

**AGENDA  
PUBLIC MEETING  
BOROUGH OF MONTVALE  
Mayor and Council Meeting  
April 13, 2021  
Meeting to Commence 7:30 P.M.  
(Closed Executive Session 6:30 P.M.)**

**CLOSED/EXECUTIVE SESSION:**

Motion to move into Executive Session as provided for by Resolution No. 15-2021 adopted on January 4, 2021 and posted on the bulletin board in the Municipal Building:

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

- a. Attorney Client Privilege/Potential Acquisition of Property/Negotiations

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

**ROLL CALL:**

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

**APPOINTMENT:** Environmental Commission Alternate Member - Michelle Zink-Jojic

**ORDINANCES:**

**PUBLIC HEARING ORDINANCE NO. 2021-1495** CALENDAR YEAR 2021 ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14)

**PUBLIC HEARING ORDINANCE NO. 2021-1496** AN ORDINANCE AMENDING CHAPTER 400, "ZONING," ARTICLE III, "DISTRICTS ESTABLISHED; ZONING MAP," OF THE CODE OF THE BOROUGH OF MONTVALE, COUNTY OF BERGEN, STATE OF NEW JERSEY, TO REPLACE AND REESTABLISH THE OFFICIAL ZONING MAP OF THE BOROUGH OF MONTVALE

**PUBLIC HEARING ORDINANCE NO. 2021-1497** BOND ORDINANCE PROVIDING FOR VARIOUS CAPITAL IMPROVEMENTS IN AND BY THE BOROUGH OF MONTVALE, IN THE COUNTY OF BERGEN, NEW JERSEY, APPROPRIATING \$2,270,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$2,161,900 BONDS OR NOTES OF THE BOROUGH TO FINANCE PART OF THE COST THEREOF.

**INTRODUCTION ORDINANCE NO. 2021-1498** AN ORDINANCE TO AMEND SALARY ORDINANCE NO. 2020-1492 TO PROVIDE FOR AND DETERMINE THE RATE, AMOUNT AND METHOD OF PAYMENT OF COMPENSATION TO PERSONS HOLDING CERTAIN OFFICES AND POSITIONS OF EMPLOYMENT IN THE BOROUGH OF MONTVALE, COUNTY OF BERGEN AND STATE OF NEW JERSEY FOR THE YEAR 2021  
(Public Hearing 4-27-2021)

**INTRODUCTION ORDINANCE NO. 2021-1499** AN ORDINANCE OF THE BOROUGH OF MONTVALE REPEALING AND READOPTING CHAPTER 292, "PARKS AND RECREATION," ARTICLE IV, "BASKETBALL COURTS," TO REVISE CERTAIN PROVISIONS CONCERNING THE USE OF PUBLIC BASKETBALL COURTS IN THE BOROUGH  
(Public Hearing 4-27-2021)

**INTRODUCTION ORDINANCE NO. 2021-1500** AN ORDINANCE OF THE BOROUGH OF MONTVALE AMENDING AND SUPPLEMENTING CHAPTER 292 OF THE BOROUGH CODE TO CLARIFY CERTAIN PROCEDURES RELATED TO PERMIT REQUIREMENTS FOR THE USE OF BOROUGH-OWNED FIELDS AND PARKS  
(Public Hearing 4-27-2021)

**MEETING OPEN TO PUBLIC:**

Agenda Items Only

**MEETING CLOSED TO PUBLIC:**

Agenda Items Only

**MINUTES:**

March 9, 2021

March 30, 2021

**CLOSED/EXECUTIVE MINUTES:**

None.

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

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

77-2021 Resolution Supporting S-3522 Creating Local Part of the Public Employees' Retirement System (PERS)

78-2021 Resolution Revising the Borough of Montvale COVID-19 Workplace Safety Plan/Amendment/Travel

79-2021 Authorize Designation of Public Agency Compliance Officer (P.A.C.O.)/Christine Kalafut

80-2021 A Resolution Adopting Revised Rules and Regulations for the Borough of Montvale Police Department

81-2021 Award Contract McNerney & Associates/Preparation/Appraisal Report/Tax Appeal/ Thomas Caleca

82-2021 Amending Resolution No.48-2021/To Include Fees for Usage of Basketball Courts

83-2021 Tax Refund Overpayment/Block 2501/Lot 17/Meadow Lane

84-2021 A Resolution Establishing Rules and Regulations for the Basketball Courts

