits Dispoto and Gaston will be placed on administrative leave for the duration of their training at the police academy.

Additionally, I am requesting that Kean University Police Officer Robert Klecha be hired and sworn in at the same meeting. Klecha is already a Police Training Commission certified Police Officer, and will not be required to attend the Police Academy. He has successfully completed the required psychological examination, and will be able to immediately begin work as a Police Officer for the Borough.

Please have this matter posted on the agenda.

Respectfully submitted,


Joseph Sanfilippo



**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 29-2019**

RE: Authorize Hiring Part-Time Pascack Joint Municipal Court Bailiff Eric Rizzo

WHEREAS, the Pascack Joint Municipal Court is desirous of hiring a part-time Bailiff; and

WHEREAS, Eric Rizzo, has been approved by the Committee and meets the qualifications for this position, agrees to the terms and conditions of employment, and

NOW, THEREFORE, BE IT RESOLVED, Eric Rizzo is hereby hired, as a part-time Bailiff effective January 16, 2019.

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

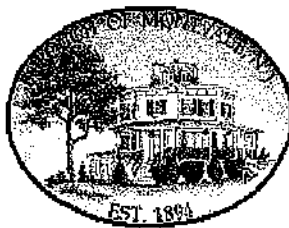
Adopted: January 8, 2019

ATTEST:

Maureen Iarossi-Alwan
Municipal Clerk

APPROVED:

Michael Ghassali
Mayor



**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 30-2019**

RE: Authorize Contract Animal Control Services/Tyco

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

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

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

WHEREAS, it is the intention of the Mayor and Council to provide funds in the year 2019 Budget for this contract, Other Expense Portion of the Animal Control Services Budget; and

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale that the contract for Animal Control Services for 2019 be and is hereby awarded to Tyco Animal Control Service, 1 Stout Lane, Ho-Ho-Kus, NJ pursuant to the terms and conditions and rates as outlined in the attached contract effective January 1, 2019, copy of which is attached to this resolution for the base amount of \$ 10,200.00 annually payable monthly with additional costs charged per the rates as outlined in the attached proposal.

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

Adopted: January 8, 2019

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Michael Ghassali
Mayor



**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 31-2019**

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

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

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

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

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

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

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

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

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Cuny							
Gloeggler							
Koelling							
Lane							
Russo-Vogelsang							

Adopted: January 8, 2019

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Michael Ghassali
Mayor



**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 32-2019**

RE: Mutual Aid Plan & Rapid Deployment Force Interlocal Service Agreement

WHEREAS, the police departments in Bergen County have a day-to-day responsibility to provide for the security of lives and property, for the maintenance and preservation of the public peace and order; and

WHEREAS, Law Enforcement Officials also have a responsibility to provide for preparedness against natural emergencies, such as floods, hurricanes, earthquakes, major storms, etc., manmade causes, civil unrest, and civil disobedience such as riots, strikes, jail or prison riots, train wrecks, aircraft crashes, major fires, ethnic disorders, riots, terrorist incidents and bombings, state and national emergencies; and

WHEREAS, the Bergen County Police Chiefs Association has proposed a Mutual Aid Plan and Rapid Deployment Force to deal with these emergencies; and,

WHEREAS, this Plan will provide a uniform procedure for the coordination of the requesting, dispatching, and utilization of law enforcement personnel and equipment whenever a local law enforcement agency requires mutual aid assistance from any other jurisdiction, both contiguous and non-contiguous, in the event of an emergency, riot or disorder, in order to protect life and property; and

WHEREAS, it is the desire of the Mayor and Council of the Borough of Montvale to participate in a Mutual Aid Plan and Rapid Deployment Force in accordance with the plan submitted by the Bergen County Police Chiefs Association.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Montvale that the Police Department of the Borough of Montvale, under the direction of the Chief of Police, cooperate with the Bergen County Police Chiefs Association to create an Interlocal Services Agreement with all municipalities in the County of Bergen in order to put into place the Mutual Aid Plan and Rapid Deployment Force; a

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the County Executive, the Board of Chosen Freeholders, the County Prosecutor, the County Chief of Police, and all Bergen County Municipalities.

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

Adopted: January 8, 2019

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Michael Ghassali
Mayor



**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 33-2019**

RE: A Resolution of the Borough of Montvale Renewing the Contract to GovSites (formally Flanagan Productions, LLC), as an Extraordinary Unspecifiable Service for Website Design, Hosting and Support and Related Services

WHEREAS, the Borough of Montvale is desirous of continuing the services of a professional company to redesign, host and support the Borough's website and related web applications and social media in order to better service the Borough's residents and visitors to the Borough's website; and

WHEREAS, such services are exempt from public bidding requirements pursuant to N.J.S.A. 40A:11-5(a)(ii) and N.J.A.C. 5:34-2.1 as "extraordinary unspecifiable services"; and

WHEREAS, the Borough has received a proposal for the year 2019 to provide such services from John Flanagan of GovSites (formally Flanagan Productions, LLC), said proposal is attached to the original of this resolution; and

WHEREAS, the Council is therefore desirous of awarding a contract to GovSites to perform the above-referenced services for the prices and on the terms set forth in the GovSites Proposal; and

WHEREAS, because the value of this contract exceeds the Borough's applicable pay-to-play threshold, it shall be awarded pursuant to the "alternative" provisions of N.J.S.A. 19:44A-20.4, et seq., and Flanagan Productions has provided a Business Entity Disclosure Certification and all other appropriate documentation pertaining to same.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Montvale that a contract is hereby awarded to GovSites for website design, hosting and support, and related services, for the prices and on the terms set forth in the Proposal submitted by GovSites; and

BE IT FURTHER RESOLVED that the pricing for this contract shall be as set forth in the GovSites Proposal but shall not exceed \$21,000 without further authorization of the Borough Council, and shall be for a term of one (1) year.

BE IT FURTHER RESOLVED that the Mayor and Borough Clerk, and all other appropriate officials, shall be and are hereby authorized to execute all contract documents necessary to effectuate the purposes of this resolution, subject to approval as to form by the Borough Attorney.

BE IT FURTHER RESOLVED that pursuant to N.J.S.A. 40A:11-5(1)(a)(ii), a brief notice stating the nature, duration, service and amount of this contract shall be printed once in the official newspaper of Borough of Montvale, and said notice shall also advise the public that a copy of the final contract shall be on file and available for public inspection at the office of the Municipal Clerk.

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

Adopted: January 8, 2019

ATTEST:

Maureen Iarossi-Alwan
Municipal Clerk

APPROVED:

Michael Ghassali
Mayor

Carol,

Please see enclosed for the 2019 Website proposal. There are a few minor changes and new features included.

The Borough of Montvale is eligible for a free website update. This would refresh the site design to the new GovSites layout.

Website: There is no increase in price for Website Hosting, Support, or Management for 2019. In addition, we are offering a free website refresh with a renewal in 2019.

Social Media: There is no increase in price for Social Media Management. GovSites has fully upgraded the social media archiving platform and fully absorbed all associated cost. We now offer daily backups of the entire Facebook account through PageFreezer, including metadata.

Newsletter: We had to discontinue the free monthly newsletter design because of a change to Adobe's policies regarding the software that is used exclusively to create newsletters. This resulted in an additional fixed cost to continue to provide the newsletter design service. Although the layout takes several hours each month, we are charging for a single hour of graphic design time monthly at a rate of \$75.

Online Forms: There is an increase of \$1.16/month (\$14 annually) for the online forms.

Photography: The photography has been restructured to eliminate credits. Instead, there is a flat fee of \$2400/year for up to 8 events, regardless of the day of week or time. There is a small increase, which averages \$15/ event, to account for an increase in staffing costs.

The final change that was made relates to our billing structure. GovSites is transitioning all clients to quarterly billing to increase efficiency. Invoices will be submitted in January, April, July, and October.

While it is our goal to keep prices stable for as long as possible, we had no choice but to make our first minor price increase since beginning service with Montvale in 2014. These increases are only applicable to additional options and our core web prices remain unchanged for the 5th straight year. If you have any questions at all, please let me know.

John Flanagan
GovSites



**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 34-2019**

RE: A Resolution To Appoint A Health Benefits Consultant Relative To The Borough's Membership In The Bergen Municipal Employee Benefits Fund (BMED) Commencing January 1, 2019

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

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

WHEREAS, the Board of Fund Commissioners for the BMED established a fee for such services based upon the Municipality's assessment, which expenditure represents reasonable compensation for the services required and is a part of the Municipal Assessment promulgated by the Fund's; and

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

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

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

BE IT FURTHER RESOLVED, that in accordance the **HEALTH BENEFITS CONSULTANT** shall receive as compensation as outlined as indicated the attached agreement; and

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

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

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

Adopted: January 8, 2019

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Michael Ghassali
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 35-2019**

RE: Appointing / Probationary Montvale Police Officer / Scott Gaston

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

BE IT RESOLVED, the effective date of employment is January 8, 2019.

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

Adopted: January 8, 2019

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Michael Ghassali
Mayor



Chief Joseph Sanfilippo

**12 Mercedes Drive Montvale, New Jersey 07645
(201)391-4600 (HQ) - (201) 391-7720 (O) - (201) 391-0455 (Fax)**

January 3, 2019

**Mayor Mike Ghassali
Borough of Montvale
12 Mercedes Drive
Montvale, N.J. 07645**

Mayor,

In accordance with previous discussion with the governing body regarding the hiring of the highest ranked recruit candidates, Recruit Nicholas Dispoto and Scott Gaston, I am respectfully asking that Nicholas Dispoto and Scott Gaston be hired and sworn in at the Mayor and Council meeting on January 8, 2019.

The Basic Class for Police Officers (police academy) begins on January 18, 2019. Recruits Dispoto and Gaston have successfully completed a psychological evaluation, and will have completed a physical evaluation as well as some agency training prior to attendance at the academy.

Once hired, Recruits Dispoto and Gaston will be placed on administrative leave for the duration of their training at the police academy.

Additionally, I am requesting that Kean University Police Officer Robert Klecha be hired and sworn in at the same meeting. Klecha is already a Police Training Commission certified Police Officer, and will not be required to attend the Police Academy. He has successfully completed the required psychological examination, and will be able to immediately begin work as a Police Officer for the Borough.

Please have this matter posted on the agenda.

Respectfully submitted,


Joseph Sanfilippo

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 36-2019**

RE: Appointing / Probationary Montvale Police Officer / Robert Klecha

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

BE IT RESOLVED, the effective date of employment is January 8, 2019.

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

Adopted: January 8, 2019

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Michael Ghassali
Mayor



MONTVALE POLICE DEPARTMENT

Chief Joseph Sanfilippo

**12 Mercedes Drive Montvale, New Jersey 07645
(201)391-4600 (HQ) - (201) 391-7720 (O) - (201) 391-0455 (Fax)**

January 3, 2019

**Mayor Mike Ghassali
Borough of Montvale
12 Mercedes Drive
Montvale, N.J. 07645**

Mayor,

In accordance with previous discussion with the governing body regarding the hiring of the highest ranked recruit candidates, Recruit Nicholas Dispoto and Scott Gaston, I am respectfully asking that Nicholas Dispoto and Scott Gaston be hired and sworn in at the Mayor and Council meeting on January 8, 2019.

The Basic Class for Police Officers (police academy) begins on January 18, 2019. Recruits Dispoto and Gaston have successfully completed a psychological evaluation, and will have completed a physical evaluation as well as some agency training prior to attendance at the academy.

Once hired, Recruits Dispoto and Gaston will be placed on administrative leave for the duration of their training at the police academy.

Additionally, I am requesting that Kean University Police Officer Robert Klecha be hired and sworn in at the same meeting. Klecha is already a Police Training Commission certified Police Officer, and will not be required to attend the Police Academy. He has successfully completed the required psychological examination, and will be able to immediately begin work as a Police Officer for the Borough.

Please have this matter posted on the agenda.

Respectfully submitted,

Joseph Sanfilippo

A handwritten signature in black ink, appearing to read 'Joseph Sanfilippo', with a long horizontal flourish extending to the right.



**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 37-2019**

RE: A Resolution Awarding a Professional Services Contract to Jeffrey R. Surenian and Associates, LLC to Serve as Special Counsel in Connection with the Borough's Affordable Housing

Whereas, the Governing Body is desirous of hiring Special Counsel to represent the Borough in connection with the Borough's affordable housing; and

Whereas, the Borough has received a proposal from Jeffrey R. Surenian, Esq. of Jeffrey R. Surenian & Associates, LLC, 707 Union Avenue, Suite 301, Brielle, New Jersey 08730, to perform all services necessary and appropriate in connection with same; and

Whereas, Mr. Surenian's proposal sets forth the following rates:

- (a) \$200.00 per hour for all time spent by Jeffrey R. Surenian (over 30 years of experience);
- (b) \$185.00 per hour for all time spent by an attorney with at least fifteen years of experience as a lawyer;
- (c) \$175.00 per hour for all time spent by an attorney with at least ten years of experience as a lawyer;
- (d) \$165.00 per hour for all time spent by an attorney with less than ten years of experience as a lawyer;
- (e) \$70.00 per hour for all paralegal work; and

Whereas, the Governing Body is satisfied that Mr. Surenian and his firm possess the requisite experience pertaining to such matters; and

Whereas, pursuant to N.J.S.A. 40A:11-5(a)(i), a professional services contract is exempt from public bidding requirements; and

Whereas, because the value of this contract is anticipated to be in excess of \$15,000 (the Borough's local pay-to-play limit), this contract has been awarded under the "alternative process" pursuant to N.J.S.A. 19:44A-20.4 et seq. (the "Pay-to-Play Law"), and has been awarded to the contractor based upon the merits and abilities of the contractor to provide the services necessary; and

Whereas, because this contract has been awarded under the "alternative process," Mr. Surenian has completed and submitted a Business Entity Disclosure Certification which certifies that neither he nor his firm has made any reportable contributions (\$300 or more) to a political or candidate committee in the Borough of Montvale with the elected officials in the previous one year, and that the contract will prohibit said persons and entities from making any reportable contributions (\$300 or more) through the term of the contract; and

Whereas, the Governing Body is desirous of awarding a contract to Jeffrey R. Surenian and Associates, LLC, in an amount not to exceed \$15,000.00 without further authorization of the Governing Body, at the hourly rates set forth above; and

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

Now, Therefore, Be It Resolved that a contract is hereby awarded to Jeffrey R. Surenian and Associates, LLC to serve as Special Counsel in connection with the Borough's Affordable Housing Litigation, pursuant to the terms and conditions set forth herein.

Be It Further Resolved that the Mayor and Borough Clerk are hereby authorized and empowered to execute a contract consistent with the provisions and intent of this Resolution, subject to approval of same by the Borough Attorney.

Be It Further Resolved that the Borough Clerk shall publish notice of this contract award in the official newspaper of the Borough, in accordance with N.J.S.A. 40A:11-5.