**BILLS:**

**REPORT OF REVENUE:**

**COMMITTEE REPORTS:**

**ENGINEER'S REPORT:**

Andrew Hipolit

Report/Update

- a. Various Streets – Montvale FY 2021 Municipal Aid Program Award

**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:**

Next Meeting of the Mayor & Council will be on April 27, 2021

**BUDGET INFORMATION**

May 11, 2021 Public Hearing – Adoption 2021 Municipal Budget – Presentation

**ZOOM information is as follows:**

Topic: M&C Meeting

<https://us02web.zoom.us/j/88491084325?pwd=L2U5RVpYMGIMeFdaNzdGcFFWUTd3UT09>

Passcode: 222775

By phone

1 929 436 2866

Webinar ID: 884 9108 4325

Passcode: 222775

**\*\*\*\*\*Disclaimer\*\*\*\*\* Subject to Additions /Or Deletions**

**BOROUGH OF MONTVALE**

**ORDINANCE NO. 2021-1495**

**NOTICE IS HEREBY GIVEN** that the following Ordinance was introduced and passed on the first reading at the regular meeting of the Mayor and Council on the 30<sup>th</sup> day of March 2021, and that said Ordinance will be taken up for further consideration for final passage at a regular meeting of the Mayor and Council to be held on the 13<sup>th</sup> day of April 2021 at 7:30 pm or as soon thereafter as said matter can be reached, at which time and place all persons who may be interested therein will be given an opportunity to be heard concerning same.

Maureen Iarossi Alwan, Municipal Clerk  
Borough of Montvale

**ORDINANCE NO. 2021-1495**

**BOROUGH OF MONTVALE BERGEN COUNTY, NEW JERSEY CALENDAR YEAR 2021  
ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS  
AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A-4-45.14)**

**WHEREAS**, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget to 1.0% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

**WHEREAS**, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

**WHEREAS**, the governing body of the Borough of Montvale in the County of Bergen finds it advisable and necessary to increase its CY 2021 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

**WHEREAS**, the governing body hereby determines that a 2.5% increase in the budget for said year, amounting to \$290,470.07 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

**WHEREAS**, the governing body hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

**NOW THEREFORE BE IT ORDAINED**, by the governing body of the Borough of Montvale in the County of Bergen, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2021 budget year, the final appropriations of the Borough of Montvale shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5%, amounting to \$406,658.10, and that the CY 2021 municipal budget for the Borough of Montvale be approved and adopted in accordance with this ordinance; and,

**BE IT FURTHER ORDAINED**, that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

MICHAEL GHASSALI, Mayor

ATTEST:

MAUREEN IAROSSO-ALWAN, RMC  
Municipal Clerk

INTRODUCTION: 3-30-2021

Councilmember	Yes	No
Arendacs - <i>absent</i>		
Curry - <i>absent</i>		
Koelling	✓	
Lane	✓	
Roche	✓	
Russo-Vogelsang	✓	

ADOPTED: 4-13-2021

Councilmember	Yes	No
Arendacs		
Curry		
Koelling		
Lane		
Roche		
Russo-Vogelsang		

**BOROUGH OF MONTVALE**

**ORDINANCE NO. 2021-1496**

**NOTICE IS HEREBY GIVEN** that the following Ordinance was introduced and passed on the first reading at the regular meeting of the Mayor and Council on the 30<sup>th</sup> day of March 2021, and that said Ordinance will be taken up for further consideration for final passage at a regular meeting of the Mayor and Council to be held on the 13<sup>th</sup> day of April 2021 at 7:30 pm or as soon thereafter as said matter can be reached, at which time and place all persons who may be interested therein will be given an opportunity to be heard concerning same.

Maureen Iarossi Alwan, Municipal Clerk  
Borough of Montvale

**ORDINANCE NO. 2021-1496**

**AN ORDINANCE AMENDING CHAPTER 400, "ZONING," ARTICLE III, "DISTRICTS ESTABLISHED; ZONING MAP," OF THE CODE OF THE BOROUGH OF MONTVALE, COUNTY OF BERGEN, STATE OF NEW JERSEY, TO REPLACE AND REESTABLISH THE OFFICIAL ZONING MAP OF THE BOROUGH OF MONTVALE**

**WHEREAS**, pursuant to N.J.S.A. 40:55D-32, the Mayor and Council of the Borough of Montvale are authorized and empowered to "by ordinance adopt or amend an official map of the municipality, which shall reflect the appropriate provisions of any municipal master plan"; and

**WHEREAS**, the Borough Engineer has prepared an updated zoning map of the Borough, dated March 9, 2021, which the Borough Council desires to establish as the official zoning map of the Borough; and

**WHEREAS**, pursuant to N.J.S.A. 40:55D-32 and -26, upon passage of this Ordinance upon First Reading, it shall be referred to the Borough of Montvale Planning Board for determination as to whether the map prepared by Colliers Engineering & Design dated March 9, 2021, is consistent with the Borough of Montvale Master Plan.