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

Adopted: January 8, 2019

ATTEST:

Maureen Iarossi-Alwan
Municipal Clerk

APPROVED:

Michael Ghassali
Mayor



**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 38-2019**

RE: Authorizing a Professional Services Consulting Contract to LKM Consulting, LLC for a DPW Shared Services Agreement Five-Year Audit

Whereas, the Borough of Montvale has a need for a professional consultant to conduct a shared services agreement five-year audit concerning the Shared Services Agreement with the Township of River Vale for public works services; and

Whereas, pursuant to the New Jersey Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq., contracts for professional services are exempt from public bidding; and

Whereas, the Borough has received a proposal and statement of work dated December 20, 2018, from LKM Consulting, LLC to conduct this five-year audit based upon the hourly rates set forth in its proposal and for an amount not to exceed \$16,600.00; and

Whereas, the Borough believes that awarding this contract to LKM Consulting to perform this audit is in the best interests of the Borough of Montvale; and

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

Now, Therefore, Be It Resolved by the Mayor and Council of the Borough of Montvale that the above-referenced contract is hereby awarded as follows:

<u>Contractor</u>	<u>Amount</u>
LKM Consulting, LLC 11 Harter Road Morristown, NJ 07960	\$16,600.00 (not to exceed)

Be It Further Resolved that the Mayor and Borough Clerk are hereby authorized and empowered to enter into a contract with LKM Consulting, LLC consistent with this Resolution, subject to approval by the Borough Attorney.

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

Adopted: January 8, 2019

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Michael Ghassali
Mayor

THIS AGREEMENT, entered into this 8th day of January, 2019:

BY AND BETWEEN the BOROUGH OF MONTVALE, a municipality with offices located at 12 Mercedes Drive, Montvale, NJ 07645, hereinafter referred to as the "Borough of Montvale", AND

LKM CONSULTING, LLC, with offices at 11 Harter Road, Morristown, NJ 07960, hereinafter referred to as "Contractor".

IT IS AGREED:

1. The Contractor hereby agrees to perform a 5-year audit of Shared Services Agreement performance associated with the contract between the BOROUGH OF MONTVALE ("Supported Agency") and the Pascack Valley Department of Public Works operated by the TOWNSHIP OF RIVER VALE ("Lead Agency").
2. This performance audit will evaluate the degree to which the operational, financial, and administrative terms of the current Shared Services Agreement have been met by the municipal partners.
3. The Shared Services Agreement performance audit will be prepared relying on existing client information and will be based on the extent and quality of relevant year-over-year data provided by the municipal partners to the Contractor.
4. This performance audit will be done in accordance with the Contractor's Shared Services Audit Statement of Work dated December 20, 2018, and the resolution adopted by the BOROUGH OF MONTVALE's governing body on January 8th, 2019, each of which is incorporated herein and made a part hereof as if set forth in full, as an extraordinary unspecifiable service.
5. Billings will be based on an hourly rate of ONE HUNDRED AND FIFTY (\$150.00) DOLLARS PER HOUR.
6. The Contractor will indemnify and save harmless the BOROUGH OF MONTVALE, its officers, servants and agents for and from all damages, claims, suits and costs, including counsel fees, to which they may be put by reason of Contractor's negligence. The limit of such damages, for suits and cost, including counsel fees is based upon the insurance policy provided by the Joint Insurance Fund and Joint Municipal Excess Liability Fund.
7. The Contractor will not assign or sublet the work specified and covered under the terms of the Agreement or any part hereof, without the written consent of the BOROUGH OF MONTVALE.

8. The Contractor previously provided the BOROUGH OF MONTVALE with a copy of the Contractor's Business Registration Certificate verifying that the Contractor is properly registered with the New Jersey Department of the Treasury.
9. The Contractor will also comply with the following:
 - a. The Contractor will provide written notice to each subcontractor, as defined in NJSA 52:32-44, namely "any business organization that is not a contractor that knowingly provides goods or performs services for a contractor or another subcontractor in the fulfillment of a contract issued by a contracting agency", that the subcontractor must provide a copy of the subcontractor's Business Registration Certificate to the Contractor prior to entering into the subcontract.
 - b. The Contractor will obtain and promptly forward to the BOROUGH OF MONTVALE, for filing, a copy of a Business Registration Certificate for every subcontractor.
 - c. The Contractor will provide the BOROUGH OF MONTVALE with a complete and accurate list of subcontractors and their addresses, or a certification to no subcontractors were used, before final payment is made.
 - d. The Contractor and each of its affiliates, as "affiliates" are defined in NJSA 52:32-44(g)(3), will collect and remit to the New Jersey Division of Taxation any use tax due pursuant to the "Sales and Use Tax Act" (NJSA 54:32B-1, et seq.) on all sales of tangible personal property delivered into New Jersey.
 - e. The Contractor will include a provision in all subcontracts that the subcontractor and the subcontractor's affiliates will collect and remit to the New Jersey Division of Taxation any use tax due pursuant to the "Sales and Use Tax Act" (NJSA 54:32B-1, et seq.) on all sales of tangible personal property delivered into New Jersey.
10. The Contractor agrees to comply with all state and local Pay-To-Play regulations and restrictions.

IN WITNESS WHEREOF, the parties have executed this Agreement:
AGREED TO AS OF THE DATE ABOVE:

BOROUGH OF MONTVALE:

Michael Ghassali, Mayor

LKM CONSULTING, LLC:

A handwritten signature in black ink, appearing to read 'Linda K. Murphy', with a large, sweeping flourish extending to the right.

Linda K. Murphy, President

STATEMENT OF WORK
FOR
SHARED SERVICES AGREEMENT AUDIT
MONTVALE AND PASCACK VALLEY
DEPARTMENT OF PUBLIC WORKS



...rethinking government from the ground up...

CONTACT INFORMATION

Linda K. Murphy
LKM CONSULTING, LLC
11 Harter Road
Morristown, NJ 07960
(973) 722-7412
lkmurphy@optimum.net

December 20, 2018

SHARED SERVICES AGREEMENT AUDIT
MONTVALE AND PASCACK VALLEY DEPARTMENT OF PUBLIC WORKS

INTRODUCTION

It is our pleasure to submit this Statement of Work from **LKM CONSULTING, LLC** for an audit of Shared Services Agreement performance associated with the contract between the Borough of Montvale ("Supported Agency") and the Pascack Valley Department of Public Works operated by the Township of River Vale ("Lead Agency"). This Agreement commenced on November 1, 2013 and remains in effect until December 31, 2023, unless terminated per terms contained in the pact (Section III. TERM OF AGREEMENT, Paragraph C).

Per these terms, notification of termination by either party delivered in 2018 could result in dissolution of the Agreement. Written notice of River Vale's intention to withdraw from the Agreement was provided to Montvale in April 2018 and, according to the existing Shared Services Agreement, will be effective "on the following year's first day of January (no less than one full calendar year after said notification)" or January 1, 2020.

The existing Shared Service Agreement was designed with three key criteria in mind: a) it must be 'win-win' for participating municipalities; b) it was developed with survivability in mind, meaning it will survive changes in governing bodies and municipal administration; and c) it will not leave either party 'holding the bag' at any point during the term of Agreement. As a prerequisite to potential Agreement termination, the Supported Agency has requested an audit of the degree to which both parties – the Borough of Montvale and the Township of River Vale – have (or have not) met the operational, financial, and administrative terms of the current Shared Services Agreement.

During this audit, **LKM CONSULTING, LLC** will look at the key aspects of the existing municipal partnership for the proceeding three (3) years, including but not limited to the effectiveness of the Department of Public Works (DPW) Advisory Committee, services and service levels delivered, annual operating budgets and actual expenditures, capital budgets, staffing, facilities, and vehicles/equipment purchases and usage. Optionally, the parties may opt for a performance audit to cover the proceeding five (5) years of the Agreement. This audit will deliver clarity on the root cause(s) of River Vale's withdrawal notification, as well as identify what has gone well for the municipalities during the term of the Agreement so far.

LKM CONSULTING, LLC will work collaboratively with designated personnel from both municipalities (e.g., Municipal Administrator/Manager, CFO/Treasurer, assigned DPW Liaison from the respective governing bodies, designated members of the Department of Public Works (DPW) Advisory Committee, and the Pascack Valley DPW Superintendent) during this performance audit to help provide high-quality decision support information that may be used to determine the best course of action for Montvale and River Vale:

- 1) Proceed with Shared Services Agreement termination, effective January 1, 2020.
- 2) Modify the Shared Services Agreement operational and/or financial terms to the satisfaction of both parties and continue with the modified Agreement until December 31, 2023.
- 3) Leave the Shared Services Agreement operational and/or financial terms in place 'as is' with appropriate corrective actions to mitigate or eliminate the concerns of both parties.

QUALIFICATION AND REFERENCES

- **DESCRIPTION OF THE FIRM'S PRINCIPLE ACTIVITIES**

LKM CONSULTING LLC, which was founded as a sole proprietorship and limited liability corporation in 2010, offers expertise to local government clients in New Jersey related to shared services, regionalization, privatization, and consolidation of county and municipal service delivery. Clients benefit from our blend of focused operations and fiscal management skills, strategic advice, and creative solutions. Our goal is to inform the municipal decision-making process and provide community leaders with workable solutions that are both viable and practical.

- **NUMBER OF PERSONNEL IN THE FIRM**

LINDA K. MURPHY is President of **LKM CONSULTING LLC** and the firm's primary engagement delivery resource. She has offered advisory services and support to clients in both the public and private sectors for over 20 years, focusing almost exclusively on local government since 2007. She has proven expertise related to shared services, regionalization, privatization, and consolidation; and brings a deep understanding of the challenges facing today's elected officials and municipal administrators/managers.

Ms. Murphy offers services to local government entities statewide in New Jersey through **LKM CONSULTING LLC**. She was previously a Managing Director with **Government Strategy Group (GSG)** and formerly served as the **Shared Service Coordinator** for the County of Morris. In addition, Ms. Murphy provided direct support for a non-profit municipality-led initiative – **Government Efficiency Movement** – focused on rethinking municipal services delivery in the areas of tax assessment, tax collection, public health, police, and municipal technology solutions.

She served as President of the statewide **New Jersey Shared Services Association (NJSSA)** from 2009 to the end of 2013 and, due to term limits, served as that Association's Secretary/Treasurer in the 2014-2015 term of office. NJSSA, currently inactive as a state-wide organization, proactively promoted increased efficiency in the delivery of services, while reducing the costs of local government.

If selected to deliver this engagement, **LKM CONSULTING LLC** will act as the prime consultant and shall assume full responsibility to assist the members of the working group to successfully complete all phases of the project as described in the Statement of Work. If required by the nature of a particular engagement, **LKM CONSULTING LLC** may subcontract other knowledgeable professionals that have specific and extensive experiences in multiple facets of New Jersey county and municipal governments, as well as in State of New Jersey government affairs; however, there are no plans to subcontract resources for this project.

- **OFFICE LOCATION**

LKM CONSULTING, LLC

11 Harter Road, Morristown, NJ 07960

(973) 722-7412

lkmmurphy@optimum.net

SHARED SERVICES AGREEMENT AUDIT
MONTVALE AND PASCACK VALLEY DEPARTMENT OF PUBLIC WORKS

• **LOCAL GOVERNMENT RESTRUCTURING EXPERIENCE**

There are different approaches that municipalities may take to deliver services more efficiently, including shared services, regionalization, privatization, and consolidation. Alternate delivery options may involve Public-Private Partnerships or Municipal, School District, and/or County Partnerships. Following are some examples of Linda K. Murphy's local government restructuring experiences from 2007 to present:

MUNICIPAL COURTS

BERGEN COUNTY	Shared Service, Regionalization <i>(Projects involved 11 Bergen municipalities)</i>
MORRIS COUNTY	Shared Service, Regionalization <i>(Projects involved 19 Morris municipalities)</i>
MONMOUTH COUNTY	Shared Service, Regionalization <i>(Project involved 3 Monmouth municipalities)</i>

PUBLIC SAFETY

Police Consolidation	Shared Service, Regionalization
Emergency Response	Emergency Preparedness Guide
School Crossing Guards	Regional Privatized Service

PUBLIC WORKS

Public Works Consolidation	Shared Service
DPW Equipment (and Operators)	Shared Service
Wastewater/Sanitary Sewer Operations	Shared Service

PUBLIC HEALTH SERVICES

Public Health Services	Shared Service, Regionalization
Animal Control and Sheltering Services	Shared Service, Regionalization

CONSTRUCTION OFFICE

Construction Office Consolidation	Shared Service, Regionalization
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GENERAL GOVERNMENT

Tax Assessment	Shared Service, Regionalization
Tax Collection	Shared Service, Regionalization
Municipal Technology	Shared Service

SHARED SERVICES AGREEMENT AUDIT
MONTVALE AND PASCACK VALLEY DEPARTMENT OF PUBLIC WORKS

• **TEAM MEMBER ASSIGNED TO THIS ENGAGEMENT**

LINDA K. MURPHY has offered advisory services and support to clients in both the public and private sectors for over 20 years. She is an accomplished management consultant with extensive experience in providing results-focused consulting advice to corporate and local government leaders in the areas of strategy development, service delivery, and customer operations, as well as process design, online presence, and customer channel integration. She will be responsible for the delivery of this engagement, as well as the content and quality of the final work product.

Ms. Murphy founded **LKM Consulting, LLC** in 2010 in order to provide her expertise to local government entities statewide; and formerly worked in affiliation with **Government Strategy Group** as a Managing Director. She served as President of the statewide **New Jersey Shared Services Association (NJSSA)** from 2009 to the end of 2013 and, due to term limits, served as that Association's Secretary/Treasurer in the 2014-2015 term of office. NJSSA, currently inactive as a state-wide organization, proactively promoted increased efficiency in the delivery of services, while reducing the costs of local government.

From September 2007 through the end of 2010, Ms. Murphy was the **Shared Services Coordinator** for the County of Morris, a position funded by a grant from the Department of Community Affairs (DCA). She has experience with designing creative shared services initiatives and delivering studies of regional and countywide service delivery in a wide variety of areas including, but not limited to, animal control and sheltering, DPW equipment and operators, municipal courts, and construction code officials.

From June 2008 to the end of 2011, she was the Executive Director of **Government Efficiency Movement (GEM)**, a non-profit, municipality-led initiative to "rethink government from the ground up". With Ms. Murphy's guidance, this initiative generated innovative conceptual restructuring proposals for tax assessment, tax collection, public health services, local police services, and municipal technology solutions.

After leaving **AT&T Solutions** as a Client Partner in the Customer Management practice in 2000, Ms. Murphy focused on the creation of online presence and customer channel integration for business clients as an Executive with **iXL** and **Xcelerate**, two former e-Business consulting firms based in Atlanta GA and Ft. Lauderdale FL respectively.

While with **AT&T Solutions**, she established strategy, content, and direction for customer management and electronic contact service lines. Ms. Murphy led business development efforts and delivered domestic and international professional services engagements of up to \$4 million in revenue to clients in telecommunications, financial services, utilities, and other industries with identified cost savings and revenue gains for various clients of up to \$300 million over ten years.

She was recruited to join **NCR** in 1994 as Vice President and member of the Worldwide Professional Services leadership team. She was responsible for an operating budget of \$15 million and managed a team of 60 service line personnel. While with **NCR**, Ms. Murphy established strategy and direction for customer management and electronic contact service lines, developed service offer content, and directed global deployment of business services methodologies and tools to over 300 worldwide professional service personnel, including planning required resources, roll-out programs, target markets, and target clients for successful service offer launch.

SHARED SERVICES AGREEMENT AUDIT
MONTVALE AND PASCACK VALLEY DEPARTMENT OF PUBLIC WORKS

In 1986 she formed **Operations Consulting Group** as an AT&T affiliated entity specializing in business redesign services in the private sector for both domestic and international clients. Ms. Murphy grew this consulting practice from 2 to 40 professionals and maintained a record of excellent client satisfaction with project results.

Ms. Murphy serves on the planning board in her local municipality; is a Trustee on the Board of Morris Arts; volunteers for her Township and annually as an AARP tax consultant; and stays active in local affairs.

• **CLIENT REFERENCES**

Sussex County, NJ: LKM Consulting LLC, with Linda K. Murphy as the lead consultant, completed a Department of Public Works feasibility study for three communities in Sussex County – Newton, Andover Township and Andover Borough. This study identified four different restructuring options and the potential of between \$600,000 and \$700,000 in annualized operational savings for the participants. The key contact people are:

Thomas Russo
Town Manager
Town of Newton
39 Trinity Street, Newton, NJ 07860
973-383-3521, ext. 224
trusso@newtontownhall.com

Debra Millikin
Deputy Town Manager
Town of Newton
39 Trinity Street, Newton, NJ 07860
(973) 383-3521, ext. 226
dmillikin@newtontownhall.com

Bergen County, NJ: LKM Consulting LLC, with Linda K. Murphy as the lead consultant, completed a Department of Public Works feasibility study for two communities in the Pascack Valley – Montvale and River Vale. After completion of the feasibility study and at the request of the client, a draft shared services agreement was created for the parties. This study identified over \$800,000 in annualized operational savings and mitigated significant capital costs for the participants. The key contact people are:

Maureen Iarossi-Alwan
Administrator
Borough of Montvale
12 Mercedes Drive, Montvale, NJ
07645
(201) 391-5700, ext. 219
miarossi@montvaleboro.org

Gennaro Rotella
Administrator/CFO
Township of River Vale
406 River Vale Road, River Vale, NJ 07675
(201) 664-2346, ext. 1007
grotella@rivervalenj.org

Bergen County, NJ: As Government Strategy Group (GSG) Managing Director, Linda K. Murphy completed a Municipal Court feasibility study for three communities in the Pascack Valley – Montvale, Park Ridge, and Woodcliff Lake (November 2009 to January 2010); a Municipal Court feasibility study for five communities in Southwestern Bergen – Carlstadt, East Rutherford, Rutherford, Wallington, and Wood-Ridge (January 2011 to May 2011); and, more recently, as LKM Consulting LLC, completed a Municipal Court feasibility study for Hillsdale, River Vale, and Westwood (October 2013 to December 2013). The key contact people are:

SHARED SERVICES AGREEMENT AUDIT
MONTVALE AND PASCACK VALLEY DEPARTMENT OF PUBLIC WORKS

Maureen Iarossi-Alwan	Jeff Lahullier	Bob Hoffmann
Administrator	Councilman	Administrator
Borough of Montvale	Borough of East Rutherford	Borough of Westwood
12 Mercedes Drive	1 Everett Place	101 Washington Avenue
Montvale, NJ 07645	East Rutherford, NJ 07073	Westwood, NJ 07675
(201) 391-5700, ext. 219	201-460-1403	201-664-7100, ext. 150
miarossi@montvaleboro.org	cabdad911@comcast.net	rhoffmann@westwoodnj.gov

FEE PROPOSAL

LKM CONSULTING, LLC will provide all services listed in the attached Shared Services Agreement Audit – Statement of Work for the **proceeding three (3) years – 2016-2018** – for a total fee, **not to exceed \$12,600.**

3-Year Audit	Project Fees
3-year audit of the degree to which the operational, financial, and administrative terms of the current Shared Services Agreement have been met by Montvale and River Vale.	\$12,600

OPTIONAL: LKM CONSULTING, LLC will provide all services listed in the attached Shared Services Agreement Audit – Statement of Work for the **proceeding five (5) years – 2014-2018** – for a total fee, **not to exceed \$16,600.**

5-Year Audit	Project Fees
5-year audit of the degree to which the operational, financial, and administrative terms of the current Shared Services Agreement have been met by Montvale and River Vale.	\$16,600

- **HOURLY RATES**

Billings will be based on the following hourly rate charges:

Linda K. Murphy	\$150.00
All Other Professionals	\$125.00
Analysts/Research Staff	\$75.00
Administrative/Clerical	\$40.00

SHARED SERVICES AGREEMENT AUDIT
MONTVALE AND PASCACK VALLEY DEPARTMENT OF PUBLIC WORKS

- **METHOD FOR CHARGING HOURLY RATES**

Hourly rate charges will be imposed for each quarter hour of service including attendance at meetings. An invoice for payment will be submitted upon successful completion of each project phase and acceptance of the associated project deliverables. Invoice payment is expected within 30 days of receipt.

- **OTHER CHARGES, FEES, OR EXPENSES**

At this time, there are no plans to charge any other fees or expenses related to the proposed engagement.

- **ESTIMATED TIMELINE**

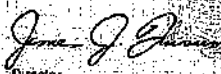
This engagement may begin after January 2, 2019 and within five (5) business days of formal contract execution with the Borough of Montvale and/or other municipal participants, as appropriate.

From this point, the Shared Services Agreement performance audit will be completed according to the following estimated timeframes, assuming prompt response to data collection inquiries and timely response to requests for interviews or other input. The participating municipalities may need to consider an extension of the anticipated project completion timeframe if response and/or scheduling delays occur.

- **3-Year Audit** – 20 to 25 business days
- **5-Year Audit** – an incremental 15 business days

Please note: The business day span time associated with these proposed audits equates to roughly one to two months.

BUSINESS REGISTRATION CERTIFICATE AND EIN

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY/ DIVISION OF REVENUE PO BOX 252 TRENTON, NJ 08646-0252
TAXPAYER NAME: LKM CONSULTING, LLC	TRADE NAME:	
ADDRESS: 11 HARTER ROAD MORRISTOWN NJ 07960	SEQUENCE NUMBER: 1588142	
EFFECTIVE DATE: 06/07/10	ISSUANCE DATE: 06/07/10	
 Director New Jersey Division of Revenue		

The federal employer identification number (EIN) for **LKM CONSULTING, LLC** is:

27-1974279

SHARED SERVICES AGREEMENT AUDIT
MONTVALE AND PASCACK VALLEY DEPARTMENT OF PUBLIC WORKS

STATEMENT OF WORK

LKM CONSULTING, LLC will prepare this Shared Services Agreement performance audit relying on existing client information. Opinions will be formed, inputs evaluated, and recommendations made based on the extent and quality of the information provided by the participants.

Audit Options	Project Fees
3-year audit of the degree to which the operational, financial, and administrative terms of the current Shared Services Agreement have been met by Montvale and River Vale (2016 through 2018).	\$12,600
Optional: 5-year audit of the degree to which the operational, financial, and administrative terms of the current Shared Services Agreement have been met by Montvale and River Vale (2014 through 2018).	\$16,600

This performance audit will evaluate the degree to which the Borough of Montvale and Township of River Vale have (or have not) met the terms of their existing Shared Services Agreement, including operational, financial, and administrative aspects of the municipal partnership. The output from this project will deliver clarity on the root cause(s) of River Vale's withdrawal notification, as well as identify what went well for the municipalities during the term of the Agreement so far.

The Shared Services Agreement performance audit by LKM CONSULTING, LLC will include:

- Coordinate all project plans with the designated representatives of the Borough of Montvale and the Township of River Vale.
- Working team interactions will take place (by e-mail, telephone, or on-site meeting) to review and refine data and/or to answer questions about the project.
- Interview key DPW-related personnel representing each municipality such as the Municipal Administrator/Manager, CFO/Treasurer, assigned DPW Liaison from the respective governing bodies, designated members of the Department of Public Works (DPW) Advisory Committee, and the Pascack Valley DPW Superintendent.
- Verify the existing DPW services offered to the municipalities and the service levels associated with same in each community, highlighting any year-over-year variations, where appropriate.
- Compare current DPW service levels and the operating parameters that guide when services are available to residents to those specified in the existing Shared Services Agreement.
- Identify the number and type of reported municipal or resident concerns or complaints regarding DPW services during the period evaluated.

SHARED SERVICES AGREEMENT AUDIT
MONTVALE AND PASCACK VALLEY DEPARTMENT OF PUBLIC WORKS

- Collect relevant year-over-year data regarding DPW staffing levels, annual operating budgets and actual expenditures, capital budgets, facilities, and vehicles/equipment purchases and usage.
- Compare the relevant staffing, budget, facilities, and vehicle/equipment data to municipal partner expectations as set forth in the existing Shared Services Agreement, as appropriate.
- Assess the current communication process between the municipal participants and the degree to which it has helped or hindered the management of municipal partner expectations.
- Analyze any issues/concerns referred to the Department of Public Works (DPW) Advisory Committee over audit period and the effectiveness of corrective actions taken.
- One on-site meeting in Montvale (or other designated municipality) with appropriate representatives of both municipal partners to share the draft Shared Services Agreement performance audit materials. Selected adjustments may be required based on this review session.
- Prepare and deliver in both paper and electronic form an assessment of the operational financial, and administrative aspects of the existing municipal partnership that may have led to issuance of the Shared Services Agreement termination notice and recommend a way forward for the parties.

This engagement may begin after January 2, 2019 and within five (5) business days of formal contract execution with the Borough of Montvale and/or other municipal participants, as appropriate.

From this point, the Shared Services Agreement performance audit will be completed according to the following estimated timeframes, assuming prompt response to data collection inquiries and timely response to requests for interviews or other input. The participating municipalities may need to consider an extension of the anticipated project completion timeframe if response and/or scheduling delays occur.

- **3-Year Audit** – 20 to 25 business days
- **5-Year Audit** – an incremental 15 business days

Please note: The business day span time associated with these proposed audits equates to roughly one to two months.

STATEMENT OF WORK
FOR
SHARED SERVICES AGREEMENT AUDIT
MONTVALE AND PASCACK VALLEY
DEPARTMENT OF PUBLIC WORKS



...rethinking government from the ground up...

CONTACT INFORMATION

Linda K. Murphy
LKM CONSULTING, LLC
11 Harter Road
Morristown, NJ 07960
(973) 722-7412
lkmurphy@optimum.net

December 20, 2018

SHARED SERVICES AGREEMENT AUDIT
MONTVALE AND PASCACK VALLEY DEPARTMENT OF PUBLIC WORKS

INTRODUCTION

It is our pleasure to submit this Statement of Work from **LKM CONSULTING, LLC** for an audit of Shared Services Agreement performance associated with the contract between the Borough of Montvale ("Supported Agency") and the Pascack Valley Department of Public Works operated by the Township of River Vale ("Lead Agency"). This Agreement commenced on November 1, 2013 and remains in effect until December 31, 2023, unless terminated per terms contained in the pact (Section III. TERM OF AGREEMENT, Paragraph C).

Per these terms, notification of termination by either party delivered in 2018 could result in dissolution of the Agreement. Written notice of River Vale's intention to withdraw from the Agreement was provided to Montvale in April 2018 and, according to the existing Shared Services Agreement, will be effective "on the following year's first day of January (no less than one full calendar year after said notification)" or January 1, 2020.

The existing Shared Service Agreement was designed with three key criteria in mind: a) it must be 'win-win' for participating municipalities; b) it was developed with survivability in mind, meaning it will survive changes in governing bodies and municipal administration; and c) it will not leave either party 'holding the bag' at any point during the term of Agreement. As a prerequisite to potential Agreement termination, the Supported Agency has requested an audit of the degree to which both parties – the Borough of Montvale and the Township of River Vale – have (or have not) met the operational, financial, and administrative terms of the current Shared Services Agreement.

During this audit, **LKM CONSULTING, LLC** will look at the key aspects of the existing municipal partnership for the proceeding three (3) years, including but not limited to the effectiveness of the Department of Public Works (DPW) Advisory Committee, services and service levels delivered, annual operating budgets and actual expenditures, capital budgets, staffing, facilities, and vehicles/equipment purchases and usage. Optionally, the parties may opt for a performance audit to cover the proceeding five (5) years of the Agreement. This audit will deliver clarity on the root cause(s) of River Vale's withdrawal notification, as well as identify what has gone well for the municipalities during the term of the Agreement so far.

LKM CONSULTING, LLC will work collaboratively with designated personnel from both municipalities (e.g., Municipal Administrator/Manager, CFO/Treasurer, assigned DPW Liaison from the respective governing bodies, designated members of the Department of Public Works (DPW) Advisory Committee, and the Pascack Valley DPW Superintendent) during this performance audit to help provide high-quality decision support information that may be used to determine the best course of action for Montvale and River Vale:

- 1) Proceed with Shared Services Agreement termination, effective January 1, 2020.
- 2) Modify the Shared Services Agreement operational and/or financial terms to the satisfaction of both parties and continue with the modified Agreement until December 31, 2023.
- 3) Leave the Shared Services Agreement operational and/or financial terms in place 'as is' with appropriate corrective actions to mitigate or eliminate the concerns of both parties.

QUALIFICATION AND REFERENCES

- **DESCRIPTION OF THE FIRM'S PRINCIPLE ACTIVITIES**

LKM CONSULTING LLC, which was founded as a sole proprietorship and limited liability corporation in 2010, offers expertise to local government clients in New Jersey related to shared services, regionalization, privatization, and consolidation of county and municipal service delivery. Clients benefit from our blend of focused operations and fiscal management skills, strategic advice, and creative solutions. Our goal is to inform the municipal decision-making process and provide community leaders with workable solutions that are both viable and practical.

- **NUMBER OF PERSONNEL IN THE FIRM**

LINDA K. MURPHY is President of **LKM CONSULTING LLC** and the firm's primary engagement delivery resource. She has offered advisory services and support to clients in both the public and private sectors for over 20 years, focusing almost exclusively on local government since 2007. She has proven expertise related to shared services, regionalization, privatization, and consolidation; and brings a deep understanding of the challenges facing today's elected officials and municipal administrators/managers.

Ms. Murphy offers services to local government entities statewide in New Jersey through **LKM CONSULTING LLC**. She was previously a Managing Director with **Government Strategy Group (GSG)** and formerly served as the **Shared Service Coordinator** for the County of Morris. In addition, Ms. Murphy provided direct support for a non-profit municipality-led initiative – **Government Efficiency Movement** – focused on rethinking municipal services delivery in the areas of tax assessment, tax collection, public health, police, and municipal technology solutions.

She served as President of the statewide **New Jersey Shared Services Association (NJSSA)** from 2009 to the end of 2013 and, due to term limits, served as that Association's Secretary/Treasurer in the 2014-2015 term of office. NJSSA, currently inactive as a state-wide organization, proactively promoted increased efficiency in the delivery of services, while reducing the costs of local government.

If selected to deliver this engagement, **LKM CONSULTING LLC** will act as the prime consultant and shall assume full responsibility to assist the members of the working group to successfully complete all phases of the project as described in the Statement of Work. If required by the nature of a particular engagement, **LKM CONSULTING LLC** may subcontract other knowledgeable professionals that have specific and extensive experiences in multiple facets of New Jersey county and municipal governments, as well as in State of New Jersey government affairs; however, there are no plans to subcontract resources for this project.