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

**Section 1.** The Zoning Map of the Borough of Montvale, adopted pursuant to Article III, "Districts Established; Zoning Map," of Chapter 400, "Zoning," is hereby replaced by a new map entitled "Zoning Map, Borough of Montvale, Bergen County, NJ," dated March 9, 2021, prepared by Colliers Engineering & Design, which reflects the zoning regulations that are presently effective in the Borough.

**Section 2.** Section 400-16, "Maps," of the Code of the Borough of Montvale is hereby amended by adding the underlined text and deleting the [bracketed] text, as follows:

A. The boundaries are hereby established as shown on the following maps:

- (1) The boundaries of each said district are hereby established as shown on the Zoning Map, Borough of Montvale, Bergen County, New Jersey, prepared by Colliers Engineering & Design dated March 9, 2021, [Maser Consulting, P.A. dated March 24, 2014,] which map accompanies this ordinance and is hereby declared to be a part thereof.

[(a) The Zoning Map is hereby amended and supplemented by adding a new AHS District on the list of zoning districts and by graphically amending the Zoning Map to show the following property in the AHS District: Block 1606, Lot 6.]

- (2) Road Map, Borough of Montvale, Bergen County, New Jersey prepared by Boswell McClave Engineering dated October 1998.
- (3) Drug-Free School Zone, Drunk-Driving-Free Zone and Drug-Free Zone Map, Borough of Montvale, Bergen County, New Jersey prepared by Boswell McClave Engineering dated August 2000.

B. A copy of each of the aforementioned maps is on file in the office of the Borough Clerk.

**Section 3.** Planning Board review.

Upon approval of this Ordinance upon First Reading by the Mayor and Council of the Borough of Montvale, this Ordinance shall be transmitted to the Planning Board for its review and recommendation pursuant to N.J.S.A. 40:55D-32 and -26.

**Section 4.** Severability.

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

**Section 5.** Effective date.

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

**Section 6.** Repeal of inconsistent ordinances.

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

MICHAEL GHASSALI, Mayor

ATTEST:

MAUREEN IAROSSO-ALWAN, RMC  
Municipal Clerk

INTRODUCTION: 3-30-2021

Councilmember	Yes	No
Arendacs - <i>absent</i>		
Curry - <i>absent</i>		
Koelling	✓	
Lane	✓	
Roche	✓	
Russo-Vogelsang	✓	

ADOPTED: 4-13-2021

Councilmember	Yes	No
Arendacs		
Curry		
Koelling		
Lane		
Roche		
Russo-Vogelsang		





# Borough of Montvale

12 Mercedes Drive, 2nd Floor  
Montvale, NJ 07645

[www.montvale.org](http://www.montvale.org)