- **OFFICE LOCATION**

LKM CONSULTING, LLC
11 Harter Road, Morristown, NJ 07960
(973) 722-7412
lkmurphy@optimum.net

SHARED SERVICES AGREEMENT AUDIT
MONTVALE AND PASCACK VALLEY DEPARTMENT OF PUBLIC WORKS

• **LOCAL GOVERNMENT RESTRUCTURING EXPERIENCE**

There are different approaches that municipalities may take to deliver services more efficiently, including shared services, regionalization, privatization, and consolidation. Alternate delivery options may involve Public-Private Partnerships or Municipal, School District, and/or County Partnerships. Following are some examples of Linda K. Murphy's local government restructuring experiences from 2007 to present:

MUNICIPAL COURTS

BERGEN COUNTY	Shared Service, Regionalization <i>(Projects involved 11 Bergen municipalities)</i>
MORRIS COUNTY	Shared Service, Regionalization <i>(Projects involved 19 Morris municipalities)</i>
MONMOUTH COUNTY	Shared Service, Regionalization <i>(Project involved 3 Monmouth municipalities)</i>

PUBLIC SAFETY

Police Consolidation	Shared Service, Regionalization
Emergency Response	Emergency Preparedness Guide
School Crossing Guards	Regional Privatized Service

PUBLIC WORKS

Public Works Consolidation	Shared Service
DPW Equipment (and Operators)	Shared Service
Wastewater/Sanitary Sewer Operations	Shared Service

PUBLIC HEALTH SERVICES

Public Health Services	Shared Service, Regionalization
Animal Control and Sheltering Services	Shared Service, Regionalization

CONSTRUCTION OFFICE

Construction Office Consolidation	Shared Service, Regionalization
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GENERAL GOVERNMENT

Tax Assessment	Shared Service, Regionalization
Tax Collection	Shared Service, Regionalization
Municipal Technology	Shared Service

SHARED SERVICES AGREEMENT AUDIT
MONTVALE AND PASCACK VALLEY DEPARTMENT OF PUBLIC WORKS

• **TEAM MEMBER ASSIGNED TO THIS ENGAGEMENT**

LINDA K. MURPHY has offered advisory services and support to clients in both the public and private sectors for over 20 years. She is an accomplished management consultant with extensive experience in providing results-focused consulting advice to corporate and local government leaders in the areas of strategy development, service delivery, and customer operations, as well as process design, online presence, and customer channel integration. She will be responsible for the delivery of this engagement, as well as the content and quality of the final work product.

Ms. Murphy founded **LKM Consulting, LLC** in 2010 in order to provide her expertise to local government entities statewide; and formerly worked in affiliation with **Government Strategy Group** as a Managing Director. She served as President of the statewide **New Jersey Shared Services Association (NJSSA)** from 2009 to the end of 2013 and, due to term limits, served as that Association's Secretary/Treasurer in the 2014-2015 term of office. NJSSA, currently inactive as a state-wide organization, proactively promoted increased efficiency in the delivery of services, while reducing the costs of local government.

From September 2007 through the end of 2010, Ms. Murphy was the **Shared Services Coordinator** for the County of Morris, a position funded by a grant from the Department of Community Affairs (DCA). She has experience with designing creative shared services initiatives and delivering studies of regional and countywide service delivery in a wide variety of areas including, but not limited to, animal control and sheltering, DPW equipment and operators, municipal courts, and construction code officials.

From June 2008 to the end of 2011, she was the Executive Director of **Government Efficiency Movement (GEM)**, a non-profit, municipality-led initiative to "rethink government from the ground up". With Ms. Murphy's guidance, this initiative generated innovative conceptual restructuring proposals for tax assessment, tax collection, public health services, local police services, and municipal technology solutions.

After leaving **AT&T Solutions** as a Client Partner in the Customer Management practice in 2000, Ms. Murphy focused on the creation of online presence and customer channel integration for business clients as an Executive with **iXL** and **Xcelerate**, two former e-Business consulting firms based in Atlanta GA and Ft. Lauderdale FL respectively.

While with **AT&T Solutions**, she established strategy, content, and direction for customer management and electronic contact service lines. Ms. Murphy led business development efforts and delivered domestic and international professional services engagements of up to \$4 million in revenue to clients in telecommunications, financial services, utilities, and other industries with identified cost savings and revenue gains for various clients of up to \$300 million over ten years.

She was recruited to join **NCR** in 1994 as Vice President and member of the Worldwide Professional Services leadership team. She was responsible for an operating budget of \$15 million and managed a team of 60 service line personnel. While with **NCR**, Ms. Murphy established strategy and direction for customer management and electronic contact service lines, developed service offer content, and directed global deployment of business services methodologies and tools to over 300 worldwide professional service personnel, including planning required resources, roll-out programs, target markets, and target clients for successful service offer launch.

SHARED SERVICES AGREEMENT AUDIT
MONTVALE AND PASCACK VALLEY DEPARTMENT OF PUBLIC WORKS

In 1986 she formed **Operations Consulting Group** as an AT&T affiliated entity specializing in business redesign services in the private sector for both domestic and international clients. Ms. Murphy grew this consulting practice from 2 to 40 professionals and maintained a record of excellent client satisfaction with project results.

Ms. Murphy serves on the planning board in her local municipality; is a Trustee on the Board of Morris Arts; volunteers for her Township and annually as an AARP tax consultant; and stays active in local affairs.

• **CLIENT REFERENCES**

Sussex County, NJ: LKM Consulting LLC, with Linda K. Murphy as the lead consultant, completed a Department of Public Works feasibility study for three communities in Sussex County – Newton, Andover Township and Andover Borough. This study identified four different restructuring options and the potential of between \$600,000 and \$700,000 in annualized operational savings for the participants. The key contact people are:

Thomas Russo
Town Manager
Town of Newton
39 Trinity Street, Newton, NJ 07860
973-383-3521, ext. 224
trusso@newtontownhall.com

Debra Millikin
Deputy Town Manager
Town of Newton
39 Trinity Street, Newton, NJ 07860
(973) 383-3521, ext. 226
dmillikin@newtontownhall.com

Bergen County, NJ: LKM Consulting LLC, with Linda K. Murphy as the lead consultant, completed a Department of Public Works feasibility study for two communities in the Pascack Valley – Montvale and River Vale. After completion of the feasibility study and at the request of the client, a draft shared services agreement was created for the parties. This study identified over \$800,000 in annualized operational savings and mitigated significant capital costs for the participants. The key contact people are:

Maureen Iarossi-Alwan
Administrator
Borough of Montvale
12 Mercedes Drive, Montvale, NJ
07645
(201) 391-5700, ext. 219
miarossi@montvaleboro.org

Gennaro Rotella
Administrator/CFO
Township of River Vale
406 River Vale Road, River Vale, NJ 07675
(201) 664-2346, ext. 1007
grotella@rivervalenj.org

Bergen County, NJ: As Government Strategy Group (GSG) Managing Director, Linda K. Murphy completed a Municipal Court feasibility study for three communities in the Pascack Valley – Montvale, Park Ridge, and Woodcliff Lake (November 2009 to January 2010); a Municipal Court feasibility study for five communities in Southwestern Bergen – Carlstadt, East Rutherford, Rutherford, Wallington, and Wood-Ridge (January 2011 to May 2011); and, more recently, as LKM Consulting LLC, completed a Municipal Court feasibility study for Hillsdale, River Vale, and Westwood (October 2013 to December 2013). The key contact people are:

SHARED SERVICES AGREEMENT AUDIT
MONTVALE AND PASCACK VALLEY DEPARTMENT OF PUBLIC WORKS

Maureen Iarossi-Alwan	Jeff Lahullier	Bob Hoffmann
Administrator	Councilman	Administrator
Borough of Montvale	Borough of East Rutherford	Borough of Westwood
12 Mercedes Drive	1 Everett Place	101 Washington Avenue
Montvale, NJ 07645	East Rutherford, NJ 07073	Westwood, NJ 07675
(201) 391-5700, ext. 219	201-460-1403	201-664-7100, ext. 150
miarossi@montvaleboro.org	cabdad911@comcast.net	rhoffmann@westwoodnj.gov

FEE PROPOSAL

LKM CONSULTING, LLC will provide all services listed in the attached Shared Services Agreement Audit – Statement of Work for the **proceeding three (3) years – 2016-2018** – for a total fee, **not to exceed \$12,600**.

3-Year Audit	Project Fees
3-year audit of the degree to which the operational, financial, and administrative terms of the current Shared Services Agreement have been met by Montvale and River Vale.	\$12,600

OPTIONAL: **LKM CONSULTING, LLC** will provide all services listed in the attached Shared Services Agreement Audit – Statement of Work for the **proceeding five (5) years – 2014-2018** – for a total fee, **not to exceed \$16,600**.

5-Year Audit	Project Fees
5-year audit of the degree to which the operational, financial, and administrative terms of the current Shared Services Agreement have been met by Montvale and River Vale.	\$16,600

- HOURLY RATES**

Billings will be based on the following hourly rate charges:

Linda K. Murphy	\$150.00
All Other Professionals	\$125.00
Analysts/Research Staff	\$75.00
Administrative/Clerical	\$40.00

SHARED SERVICES AGREEMENT AUDIT
MONTVALE AND PASCACK VALLEY DEPARTMENT OF PUBLIC WORKS

- **METHOD FOR CHARGING HOURLY RATES**

Hourly rate charges will be imposed for each quarter hour of service including attendance at meetings. An invoice for payment will be submitted upon successful completion of each project phase and acceptance of the associated project deliverables. Invoice payment is expected within 30 days of receipt.

- **OTHER CHARGES, FEES, OR EXPENSES**

At this time, there are no plans to charge any other fees or expenses related to the proposed engagement.

- **ESTIMATED TIMELINE**

This engagement may begin after January 2, 2019 and within five (5) business days of formal contract execution with the Borough of Montvale and/or other municipal participants, as appropriate.

From this point, the Shared Services Agreement performance audit will be completed according to the following estimated timeframes, assuming prompt response to data collection inquiries and timely response to requests for interviews or other input. The participating municipalities may need to consider an extension of the anticipated project completion timeframe if response and/or scheduling delays occur.

- **3-Year Audit** – 20 to 25 business days
- **5-Year Audit** – an incremental 15 business days

Please note: The business day span time associated with these proposed audits equates to roughly one to two months.

BUSINESS REGISTRATION CERTIFICATE AND EIN

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 252 TRENTON, NJ 08646-0252
TAXPAYER NAME: LKM CONSULTING, LLC	TRADE NAME:	
ADDRESS: 11 HARTER ROAD MORRISTOWN NJ 07960	SEQUENCE NUMBER: 1558142	
EFFECTIVE DATE: 05/07/10	ISSUANCE DATE: 05/07/10	
		<i>James J. [Signature]</i> Director New Jersey Division of Revenue

The federal employer identification number (EIN) for **LKM CONSULTING, LLC** is:

27-1974279

SHARED SERVICES AGREEMENT AUDIT
MONTVALE AND PASCACK VALLEY DEPARTMENT OF PUBLIC WORKS

STATEMENT OF WORK

LKM CONSULTING, LLC will prepare this Shared Services Agreement performance audit relying on existing client information. Opinions will be formed, inputs evaluated, and recommendations made based on the extent and quality of the information provided by the participants.

Audit Options	Project Fees
3-year audit of the degree to which the operational, financial, and administrative terms of the current Shared Services Agreement have been met by Montvale and River Vale (2016 through 2018).	\$12,600
Optional: 5-year audit of the degree to which the operational, financial, and administrative terms of the current Shared Services Agreement have been met by Montvale and River Vale (2014 through 2018).	\$16,600

This performance audit will evaluate the degree to which the Borough of Montvale and Township of River Vale have (or have not) met the terms of their existing Shared Services Agreement, including operational, financial, and administrative aspects of the municipal partnership. The output from this project will deliver clarity on the root cause(s) of River Vale's withdrawal notification, as well as identify what went well for the municipalities during the term of the Agreement so far.

The Shared Services Agreement performance audit by LKM CONSULTING, LLC will include:

- Coordinate all project plans with the designated representatives of the Borough of Montvale and the Township of River Vale.
- Working team interactions will take place (by e-mail, telephone, or on-site meeting) to review and refine data and/or to answer questions about the project.
- Interview key DPW-related personnel representing each municipality such as the Municipal Administrator/Manager, CFO/Treasurer, assigned DPW Liaison from the respective governing bodies, designated members of the Department of Public Works (DPW) Advisory Committee, and the Pascack Valley DPW Superintendent.
- Verify the existing DPW services offered to the municipalities and the service levels associated with same in each community, highlighting any year-over-year variations, where appropriate.
- Compare current DPW service levels and the operating parameters that guide when services are available to residents to those specified in the existing Shared Services Agreement.
- Identify the number and type of reported municipal or resident concerns or complaints regarding DPW services during the period evaluated.

SHARED SERVICES AGREEMENT AUDIT
MONTVALE AND PASCACK VALLEY DEPARTMENT OF PUBLIC WORKS

- Collect relevant year-over-year data regarding DPW staffing levels, annual operating budgets and actual expenditures, capital budgets, facilities, and vehicles/equipment purchases and usage.
- Compare the relevant staffing, budget, facilities, and vehicle/equipment data to municipal partner expectations as set forth in the existing Shared Services Agreement, as appropriate.
- Assess the current communication process between the municipal participants and the degree to which it has helped or hindered the management of municipal partner expectations.
- Analyze any issues/concerns referred to the Department of Public Works (DPW) Advisory Committee over audit period and the effectiveness of corrective actions taken.
- One on-site meeting in Montvale (or other designated municipality) with appropriate representatives of both municipal partners to share the draft Shared Services Agreement performance audit materials. Selected adjustments may be required based on this review session.
- Prepare and deliver in both paper and electronic form an assessment of the operational financial, and administrative aspects of the existing municipal partnership that may have led to issuance of the Shared Services Agreement termination notice and recommend a way forward for the parties.

This engagement may begin after January 2, 2019 and within five (5) business days of formal contract execution with the Borough of Montvale and/or other municipal participants, as appropriate.

From this point, the Shared Services Agreement performance audit will be completed according to the following estimated timeframes, assuming prompt response to data collection inquiries and timely response to requests for interviews or other input. The participating municipalities may need to consider an extension of the anticipated project completion timeframe if response and/or scheduling delays occur.

- **3-Year Audit** – 20 to 25 business days
- **5-Year Audit** – an incremental 15 business days

Please note: The business day span time associated with these proposed audits equates to roughly one to two months.



**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 39-2019**

RE: Authorize Refund of Recreation Program / BollyX

BE IT RESOLVED, the below individual is hereby granted a refund for BollyX

Shantha Reddy online registration \$41.94

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

Adopted: January 8, 2019

ATTEST:

Maureen Iarossi-Alwan
Municipal Clerk

APPROVED:

Michael Ghassali
Mayor



**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 40-2019**

RE: TRANSFER OF 2018 APPROPRIATION RESERVES

WHEREAS, certain transfer of funds for 2018 budget appropriation reserves are necessary to cover anticipated expenditures; and

WHEREAS, N.J.S.A. 40A:4-59 provides for transfers from appropriation reserves with an excess over and above the amount deemed to be necessary to fulfill the purpose for such appropriation reserves, to those appropriation reserves deemed to be insufficient;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Montvale, that the transfer be made between the 2018 budget appropriation reserves as follows:

<u>CURRENT FUND</u>	<u>FROM</u>	<u>TO</u>
GENERAL APPROPRIATIONS		
Operations - within "CAPS"		
Planning Board		
Other Expenses	\$1,000.00	
Municipal Services Act:		
Salaries and Wages		\$1,000.00
	<u>\$1,000.00</u>	<u>\$1,000.00</u>

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

Adopted: January 8, 2019

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Michael Ghassali
Mayor



**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 41-2019**

RE: Appointing / Permanent Montvale Police Officer / Andrew Boman

WHEREAS, Andrew Boman has successfully completed the required probationary time period; and

WHEREAS, Chief Sanfilippo has recommended Officer Boman for permanent Police Officer appointment

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale, County of Bergen, New Jersey that Andrew Boman is hereby permanently appointed to the Montvale Police Department, effective January 8, 2019.

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

Adopted: January 8, 2019

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Michael Ghassali
Mayor

January 3, 2019

Mayor Mike Ghassali
Borough of Montvale
12 Mercedes Drive
Montvale, New Jersey 07645

Dear Mayor Ghassali,

I am pleased to inform you that Police Officer Andrew Boman, Badge #141 will have successfully completed the required period as a Probationary Police Officer on January 8, 2019.

I recommend, without reservation, his appointment as a Montvale Police Officer.

Sincerely,



Chief Joseph Sanfilippo

Cc: Commissioner Koelling, Borough Administrator Maureen Iarossi-Alwan

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 42-2019**

RE: Authorize Contract NorthWest Bergen Regional Health Commission / 2019-2020

WHEREAS, the Board of Health of the Borough of Montvale has received and reviewed the proposal from NorthWest Bergen Regional Health Commission; and

WHEREAS, said attached proposal for a two year (2) contract has been reviewed and approved by the Board of Health; and

WHEREAS, the Board of Health recommends this two year Health Services contract with Northwest Regional Board of Health Commission based upon services provided; and

WHEREAS, it is the intention of the Mayor and Council to provide funds in the year 2019 and 2020 Budgets for these contracts in the Borough of Montvale's Board of Health Budget; and

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale that the contract for Health Services for 2019 and Year 2020 be and is hereby awarded to NorthWest Bergen Regional Health Commission, 20 West Prospect Street, Waldwick, NJ 07463, NJ pursuant to the terms and conditions and rates as outlined in the attached contract effective January 1, 2019, copy of which is attached to this resolution for the base amount of \$56,762.56 annually for 2019 and 2020 as outlined in the attached proposal.

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

Adopted: January 8, 2019

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Michael Ghassali
Mayor

**CONTRACT FOR LOCAL PUBLIC HEALTH SERVICES
FOR MONTVALE BOARD OF HEALTH
JANUARY 1, 2019 THROUGH DECEMBER 31, 2020**

THIS CONTRACT made and entered into on January 1, 2019, by NORTHWEST BERGEN REGIONAL HEALTH COMMISSION, hereafter referred to as the Provider, AND the Board of Health of MONTVALE hereafter referred to as the Recipient.

WHEREAS, the Recipient desires to contract with the Provider for furnishing to the Recipient Health Services of a technical and professional nature to assure compliance with Public Health Standards of Performance for Local Boards of Health in accordance with NJAC 8:52-1 et seq. as hereinafter set forth:

NOW THEREFORE, it is understood and agreed as follows:

The Provider shall provide services of properly licensed personnel as necessary to carry out public health activities, within the territorial jurisdiction of the Recipient and ensure that all public health activities meet requirements by the "Public Health Practice Standards of Performance for Local Boards of Health in New Jersey" (NJAC 8:52) for the services as provided in this contract.

1. SCOPE OF SERVICES

A. **HEALTH OFFICER.** The Provider shall supply Recipient with the services of a Health Officer licensed in New Jersey pursuant to NJSA 26:3A2-10c and 26: 3A-14 to serve as its Health Officer and Chief Executive Officer to direct a program of services and activities as required to meet or exceed the Public Health Practice Standards of Performance for Local Boards of Health in New Jersey set forth in NJAC 8:52, herein, "Public Health Practice Standards" for the Montvale Board of Health, and for the administration and the enforcement of its public health ordinances and public health laws and regulations of the State (Title 26 of the New Jersey Statutes) during the term of this contract. All employees and staff of the Recipient's department of health shall be under the administrative direction and operational control of the Health Officer specific to the contractual responsibilities.

(i) The Health Officer shall work with personnel to inform the Recipient regarding compliance with the statutes and ordinances related to public health and assist Recipient in obtaining compliance with the law, and shall provide the Recipient with guidance and direction in the formulation of a program of services and activities designed to achieve the public health goals established by Recipient, and to identify and address public health issues in the Recipient's community.

(ii) The Health Officer shall furnish the Recipient with a written report, periodically, as requested by the Recipient, of all services rendered by the Health Officer and staff under the terms of this contract. This will include, but is not limited to complaints, monthly activities, and upcoming events.

(iii) The Health Officer or representative shall meet with Recipient at the regularly scheduled public meetings of the Board of Health set forth in Schedule A incorporated herein, and attend or send a representative from Provider to special meetings of the Recipient, as requested, upon reasonable notice.

B. **REGISTERED ENVIRONMENTAL HEALTH SPECIALIST (REHS).** The Provider shall supply Recipient with the services of a properly licensed Registered Environmental Health Specialist (REHS) to ensure that all public health activities meet requirements under the "Public Health Practice Standards of Performance for Local Boards of Health in New Jersey" (NJAC 8:52) as of the execution of this contract.

C. **GENERAL.** The Provider shall also:

(i) Document processes to be followed for public health purposes. Review current policies and recommend changes required to remain in compliance with public health laws and to address public health issues.

(ii) Provide assistance with emergency preparedness processes as identified by the State Health Department.

(iii) Provide assistance during flu clinics and ordering flu vaccine subject to the Influenza Vaccination Program Addendum incorporated herein.

(iv) Attend when necessary, town council meetings and provide updates or address public health concerns needing resolution.

**CONTRACT FOR LOCAL PUBLIC HEALTH SERVICES
FOR MONTVALE BOARD OF HEALTH
JANUARY 1, 2019 THROUGH DECEMBER 31, 2020**

(v) Provide monthly reports of activities conducted by the Recipient's appointed environmental health personnel (Registered Environmental Health Specialist) including all inspections of food establishments, complaints or violations.

(vi) Offer an annual regionalized Food Handler's course.

(vii) The Provider will coordinate lead poisoning investigations as specified in "Public Health Practice Standards of Performance for Local Boards of Health in New Jersey" and N.J.A.C. 8:51. The Provider will not provide the services of a certified lead inspector or risk assessor.

D. OTHER. Other services required by Recipient, if any, and related fees, if any, of Provider are set forth on Schedule A incorporated herein. Any other public health services required by Recipient but supplied by Recipient or contracted for separately or directly by Recipient are set forth in Schedule A incorporated herein. If the State of New Jersey Health law mandates change during the term of this agreement and thereby requires the provision of additional services not previously supplied, or if the scope of services provided to Recipient is required to increase significantly, in the reasonable judgment and experience of the Provider, the Provider and recipient shall enter into an amendment of this agreement to address the supply of such additional services to Recipient.

2. COLLECTION OF LICENSE AND PERMIT FEES. All license fees, permit fees and any other fees that the Provider collects on behalf of the Recipient shall be remitted to the Recipient in full, unless adjusted as set forth on Schedule A incorporated herein.

3. PAYMENT OF FEES TO PROVIDER. In consideration of the faithful performance by the Provider of its agreement herein, the Recipient covenants and agrees to pay the Provider for the services of a Health Officer and a REHS, the annual sum as set forth on Schedule A incorporated herein.

4. STATE and FEDERAL AID. Any designated State or Federal Health Aid funds received by the Provider for Recipient shall be used for health services for the Recipient.

5. HEALTH EMERGENCY. The Provider shall determine the allocation of resources and employees and staff of Provider and Recipient in the event of a health emergency or other exigent circumstances, in the judgment and experience of Provider.

6. TERM AND RENEWAL. This contract shall become effective on the 1st day of **January 2019** and terminate on **December 31, 2020**. It is further agreed by the parties that the Recipient shall have the right to renew this contract, upon the same terms and conditions, upon terms of compensation agreeable to Provider and Recipient. The Recipient shall give notice of its intent to renew or terminate the contract at least 60 days prior to the date of termination.

7. This contract must be signed and resubmitted by **January 31st 2019**.

IN WITNESS WHEREOF each party has caused its authorized officials to sign and seal this Agreement on its behalf this 3rd day of December, 2018

Secretary *Janet Russo*
Board of Health

President *Joey Cohen*
Board of Health

Secretary *Angela Musella*
Northwest Bergen Regional Health Commission

President *Donna Huey*
Northwest Bergen Regional Health Commission

**CONTRACT FOR LOCAL PUBLIC HEALTH SERVICES
FOR MONTVALE BOARD OF HEALTH
JANUARY 1, 2019 THROUGH DECEMBER 31, 2020**

SCHEDULE A-ADDENDUM TO CONTRACT

1. MEETING SCHEDULE: TBA or attached
2. PAYMENT OF FEES TO PROVIDER:
The annual fee for services shall be \$56762.56 for 2019 and 2020.
Monthly payment amounting to: \$4,730.21 for 11 months and \$4,730.25 for one month.
PAYABLE ON THE FIRST OF EVERY MONTH.
3. COLLECTION OF LICENSE & PERMIT FEES: None.

**CONTRACT FOR LOCAL PUBLIC HEALTH SERVICES
FOR MONTVALE BOARD OF HEALTH
JANUARY 1, 2019 THROUGH DECEMBER 31, 2020**

SCHEDULE B-INFLUENZA VACCINATION PROGRAM ADDENDUM TO CONTRACT

- Northwest Bergen Regional Health Commission (NWRHC) will order flu vaccine on behalf of the Recipient. The amount of vaccine ordered is based upon prior year consumption and conversation with the Board of Health President regarding any foreseeable circumstances NWRHC is not aware of. All vaccine reimbursement to NWRHC will occur in two ways. Medicare Part B or fee for those receiving vaccine and not covered by Medicare. Recipient will be responsible for costs associated with said doses.
- In the event that a partial shipment is received, Medicare Part B recipients will be offered the vaccination first, considering the risk to the elderly.
- In the event that a partial shipment is received due to circumstances outside NWRHC's control, the Recipient Board of Health President will be notified allowing time to react with a mitigation plan for obtaining the vaccine through other means for those not covered by Medicare Part B.
- NWRHC cannot guarantee shipment of the vaccine. NWRHC can guarantee ordering the vaccine on Recipient's behalf. If there are manufacturing issues which are outside the control of NWRHC, the Board of Health President will be notified upon received notification from the manufacturer.

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	\$2,907,936.35	Bill List Wire 1/8/19
	<u>278,036.74</u>	Wires/Manual Checks
Current TOTAL	3,185,973.09	
Escrow - Trust	99,834.25	Bill List Wire 1/8/19
Open Space Trust	550.00	Bill List Wire 1/8/19
Capital Fund	49,618.55	Bill List Wire 1/8/19
Recreation Trust	2,038.26	Bill List Wire 1/8/19

*This resolution was adopted by the Mayor and Council of Montvale
at a meeting held on 1/8/19*

Introduced by: _____

Approved: 1/8/19

Seconded by: _____

Michael Ghassali, Mayor

ATTEST:

Maureen Iarossi-Alwan, Municipal Clerk

MANUAL/VOID CHECKS - WIRES
December 28, 2018

<u>Check #</u>	<u>PO #</u>	<u>Date</u>	<u>Transaction/Vendor</u>	<u>Amount</u>
WIRE		12/28/18	Payroll Account	164,780.30
WIRE		12/28/18	Salary Account	112,903.94
WIRE		12/28/18	FSA Account	<u>352.50</u>
Total				<u>278,036.74</u>

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Bill List By Vendor Id

Page No: 1

P.O. Type: All
Range: First to Last
Format: Detail without Line Item Notes

Open: N Paid: N Void: N
Rcvd: Y Held: Y Aprv: N
Bid: Y State: Y Other: Y Exempt: Y

Vendor # Name

PO #	PO Date	Description	Contract	PD Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
Item Description	Amount	Charge Account	Acct Type Description							

00019: MUNICIPAL CAPITAL CORPORATION

18-00116	01/17/18	COLOR COPIER/PRINTER SCANNER	B							
28		COLOR COPIER/PRINTER SCANNER	129.50	8-01-21-720-061	B LEASED EQUIPMENT	R	01/17/18	01/02/19	4975261118/DEC	N
29		COLOR COPIER/PRINTER SCANNER	129.50	8-01-22-725-061	B LEASED EQUIPMENT	R	04/26/18	01/02/19	4975261118/DEC	N
			259.00							

Vendor Total: 259.00

00022: BERGEN CITY MUNICIPAL JIF

18-00003	01/03/18	2018 LIABILITY & WORK COMP INS	B							
9	2018	JIF LIABILITY INSURANCE	52,723.19	8-01-23-730-029	B OTHER CONTRACTUAL ITEMS	R	04/26/18	01/02/19	4TH QTR 2018	N
10	2018	JIF WORK COMP INSURANCE	41,809.81	8-01-23-732-029	B OTHER CONTRACTUAL ITEMS	R	04/26/18	01/02/19	4TH QTR 2018	N
			94,533.00							

19-00003	01/02/19	2019 LIABILITY & WORK COMP INS	B							
3	2019	JIF LIABILITY INSURANCE	52,197.83	9-01-23-730-029	B OTHER CONTRACTUAL ITEMS	R	01/02/19	01/02/19	1ST QTR 2019	N
4	2019	JIF WORK COMP. INSURANCE	49,374.17	9-01-23-732-029	B OTHER CONTRACTUAL ITEMS	R	01/02/19	01/02/19	1ST QTR 2019	N
			101,572.00							

Vendor Total: 196,105.00

00047: D & E UNIFORMS

18-01097	08/20/18	FOLEY CLOTHING ALLOWANCE								
1		FOLEY CLOTHING ALLOWANCE	258.85	8-01-25-745-268	B FOLEY, ALISHA R - CLOTHING	R	08/20/18	01/02/19	54819	N
18-01423	11/06/18	PD CROSSING GUARD SUPPLIES								
1		PD CROSSING GUARD SUPPLIES	302.90	8-01-25-745-114	B CROSSING GUARD EQUIP/CLOTHING	R	11/06/18	01/02/19	54946	N

Vendor Total: 561.75

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Vendor # Name	PO #	PD Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
00057 ENFORSYS FIRE SYSTEMS, INC.												
18-01545	12/03/18		MAINTENANCE COVERAGE/MODULES									
1			MAINTENANCE COVERAGE/MODULES	655.00	8-01-25-753-108	B MAINTENANCE/RENTAL AGREEMENTS	R	12/03/18	01/02/19		ESP1812023	N
Vendor Total:				655.00								
00102 MGL PRINTING SOLUTIONS												
18-01486	11/21/18		MINUTE BOOK									
1			MINUTE BOOK	200.00	8-01-27-785-036	B OFFICE SUPPLIES	R	11/21/18	01/02/19		160319	N
18-01487	11/21/18		MINUTE BOOK									
1			MINUTE BOOK	200.00	8-01-20-718-033	B BOOKS & PUBLICATIONS	R	11/21/18	01/02/19		160319	N
Vendor Total:				400.00								
00104 MONTVALE BOARD OF EDUCATION												
19-00002	01/02/19		2019 LOCAL SCHOOL TAX		B							
2			LOCAL SCHOOL TAXES JAN 2019	1,336,446.25	9-01-55-207-000	B LOCAL SCHOOL TAXES	R	01/02/19	01/02/19		JAN 2019	N
Vendor Total:				1,336,446.25								
00108 MONTVALE HARDWARE & SUPPLY												
18-01017	08/06/18		PD SUPPLIES									
1			PD SUPPLIES	10.34	8-01-25-745-058	B OTHER EQUIPMENT & SUPPLIES	R	08/06/18	01/02/19		11/10/2018	N
18-01392	10/29/18		1/5 30 BLK STRAP-BLDG DEPT									
1			VELCRO STRAP FOR PLANS -BLDG	20.69	8-01-22-725-058	B OTHER EQUIPMENT & SUPPLIES	R	10/29/18	01/02/19		11/30/18	N
Vendor Total:				31.03								
00112 MONTVALE SENIOR CLUB												
19-00007	01/03/19		SENIOR LUNCHEON 12-20 & BUS TR									
1			SENIOR LUNCHEON 12-20-18	4,863.82	8-01-27-791-063	B SENIOR ACTIVITIES	R	01/03/19	01/03/19		LUNCHEON 12-20	N
2			SENIOR BUS TRIP 12-12	865.00	8-01-27-791-063	B SENIOR ACTIVITIES	R	01/03/19	01/03/19		LUNCHEON 12-20	N
				5,728.82								
Vendor Total:				5,728.82								

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Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
00116 VERIZON	18-00321	02/27/18	201v06-1876 727 07Y VERIZON									
	1	201v06-1876 727 07Y VERIZON		181.79	8-01-20-701-029	B OTHER CONTRACTUAL ITEMS	R	02/27/18	01/02/19		FEB.MAR.	N
Vendor Total:				181.79								
00125 NORTHWEST BERGEN REGIONAL	18-01581	12/10/18	flu vaccines for volunteers									
	1	flu vaccines for volunteers		75.00	8-01-27-785-029	B OTHER CONTRACTUAL ITEMS	R	12/10/18	01/02/19		0253-18	N
Vendor Total:				75.00								
00137 PASCACK VALLEY REGIONAL HS DST	19-00001	01/02/19	REGIONAL SCHOOL TAX 2019									
	2	REGIONAL SCHOOL TAX JAN 2019		1,072,557.10	9-01-55-206-000	B REGIONAL SCHOOL TAX	R	01/02/19	01/02/19		JAN 2019	N
Vendor Total:				1,072,557.10								
00139 SCORDO, FRANCES	19-00009	01/03/19	DRAW PETTY CASH 2019 ADMIN									
	1	DRAW PETTY CASH 2019 ADMIN		500.00	9-01-55-202-000	B PETTY CASH - ADMIN	R	01/03/19	01/03/19		2019 PETTY CASH	N
Vendor Total:				500.00								
00151 LAMENDOLA, BRIAN	18-01679	12/26/18	REIMB CLOTHING ALLOW LAMENDOLA									
	1	REIMB CLOTHING ALLOW LAMENDOLA		157.85	8-01-25-745-262	B LAMENDOLA, BRIAN - CLOTHING	R	12/26/18	01/02/19		12-24-2018	N
Vendor Total:				157.85								
00164 STATELINE FIRE & SAFETY, INC.	18-01439	11/07/18	HURST eDRAULIC CUTTER PKG									
	1	HURST eDRAULIC CUTTER PKG		17,969.25	8-01-44-820-000	B VEHICLE AND EQUIPMENT - FIRE DEPARTMENT	R	11/07/18	01/02/19		116692	N
	18-01461	11/14/18	GENERATOR									
	1	GENERATOR		1,060.00	8-01-25-747-122	B COMMAND CENTER EQUIPMENT	R	11/14/18	01/02/19		116967	N
Vendor Total:				19,029.25								

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Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
00178 FAIR GAME GOOSE CONTROL INC.	18-00037	01/08/18	GOOSE CHASING 2018		B							
	12		GOOSE CHASING 2018	550.00	T-14-56-286-001	B RESERVE FOR OPEN SPACE TRUST	R	04/26/18	01/02/19		79 BD OF HEALTH	N
18-01488	11/21/18		GEESE CONTROL BOARD OF ED									
	1		GEESE CONTROL BOARD OF ED	550.00	8-01-27-785-092	B GEESSE CONTROL	R	11/21/18	01/02/19		79	N
Vendor Total:				1,100.00								
00215 TOWNSHIP OF RIVER VALE	19-00010	01/03/19	PASCACK VALLEY DPW 2019 SERVICE		B							
	2		PASCACK VALLEY DPW 2019 - JAN	193,347.00	9-01-37-850-029	B OTHER CONTRACTUAL - PASCACK VALLEY DPW	R	01/03/19	01/03/19		DPW JAN. 2019	N
Vendor Total:				193,347.00								
00250 FIRE AND SAFETY SERVICES LTD	18-00795	06/13/18	REPAIR OF FIRE TRUCK- M5									
	1		REPAIR OF FIRE TRUCK- M5	1,543.26	8-01-26-767-099	B VEHICLE MAINT/PARTS - FIRE	R	06/13/18	01/02/19		SI18-1762	N
Vendor Total:				1,543.26								
00339 GATES FLAG AND BANNER CO., INC.	18-01179	09/07/18	SERVICE CALL									
	1		SERVICE CALL	1,105.20	8-01-25-752-058	B OTHER EQUIPMENT & SUPPLIES	R	09/07/18	01/02/19		194415	N
Vendor Total:				1,105.20								
00402 MUNICIPAL CAPITAL CORPORATION	18-00117	01/17/18	COPY MACHINE LEASE CONTR. 2018		B							
	13		COPY MACHINE LEASE CONTR. 2018	299.00	8-01-20-701-061	B LEASED EQUIPMENT	R	01/17/18	01/02/19		4975261118/DEC	N
Vendor Total:				299.00								
00497 LEVITZKI, ANN	18-01639	12/18/18	CELL PHONE REIMBURSE NOV 2018									
	1		CELL PHONE REIMBURSE NOV 2018	23.93	8-01-42-855-029	B OTHER CONTRACTUAL ITEMS	R	12/18/18	01/02/19		NOVEMBER 2018	N

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Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First	Rcvd	Chk/void	1099
Item Description	Amount	Charge Account	Acct Type Description				Enc Date	Date	Date	Invoice
										Exc1
00497 LEVITZKY, ANN			Continued							
18-01639 12/18/18 CELL PHONE REIMBURSE NOV 2018			Continued							
2 CELL PHONE REIMBURSE NOV 2018	25.92	8-01-41-250-029	B OTHER CONTRACTUAL ITEMS	R		12/18/18	01/02/19		NOVEMBER 2018	N
	49.85									
Vendor Total:	49.85									
00541 TECHNICAL FIRE SERVICE INC										
18-01106 08/20/18 HOSE TEST										
1 HOSE TEST	3,303.20	8-01-25-752-026	B MAINTENANCE OF OTHER EQUIPMENT	R		08/20/18	01/02/19		6546	N
Vendor Total:	3,303.20									
00730 BOGGIA & BOGGIA, ESQS										
18-00222 02/06/18 LEGAL FEES 2018			B							
223 GENERAL MATTERS 2018	2,156.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R		04/26/18	01/02/19		29213	N
224 GENERAL BID MATTERS	448.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R		04/26/18	01/02/19		29214	N
225 CONSTRUCTION OF FIREHOUSE	28.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R		04/26/18	01/02/19		29215	N
227 SLOAN KETTERING	154.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R		04/26/18	01/02/19		29217	N
228 DEPIERO FARMS DEVELOPMENT	56.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R		04/26/18	01/02/19		29218	N
229 LIBOCK V. BEAR BAN BUILDERS	252.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R		04/26/18	01/02/19		29219	N
230 25 W GRAND AVENUE	280.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R		04/26/18	01/02/19		29220	N
231 TWO PARAGON DRIVE	42.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R		04/26/18	01/02/19		29221	N
232 6 & 9 PENNSYLVANIA AVE	140.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R		04/26/18	01/02/19		29222	N
233 BORO OF MONTVALE V CULHANE	2,121.50	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R		04/26/18	01/02/19		29223	N
234 DPW- TERM OF SHARED SERVICE	1,008.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R		04/26/18	01/02/19		29224	N
235 STEEL FAB SYSTEMS V UNIMAK	1,274.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R		04/26/18	01/02/19		29225	N
236 MARIJUANA & VAPING	112.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R		04/26/18	01/02/19		29226	N
237 MONTVALE- SCHOOL FUNDING	28.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R		04/26/18	01/02/19		29227	N
238 BERGEN COUNTY TAX APPEAL 2018	1,694.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R		04/26/18	01/02/19		29228	N
239 20 CRAIG RD TAX APPEAL	624.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R		04/26/18	01/02/19		29229	N
240 MONTVALE - SUMMIT PLAZA INC	308.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R		04/26/18	01/02/19		29230	N
241 HORNROCK PROPERTIES TAX APPEAL	210.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R		04/26/18	01/02/19		29231	N
242 LUKOIL- TAX APPEAL	350.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R		04/26/18	01/02/19		29232	N
243 JD MONTVALE 2017 TAX APPEAL	504.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R		04/26/18	01/02/19		29233	N
244 JOSEPH CARETTA 2018 TAX APPEAL	56.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R		04/26/18	01/02/19		29234	N
245 11 PHILIPS PARKWAY TAX APPEAL	294.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R		04/26/18	01/02/19		29235	N
246 LSREF4- TAX APPEAL	638.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R		04/26/18	01/02/19		29236	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/chk	First	Rcvd	Chk/Void	1099
	Item Description	Amount	Charge Account	Acct Type Description		Enc Date	Date	Date	Invoice	Exc
00730 BOGGIA & BOGGIA, ESQS		Continued								
18-00222	02/06/18 LEGAL FEES 2018		Continued							
247	MIKHAIL LIPSKY TAX APPEAL	84.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	01/02/19		29237	N
248	DAVID MCLLOY TAX APPEAL	168.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	01/02/19		29238	N
249	EVAN STEELE- TAX APPEAL	188.88	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	01/02/19		29239	N
250	RBSD REALTY 2018 TAX APPEAL	597.07	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	01/02/19		292340	N
251	GENERAL MATTERS 2018	1,254.19	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	01/02/19		29299	N
252	GENERAL BID MATTERS	126.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	01/02/19		29300	N
253	SLOAN KETTERING	14.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	01/02/19		29302	N
254	LIBOCK V BEAR-BAN BUILDERS	630.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	01/02/19		29303	N
255	25 W. GRAND AVENUE	28.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	01/02/19		29304	N
256	TWO PARAGON DRIVE	140.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	01/02/19		29305	N
257	32 WAVERLY PLACE	42.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	01/02/19		29306	N
258	BOROUGH OF MONTVALE V CULHANE	812.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	01/02/19		29307	N
259	DPW- TERMINATION OF SHARED	84.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	01/02/19		29308	N
260	STEEL-FAB SYSTEMS V UNIMAK	966.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	01/02/19		29309	N
261	MARIJUANA & VAPING	84.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	01/02/19		29310	N
262	MONTVL SCHOOL FUNDING FORMULA	28.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	01/02/19		29311	N
263	UNIMAK V BOROUGH OF MONTVALE	3,948.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	01/02/19		29312	N
264	BERGEN CO. TAX APPEALS 2018	462.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	01/02/19		29313	N
265	MACK-CALI PROPERTY TAX APPEAL	1,106.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	01/02/19		29314	N
266	20 CRAIG RD TAX APPEAL	210.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	01/02/19		29315	N
267	MONTVALE SUMMIT PLAZA, INC	378.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	01/02/19		29316	N
268	LUKOIL -TAX APPEAL	560.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	01/02/19		29317	N
269	JD MONTVALE 2017 TAX APPEAL	322.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	01/02/19		29318	N
270	JOSEPH CARRETTA TAX APPEAL	588.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	01/02/19		29319	N
271	FRANCESCO CAMPANA TAX APPEAL	84.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	01/02/19		29320	N
272	11 PHILIPS PARKWAY TAX APPEAL	882.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	01/02/19		29321	N
273	LSREF4- TAX APPEAL	126.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	01/02/19		29322	N
274	DAVID MCLLOY- TAX APPEAL	378.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	01/02/19		29323	N

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Item Description	Amount	Charge	Account	Acct Type Description	Enc Date	Date	Date	Invoice	Excl	
00731 WASER CONSULTING P.A.										
18-00320 02/26/18 COMPLIANCE HEARING D. GREEN			B							
10 HEFSP & COMPLIANCE DOCUMENTS	2,458.35	8-01-21-720-028	B OTHER PROF/CONSULTANT SERVICES	R	02/26/18	01/02/19		473786	N	
18-00772 06/08/18 ENVIRONMENTAL SERVICES			B							
2 ENVIRONMENTAL SERVICES	8,755.80	8-01-20-715-029	B ENGINEERING - OTHER CONTRACTUAL ITEMS	R	06/08/18	01/02/19		478282	N	
18-00826 06/20/18 DESIGN- 2018 ROADWAY IMPROV.			B							
4 2018 ROADWAY IMPROV. DESIGN	2,795.00	C-04-55-447-A00	B ROAD IMPROVEMENTS	R	06/20/18	01/02/19		485299	N	
18-00827 06/20/18 INSPECTION-2018 ROADWAY IMPROV			B							
3 2018 ROADWAY IMPROV.INSPECTION	1,897.50	C-04-55-447-A00	B ROAD IMPROVEMENTS	R	06/20/18	01/02/19		485299	N	
18-00983 07/26/18 ROADWAY & STORM SEWER REPAIRS			B							
3 ROADWAY & STORM SEWER	4,782.50	8-01-20-715-029	B ENGINEERING - OTHER CONTRACTUAL ITEMS	R	07/26/18	01/02/19		485296	N	
18-00984 07/26/18 EMER. SANITARY SEWER REPAIRS			B							
2 EMERGENCY SANITARY SEWER	4,023.75	8-01-20-715-029	B ENGINEERING - OTHER CONTRACTUAL ITEMS	R	07/26/18	01/02/19		485294	N	
18-01405 10/30/18 ESCROW PAYMENTS										
1 CHESTNUT RIDGE SHOP CTR	891.25	E-08-00-214-08A	B UB CHESTNUT RIDGE SHOP CTR-3101/1-3	R	10/30/18	01/02/19		482482	N	
2 PREMIER DEVELOPER (160 SVR)	123.75	E-08-00-217-11A	B Premier Developers (160 SVR) 301/2&3	R	10/30/18	01/02/19		482469	N	
3 METROPOLITAN HOME DEVEL	1,345.00	E-08-00-217-30A	B METROPOLITAN HOME DEVEL(403/1& 1103/5)	R	10/30/18	01/02/19		482462	N	
4 LIBOCK, MICHAEL&LINDA 1405/14	1,096.25	E-08-00-218-06A	B LIBOCK, MICHAEL & LINDA (1405/14)	R	10/30/18	01/02/19		482499	N	
5 2 PARAGON DR LLC TOLL BROS	1,357.50	E-08-00-218-07A	B TWO PARAGON DR LLC (TOLL BROS) (1903/7)	R	10/30/18	01/02/19		482466	N	
6 HORNROCK PROPERTIES MPR LLC	1,376.25	E-08-00-218-14A	B HORNROCK PROPERTIES MPR LLC (3302/1)	R	10/30/18	01/02/19		482495	N	
	6,190.00									
18-01482 11/21/18 DESIGN & BIDDING SERVICES USR			B							
2 DESIGN & BIDDING SERVICES	26,293.75	C-04-55-447-A00	B ROAD IMPROVEMENTS	R	11/21/18	01/02/19		482913	N	
3 DESIGN & BIDDING SERVICES	1,105.00	C-04-55-447-A00	B ROAD IMPROVEMENTS	R	11/21/18	01/02/19		485305	N	
	27,398.75									
18-01497 11/26/18 ESCROW PAYMENTS										
1 TSL PIKE PREDEVELOPMENT 1102/2	907.50	E-08-00-218-02A	B TSL PIKE PREDEVELOPMENT (1102/2)	R	11/26/18	01/02/19		485334	N	
2 KOERNER, JOHN (1301/24.04)	990.00	E-08-00-218-03A	B KOERNER, JOHN (1301/24.04)	R	11/26/18	01/02/19		485329	N	
3 V&R DEVELOPMENT -99 LLC 403/2	962.50	E-08-00-217-05A	B V&R Development - 99 LLC (403/2)	R	11/26/18	01/02/19		485324	N	
4 CHESTNUT RIDGE SHOP CTR	6,605.00	E-08-00-214-08A	B UB CHESTNUT RIDGE SHOP CTR-3101/1-3	R	11/26/18	01/02/19		485328	N	

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00731 MASER CONSULTING P.A.	Continued								
18-01497 11/26/18 ESCROW PAYMENTS		Continued							
5 BANK OF AMERICA 2904/4	123.75	E-08-00-211-13A	B Bank of America 2904/4	R	11/26/18	01/02/19		485322	N
6 HORNROCK PROPERTIES MRP LLC	5,322.50	E-08-00-218-14A	B HORNROCK PROPERTIES MPR LLC (3302/1)	R	11/26/18	01/02/19		485325	N
7 ARV AT MONTVALE GRAND 1902/5	217.50	E-08-00-217-16A	B ARV AT MONTVALE GRAND (1902/5)	R	11/26/18	01/02/19		485331	N
8 RIDGECREST REALTY ASSOCIATES	4,947.50	E-08-00-218-19A	B RIDGECREST REALTY ASSOCIATES INC 3201/4	R	11/26/18	01/02/19		485318	N
	20,076.25								
18-01498 11/26/18 ESCROW PAYMENTS									
1 MEMORIAL SLOAN KETTERING	4,142.50	E-08-00-215-05A	B Memorial Sloan Kettering (2601/32)	R	11/26/18	01/02/19		467209	N
2 KPMG (2701/2) (OLD 3102/1.01)	495.00	E-08-00-216-05A	B KPMG (2701/2) (old 3102/1.01)	R	11/26/18	01/02/19		485317	N
3 PREMIER DEVELOPERS 160 SVR	1,570.00	E-08-00-217-11A	B Premier Developers (160 svr) 301/2&3	R	11/26/18	01/02/19		485320	N
4 JACOVINO, MARIO (505/3)	1,876.25	E-08-00-218-09A	B JACOVINO, MARIO (505/3)	R	11/26/18	01/02/19		471940	N
	8,083.75								
18-01513 11/27/18 ESCROW PAYMENTS									
1 HOUVNANIAN 3301&3102/3&4	165.00	E-08-00-204-09A	B HOUVNANIAN 3301&3102/3&4	R	11/27/18	01/02/19		485311	N
2 WOODLAND HGHTS	67.50	E-08-00-207-23A	B WOODLAND HGHTS 1301/24+-2204/39&40	R	11/27/18	01/02/19		485312	N
3 KHOV DELBEN II 302/1&4 -1002/7	412.50	E-08-00-208-21A	B KHOV DELBEN II 302/1&4 - 1002/7	R	11/27/18	01/02/19		485313	N
4 UNITED WAY OF BC (1606/6)	712.50	E-08-00-214-22A	B United way of BC (1606/6)	R	11/27/18	01/02/19		485335	N
5 MEMORIAL SLOAN KETTERING	165.00	E-08-00-215-05A	B Memorial Sloan Kettering (2601/32)	R	11/27/18	01/02/19		485316	N
	1,522.50								
18-01514 11/27/18 ESCROW PAYMENTS									
1 MTVL DEV-HEKEMIAN GROUP	2,382.50	E-08-00-213-07A	B MtvI Dev-Hekemian Group (2802/2&3)	R	11/27/18	01/02/19		485314	N
2 MTVL DEV-HEKEMIAN GROUP	8,072.50	E-08-00-213-07A	B MtvI Dev-Hekemian Group (2802/2&3)	R	11/27/18	01/02/19		485323	N
3 METROPOLITAN HOME DEVEL	7,300.00	E-08-00-217-30A	B METROPOLITAN HOME DEVEL(403/1& 1103/5)	R	11/27/18	01/02/19		485321	N
4 TWO PARAGON DR LLC (TOLL BROS)	5,226.25	E-08-00-218-07A	B TWO PARAGON DR LLC (TOLL BROS) (1903/7)	R	11/27/18	01/02/19		485310	N
	22,981.25								
18-01537 11/30/18 ESCROW PAYMENTS									
1 RIDGE CREST REAL E DR.	125.00	E-08-00-217-33A	B RIDGE CREST REAL E Dr(see 218-19A)	R	11/30/18	01/02/19		477905	N
2 REDGCREST REALTY ASSOICATES	491.25	E-08-00-218-19A	B RIDGECREST REALTY ASSOCIATES INC 3201/4	R	11/30/18	01/02/19		477905	N
3 RIDGECREST REALTY ASSOICATES	2,845.00	E-08-00-218-19A	B RIDGECREST REALTY ASSOCIATES INC 3201/4	R	11/30/18	01/02/19		475640	N
4 RIDGECREST REALTY ASSOICATES	1,078.75	E-08-00-218-19A	B RIDGECREST REALTY ASSOCIATES INC 3201/4	R	11/30/18	01/02/19		482478	N
	4,540.00								

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00731 MASER CONSULTING P.A.			Continued							
18-01543 12/03/18 ESCROW PAYMENTS										
1 ALI ENTERPRISES (SHELL GAS)	123.75	E-08-00-209-23A	B Ali Enterprises (Shell Gas)(702/1)	R		12/03/18	01/02/19		487300	N
2 CHESTNUT RIDGE SHOP CTR-	82.50	E-08-00-214-08A	B UB CHESTNUT RIDGE SHOP CTR-3101/1-3	R		12/03/18	01/02/19		487288	N
3 CHESTNUT RIDGE EXXON GALLAGHER	41.25	E-08-00-214-16A	B Chestnut Ridge Exxon(Gallagher)(2601/31)	R		12/03/18	01/02/19		487273	N
4 S.HEKEMIAN/MERCEDES 2702/1&3	2,673.75	E-08-00-216-02A	B S.Hekemian/Mercedes (2702/1 & 3)	R		12/03/18	01/02/19		477900	N
5 S.HEKEMIAN/MERCEDES 2702/1&3	453.75	E-08-00-216-02A	B S.Hekemian/Mercedes (2702/1 & 3)	R		12/03/18	01/02/19		482472	N
6 S.HEKEMIAN/MERCEDES 2702/1&3	1,755.00	E-08-00-216-02A	B S.Hekemian/Mercedes (2702/1 & 3)	R		12/03/18	01/02/19		487266	N
7 PREMIER DEVELOPER 160 SVR	123.75	E-08-00-217-11A	B Premier Developers (160 svr) 301/2&3	R		12/03/18	01/02/19		487262	N
8 ARV AT MONTVALE GRAND (1902/5)	708.75	E-08-00-217-16A	B ARV AT MONTVALE GRAND (1902/5)	R		12/03/18	01/02/19		482496	N
9 ARV AT MONTVALE GRAND (1902/5)	181.25	E-08-00-217-16A	B ARV AT MONTVALE GRAND (1902/5)	R		12/03/18	01/02/19		487297	N
10 METROPOLITAN HOME DEVEL	757.50	E-08-00-217-30A	B METROPOLITAN HOME DEVEL(403/1& 1103/5)	R		12/03/18	01/02/19		487254	N
	6,901.25									
18-01544 12/03/18 ESCROW PAYMENTS										
1 KOERNER, JOHN (1301/24.04)	501.25	E-08-00-218-03A	B KOERNER, JOHN (1301/24.04)	R		12/03/18	01/02/19		487260	N
2 LIBOCK, MICHAEL & LINDA 1405/14	181.25	E-08-00-218-06A	B LIBOCK, MICHAEL & LINDA (1405/14)	R		12/03/18	01/02/19		487299	N
3 2 PARAGON DR. LLC TOLL BROS	288.75	E-08-00-218-07A	B TWO PARAGON DR LLC (TOLL BROS) (1903/7)	R		12/03/18	01/02/19		487258	N
4 QUALITY FACILITY SOLUTIONS	123.75	E-08-00-218-10A	B QUALITY FACILITY SOLUTIONS (1901/5)	R		12/03/18	01/02/19		487281	N
5 MCLAREN TECHNICAL SVS-H Y2 CH	123.75	E-08-00-218-11A	B MCLAREN TECHNICAL SVS- H Y2 Ch RD 3301/2	R		12/03/18	01/02/19		487255	N
6 ULTA SALON/CHIPMAN DESIGN	626.25	E-08-00-217-13A	B ULTA SALON/CHIPMAN DESIGN (2802/2C001A)	R		12/03/18	01/02/19		487267	N
7 HORNROCK PROPERTIES MPR LLC	98.75	E-08-00-218-14A	B HORNROCK PROPERTIES MPR LLC (3302/1)	R		12/03/18	01/02/19		487296	N
8 RIDGECREST REALTY ASSOC. INC	1,403.75	E-08-00-218-19A	B RIDGECREST REALTY ASSOCIATES INC 3201/4	R		12/03/18	01/02/19		487286	N
9 MONTVAL FARM BLAZE PIZZA INC	165.00	E-08-00-218-21A	B MONTVALE FARM BLAZE PIZZA LLC (2802/2)	R		12/03/18	01/02/19		487302	N
10 MTVL DEV-JP MORGAN CHASE	515.00	E-08-00-218-26A	B MTVL DEV -JP MORGAN CHASE (2802/2/C001A)	R		12/03/18	01/02/19		487256	N
11 ARCADIS US 20 CRAIG RD	41.25	E-08-00-218-27A	B ARCADIS US (10%20 Craig Rd) (1902/11-12)	R		12/03/18	01/02/19		487269	N
	4,068.75									
18-01588 12/10/18 LIBOCK LITIGATION										
1 LIBOCK LITIGATION	3,845.00	8-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R		12/10/18	01/02/19		480897	N
18-01589 12/10/18 ESCROW PAYMENTS										
1 MTVL DEV ASSOC-ROAD IMPROV/	1,360.00	E-08-00-213-09A	B Mtv1 Dev Assoc-Road Improv/Maser	R		12/10/18	01/02/19		475627	N
2 MISRAD ASSOCIATES (703/7)	638.75	E-08-00-215-12A	B Misrad Associates (703/7)	R		12/10/18	01/02/19		382359	N
	1,998.75									
18-01601 12/12/18 ESCROW PAYMENTS										
1 UB CHESTNUT RIDGE SHOP CTR	1,155.00	E-08-00-214-08A	B UB CHESTNUT RIDGE SHOP CTR-3101/1-3	R		12/12/18	01/02/19		459829	N

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01453 STEIN'S FRESH BAGEL INC.	18-01564 12/05/18 PD RETIREMENT BREAKFAST ABRAMS								
	1 PD RETIREMENT BREAKFAST ABRAMS	269.60	8-01-25-745-041	B MEAL REIMBURSEMENT	R	12/05/18	01/02/19	81241	N
	Vendor Total:	269.60							
01471 RICCIARDELLA ELECTRIC INC.	18-01369 10/24/18 INSTALL NEW BELL BOX -POLICE								
	1 INTALL NEW BELL BOX- POLICE	229.61	8-01-26-772-029	B OTHER CONTRACTUAL ITEMS	R	10/24/18	01/02/19	3614	N
	Vendor Total:	229.61							
01616 GEORGI'S HOOK UP LLC.	18-00573 04/30/18 WINDOW TINTING 2018 CHARG TAHO								
	1 WINDOW TINTING 2018 CHARG TAHO	2,050.00	8-01-25-760-051	B PURCHASE OF VEHICLES	R	04/30/18	01/02/19	0189	N
	Vendor Total:	2,050.00							
01669 FUN TIME ENTERTAINMENT LLC	18-01288 10/05/18 HOLIDAY LIGHTING SNOW GLOBE								
	1 HOLIDAY LIGHTING SNOW GLOBE	500.00	8-01-28-795-068	B SPECIAL EVENTS	R	10/05/18	01/02/19	08241	N
	Vendor Total:	500.00							
01681 D.L.A. CONSTRUCTION LLC	18-00970 07/19/18 REPAIR DAMAGE DRYWALL								
	1 REPAIR DAMAGE DRYWALL	17,527.30	C-04-55-413-C00	B IMPROVEMENT TO BUILDINGS AND GROUNDS	R	07/19/18	01/02/19	11/21 & 12/7/18	N
	18-01459 11/14/18 PAINT WORK @ SENIOR BLDG								
	1 PAINT WORK @ SENIOR BLDG	1,956.00	8-01-26-772-031	B BUILDING MAINT - COMMUNITY CENTER	R	11/14/18	01/02/19	11/21/2018	N
	Vendor Total:	19,483.30							
01715 SECURE ACCESS LLC	18-01457 11/14/18 SECURITY INITIATIVE								
	1 SECURITY INITIATIVE	1,990.00	8-01-26-772-029	B OTHER CONTRACTUAL ITEMS	R	11/14/18	01/02/19	20181192	N
	Vendor Total:	1,990.00							

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01847 ANTHEM SPORTS, LLC										
18-01290 10/05/18 VOLLEYBALL NET SYSTEM										
1 VOLLEYBALL NET SYSTEM	1,700.26	T-19-56-286-103	B ADULT VOLLEYBALL	R	10/05/18	01/02/19		232977	N	
2 VOLLEYBALL NET SYSTEM	338.00	T-19-56-286-104	B YOUTH VOLLEYBALL	R	10/05/18	01/02/19		232977	N	
	2,038.26									
Vendor Total:	2,038.26									
01849 NEW JERSEY FIRE EQUIPMENT CO.										
18-01317 10/12/18 TESTING OF EQUIPMENT										
1 TESTING OF EQUIPMENT	1,254.00	8-01-25-752-026	B MAINTENANCE OF OTHER EQUIPMENT	R	10/12/18	01/02/19		59060	N	
Vendor Total:	1,254.00									
01858 DR. MICHAEL GROZ										
18-01426 11/06/18 PD PHYSICAL ASSESSMENT FOR HIR										
1 PD PHYSICAL ASSESSMENT FOR HIR	2,700.00	8-01-25-745-093	B MEDICAL EXAMS/TESTING	R	11/06/18	01/02/19		10/27/2018	N	
Vendor Total:	2,700.00									
01864 A. PENZA MODERN MOVERS										
18-01492 11/26/18 SAFE REMOVAL										
1 SAFE REMOVAL	1,490.00	8-01-26-772-029	B OTHER CONTRACTUAL ITEMS	R	11/26/18	01/02/19		19566	N	
Vendor Total:	1,490.00									
02141 REGAN, ROBERT T. ESO										
18-00350 03/05/18 RETAINER 2018			B							
5 RETAINER 2018 4TH QUARTER	3,000.00	8-01-21-720-028	B OTHER PROF/CONSULTANT SERVICES	R	04/26/18	01/02/19		15168	N	
18-01553 12/03/18 ESCROW PAYMENTS										
1 ALI ENTERPRISES SHELL GAS	87.50	E-08-00-209-23A	B Ali Enterprises (Shell Gas)(702/1)	R	12/03/18	01/02/19		15144	N	
2 S.HEKEMIAN/MERCEDES 2702/1&3	1,137.50	E-08-00-216-02A	B S.Hekemian/Mercedes (2702/1 & 3)	R	12/03/18	01/02/19		15138	N	
3 S.HEKEMIAN/MERCEDES 2702/1&3	3,045.00	E-08-00-216-02A	B S.Hekemian/Mercedes (2702/1 & 3)	R	12/03/18	01/02/19		15166	N	
4 RICHARD QUEEN 2408/26	17.50	E-08-00-217-04A	B RICHARD QUEEN 2408/26	R	12/03/18	01/02/19		15132	N	
5 METROPOLITAN HOME DEVE	717.50	E-08-00-217-30A	B METROPOLITAN HOME DEVEL(403/1& 1103/5)	R	12/03/18	01/02/19		15133	N	
6 TSL PIKE PREDEVELOPMENT 1102/2	52.50	E-08-00-218-02A	B TSL PIKE PREDEVELOPMENT (1102/2)	R	12/03/18	01/02/19		15131	N	
8 2 PARAGON DR LLC TOLL BROS	4,742.50	E-08-00-218-07A	B TWO PARAGON DR LLC (TOLL BROS) (1903/7)	R	12/03/18	01/02/19		15136	N	

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02141 REGAN, ROBERT J., ESO	Continued					
18-01553 12/03/18 ESCROW PAYMENTS	Continued					
9 HORNROCK PROPERTIES MPR LLC	332.50 E-08-00-218-14A B HORNROCK PROPERTIES MPR LLC (3302/1)	R	12/03/18 01/02/19	15135		N
10 ULTA SALON-KIEFFER	80.00 E-08-00-218-25A B ULTA SALON -KIEFFER (2802/2/C001A)	R	12/03/18 01/02/19	15148		N
	10,212.50					
18-01585 12/10/18 ESCROW PAYMENTS						
1 UB CHESTNUT RIDGE SHOP CTR	140.00 E-08-00-214-08A B UB CHESTNUT RIDGE SHOP CTR-3101/1-3	R	12/10/18 01/02/19	15176		N
2 ARV AT MONTVALE GRAND (1902/5)	64.00 E-08-00-217-16A B ARV AT MONTVALE GRAND (1902/5)	R	12/10/18 01/02/19	15174		N
3 METROPOLITAN HOME DEVEL	1,575.00 E-08-00-217-30A B METROPOLITAN HOME DEVEL(403/1& 1103/5)	R	12/10/18 01/02/19	15178		N
4 TSL PIKE PREDEVELOPMENT 1102/2	2,187.50 E-08-00-218-02A B TSL PIKE PREDEVELOPMENT (1102/2)	R	12/10/18 01/02/19	15172		N
5 KOERNER, JOHN (1301/24.04)	105.00 E-08-00-218-03A B KOERNER, JOHN (1301/24.04)	R	12/10/18 01/02/19	15167		N
6 TWO PARAGON DR LLC TOLL BROS	717.50 E-08-00-218-07A B TWO PARAGON DR LLC (TOLL BROS) (1903/7)	R	12/10/18 01/02/19	15171		N
7 RIDGECREST REALTY ASSOCIATES	402.50 E-08-00-218-19A B RIDGECREST REALTY ASSOCIATES INC 3201/4	R	12/10/18 01/02/19	15179		N
8 MONTVALE FARM BLAZE PIZZA LLC	315.00 E-08-00-218-21A B MONTVALE FARM BLAZE PIZZA LLC (2802/2)	R	12/10/18 01/02/19	15173		N
9 ULTA SALON-KIEFFER	1,424.00 E-08-00-218-25A B ULTA SALON -KIEFFER (2802/2/C001A)	R	12/10/18 01/02/19	15169		N
10 MTVL DEV- JP MORGAN CHASE	2,030.00 E-08-00-218-26A B MTVL DEV -JP MORGAN CHASE (2802/2/C001A)	R	12/10/18 01/02/19	15170		N
	8,960.50					
Vendor Total:	22,173.00					
03060 TRI-STATE TECHNICAL SERVICES						
18-00073 01/11/18 2018 ACCESS/SPECIAL MICROSOFT	B					
13 2018 ACCESS/SPECIAL MICROSOFT	352.00 8-01-20-701-108 B MAINTENANCE/RENTAL AGREEMENTS	R	04/26/18 01/02/19	26360/DEC		N
Vendor Total:	352.00					
03727 STAPLES INC						
18-01499 11/27/18 PURCHASE PHILIPS 64GB- USB						
1 PURCHASE PHILIPS 64GB- USB	14.99 8-01-20-701-036 B OFFICE SUPPLIES	R	11/27/18 01/02/19	11/26/18		N
18-01508 11/27/18 Recreation- Planner						
1 Recreation- Planner	19.99 8-01-28-795-036 B OFFICE SUPPLIES	R	11/27/18 01/02/19	3397953959		N
Vendor Total:	34.98					

January 3, 2019
12:55 PM

Borough of Montvale
Bill List By Vendor Id

Page No: 15

Vendor # Name																	
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099							
Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl							
03890 GRAMCO BUSINESS COMMUNICATIONS																	
18-01522 11/28/18 MOBIL MONITOR STAND																	
1 MOBIL MONITOR STAND	250.00	8-01-20-716-058		B OTHER EQUIPMENT & SUPPLIES	R	11/28/18	01/02/19		18-888								N
Vendor Total:	250.00																

Total Purchase Orders: 74 Total P.O. Line Items: 202 Total List Amount: 3,059,977.41 Total Void Amount: 0.00

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND 2018 BUDGET	8-01	203,214.00	0.00	203,214.00	0.00	0.00	203,214.00
CURRENT FUND 2018 BUDGET	9-01	2,704,722.35	0.00	2,704,722.35	0.00	0.00	2,704,722.35
CAPITAL FUND	C-04	49,618.55	0.00	49,618.55	0.00	0.00	49,618.55
BOA ESCROW ACCOUNTS	E-08	99,834.25	0.00	99,834.25	0.00	0.00	99,834.25
OPEN SPACE TRUST ACCT	T-14	550.00	0.00	550.00	0.00	0.00	550.00
RECREATION TRUST FUND	T-19	2,038.26	0.00	2,038.26	0.00	0.00	2,038.26
Year Total:		2,588.26	0.00	2,588.26	0.00	0.00	2,588.26
Total of All Funds:		3,059,977.41	0.00	3,059,977.41	0.00	0.00	3,059,977.41



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

January 4, 2019

Via Email

Maureen Iarossi-Alwan
Borough Clerk/Borough Administrator
Borough of Montvale
12 Mercedes Drive
Montvale, NJ 07645

Re: HVAC Upgrades
Proposal to Prepare Specifications for Bidding
Borough of Montvale, Bergen County, NJ
MC Project No. MVB-564P

Dear Ms. Iarossi-Alwan:

As discussed, Maser Consulting will prepare specifications for public bidding for upgrades to the HVAC system at Borough Hall and the Senior Center. The purpose of the specifications is as follows:

- Replacement of 42 VAV Boxes at 12 Mercedes Drive;
- New HVAC controls at 12 Mercedes Drive;
- On-call emergency services at 12 Mercedes Drive and 1 Memorial Drive;
- Quarterly maintenance for 12 Mercedes Drive and 1 Memorial Drive;
- Three-year system monitoring for 12 Mercedes Drive.

The repairs that are proposed in this bid specification would be outside the scope of services of the Pascack Valley DPW.

Maser Consulting will prepare the bid specifications, including performing site visits to the two (2) buildings, coordination with DPW, bid support services and evaluation and tabulation of submitted bids. Maser proposes to prepare the HVAC specifications for the lump sum fee not to exceed \$18,500.00.

The specifications will be written in a form that will allow a Contractor to bid materials, workmanship and labor including profit and overhead. Maser will include in the bid specifications a tabulation of all equipment associated with the HVAC system in both buildings. It will be the recommendation of Maser that the specifications allow for two (2) one (1) year extensions for a total contract of three (3) years.



Maureen Iarossi-Alwan
MC Project No. MVB-546P
January 4, 2019
Page 2 of 2

Should you have any questions or concerns, please feel free to contact me.

Very truly yours,

MASER CONSULTING P.A.

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

Andrew R. Hipolit, P.E.
Borough Engineer

ARH/cd

P:\MVB\MVB-564 HVAC Emergency Repairs\Correspondence\OUT\190104_arh_IarossiAlwan_HVAC Upgrades_Proposal.docx



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January 4, 2019

Via Email

Maureen Iarossi-Alwan
Borough Clerk/Borough Administrator
Borough of Montvale
12 Mercedes Drive
Montvale, NJ 07645

Re: Tier 'A' Municipal Stormwater Permit Reporting - 2019
Professional Engineering Services
Borough of Montvale, Bergen County, NJ
MC Project No. MVB-604P

Dear Ms. Iarossi-Alwan:

Maser Consulting P.A. (Maser Consulting) is pleased to present this proposal for professional engineering services regarding the continued development, maintenance and updating of the Borough's Tier 'A' Municipal Stormwater Permit for 2019, reviewing and implementing the new conditions of the Tier 'A' Municipal Storm Sewer Systems (MS4) and New Jersey Pollutant Discharge Elimination System (NJPDES) permit, and preparation of a GIS based Outfall Pipe Map. The final NJPDES Master General Permit Program became effective on January 1, 2018. The New Jersey Department of Environmental Protection (NJDEP) has given municipalities a timeline to comply with the new Tier 'A' MS4 NJPDES permit requirements.

TASK 1.0 – 2019 TIER 'A' MUNICIPAL STORMWATER PERMIT PREPARATION

In review of the Borough of Montvale's Stormwater Management Plan and Stormwater Pollution Prevention Plan, it is necessary to perform the annual permit review and re-certification. In addition, submission of the 2019 Tier 'A' Municipal Stormwater Permit to the NJDEP is required by May 2019. Inspections are required to be conducted yearly as per the NJDEP Stormwater Management Regulations and the Tier 'A' Municipal Stormwater Permit currently issued by the State of New Jersey to the Borough of Montvale. Please note that partial inspections of drainage structures are conducted during the year depending upon the road and drainage projects that the Borough improves as part of their capital improvement programs.

Maser Consulting will utilize existing mapping and coordinate with the DPW regarding review of the stormwater outfall structures that are required to be inspected on a yearly basis as per the Tier 'A' Stormwater Management Regulations. This effort will be provided in accordance with the New Jersey State Stormwater Management Regulations.

Documentation of the stormwater outfall structures will be provided to the DPW Superintendent for the scheduling of work orders in those locations that are failing or require debris and sediment removal. The report will be accompanied with commentary and photographs pertaining to the outfall and stream scouring remediation, illicit connection elimination (if any) which discharges into the water bodies and roadway erosion control. Where corrective action is required, Maser Consulting will advise the DPW of the necessary corrective work and maintenance.

For those areas that the DPW cannot address, coordination with outside vendors and/or contractors may be required. Certain cleaning or maintenance activities conducted in New Jersey's streams and rivers require permits pursuant to the Freshwater Wetland (FWW) Protection Act Rules (N.J.A.C. 7:7A) and the Flood Hazard Area Control (FHA) Act Rules (N.J.A.C. 7:13); however, minor cleaning activities can be conducted without the need to obtain either permit. Unless necessary, the corrective work will pertain to minor cleaning activities as defined by NJDEP FHA and FWW regulations. Coordination with site access may be necessary and temporary or permanent easements may be required.

As part of the Tier 'A' Municipal Stormwater Permit requirements as designated by NJDEP, the Borough is responsible to identify and eliminate the illicit connections that may currently discharge into the water bodies. During our investigation and coordination with the DPW, should illicit connections be identified, they shall be noted and the appropriate documentation forms specific to the outfall will be prepared. If the source of the illicit connection is not able to be immediately identified, then a separate agreement will be prepared to perform the additional engineering services need to further investigate the source of the potential illicit connection and responsible party.

TASK 2.0 – TIER 'A' MS4 NJPDES NEW REQUIREMENTS IMPLEMENTATION

The Phase II stormwater rule was revised by the U.S. Environmental Protection Agency (EPA) in December 2016; and as a result, the NJDEP drafted and issued a revised and more comprehensive NJPDES General Permit requiring changes to the Tier 'A' MS4 NJPDES permit. Maser Consulting will coordinate with the Borough and the DPW to implement the Statewide Basic Requirements (SBRs) and prepare the necessary documents. Outlined below are the SBRs and other new permit conditions that are required by 2019 and are listed starting with the highest priority.

- Updating the Stormwater Pollution Prevention Plan (SPPP) and Municipal Stormwater Management Plan (MSWMP) and posting on the municipalities website;
- Provide Municipal Board and Governing Body Members that review and approve redevelopment application the Post-Construction Stormwater Management "Training Tools" to complete (this has been largely completed by the Borough);
- Advertise public involvement programs pertaining to outreach and education activities;
- Implementing Best Management Practices (BMP) for construction debris storage, street sweeping, catch basin cleaning, yard trimming and wood waste management sites;



- Provide training resources to Borough's employees (this has been largely completed by the Borough);
- Assist the DPW in developing a program to detect and investigate localized stream scouring from outfall pipes;
- Assist the DPW in developing a program to enforce long-term cleaning, operation and maintenance of stormwater facilities not owned or operated by the Borough;
- Provide stormwater facility inspection and maintenance logs to the DPW;
- Coordinate with Building Department to keep on record copies of maintenance plans for stormwater facilities approved by the Borough; and
- Identify and review TMDL reports for the water bodies located in the Borough.

TASK 3 – UPDATING THE MS4 STORM DRAIN OUTFALL MAP

Maser will update our existing Montvale Borough GIS base map to include the information provided in the original storm drain map prepared by Boswell in 2006 as a new layer for Storm Drain Outfall Pipe mapping required per the new MS4 regulations.

FEE SCHEDULE

Our efforts will be performed in accordance with the terms and provisions in our contractual agreement with the Borough for professional engineering services. For your convenience, we have broken down the total cost of the project into the tasks identified within the Scope of Services.

TASK 1.0	TIER 'A' MUNICIPAL STORMWATER PERMIT PREPARATION	\$7,500.00
TASK 2.0	TIER 'A' MS4 NJPDES NEW REQUIREMENTS IMPLEMENTATION	\$14,000.00
TASK 3.0	TIER 'A' MS4 OUTFALL PIPE MAP PREPARATION	\$8,000.00
TOTAL LUMP SUM FEE		\$29,500.00

The above engineering services will be provided on an hourly basis not to exceed the listed amount without authorization. The project shall commence immediately upon authorization. This contract and Fee Schedule is based upon the 2019 Borough Engineering Contract authorized by Borough of Montvale.

EXCLUSIONS

If any item listed herein, or otherwise not specifically mentioned within this proposal is deemed necessary, then Maser Consulting may prepare an addendum to this agreement for your review, outlining the scope of additional services and associated professional fees with regard to the extra services. Unanticipated additional service shall be in accordance with the Schedule of Hourly Rates. No extra services will be performed without authorization from the Borough.



PROJECT DELIVERABLES

During the permit preparation process, Maser Consulting will provide the Borough with one (1) set of documents that are submitted to the review agency for their use. Additional correspondences will be forward to the Borough Clerk.

REIMBURSABLE EXPENSES

Reimbursable expenses including delivery, printing, copying, postage and other reproducible costs for the above-mentioned deliverables are included within this agreement and are included in the project cost.

If you find this proposal acceptable, please forward a copy of the Resolution of Approval to this office. This will constitute approval of the proposed engineering services.

We thank you very much for the opportunity to offer our services and look forward to working with you on this and future projects. In the meantime, should you have any questions regarding this agreement, please feel free to contact me.

Very truly yours,

MASER CONSULTING P.A.

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

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

ARH/cd