Ph: 201-391-5700

Fx: 201-391-9317

March 17, 2021

Dear Mayor and Council,

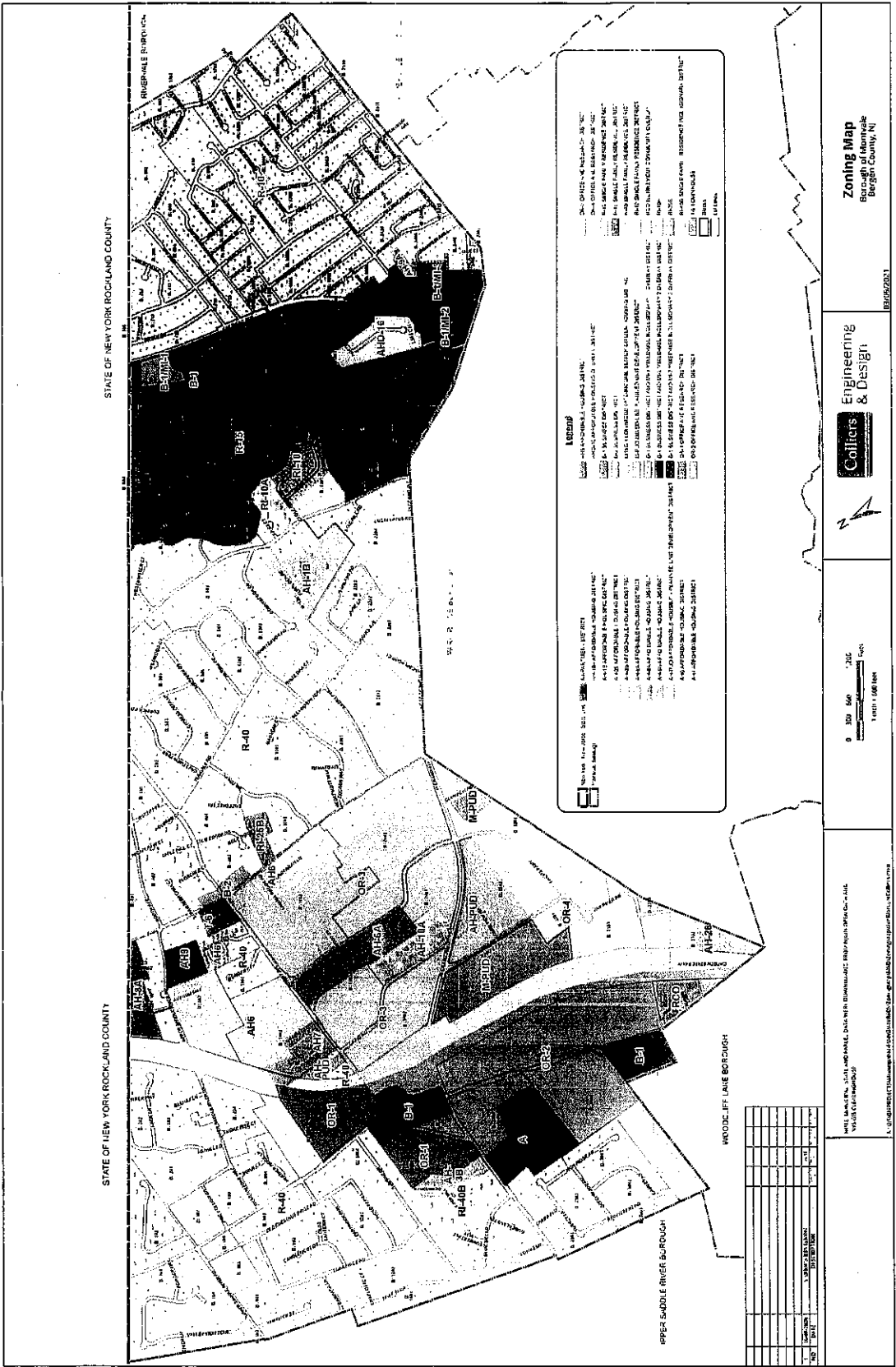
At the Planning Board meeting held on March 16, 2021, the enclosed zoning map has been updated with the most recent changes and has been approved by the Planning Board. I formally recommend that the Borough adopt this new zoning map at your next scheduled meeting. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Erica C. Davenport".

Erica C. Davenport  
Administrative Assistant  
Planning & Zoning Board

Enc.



STATE OF NEW YORK ROCKLAND COUNTY

STATE OF NEW YORK ROCKLAND COUNTY

UPPER SADDLE RIVER BOROUGH

WOODCLIFF LAKE BOROUGH

**Legend**

**Zoning Districts:**

- R-40: Single-Family Detached Residential
- B-1: Business
- A-1B: Single-Family Detached Residential
- OR-4: Office
- OR-2: Office
- OR-1: Office
- OR-3: Office
- OR-4: Office
- OR-5: Office
- OR-6: Office
- OR-7: Office
- OR-8: Office
- OR-9: Office
- OR-10: Office
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**Other:**

- Water
- Highway
- Other

**Zoning Map**  
Borough of Monmouth  
Bergen County, NJ

**Colliers Engineering & Design**

0 300 600 Feet  
1 inch = 600 feet

Map of Monmouth Borough, NJ, showing zoning districts. The map is a reproduction of the original map and is not to be used for any other purpose.

10/05/2011

**BOROUGH OF MONTVALE**

**ORDINANCE NO. 2021-1497**

**NOTICE IS HEREBY GIVEN** that the following Ordinance was introduced and passed on the first reading at the regular meeting of the Mayor and Council on the 30<sup>th</sup> day of March 2021, and that said Ordinance will be taken up for further consideration for final passage at a regular meeting of the Mayor and Council to be held on the 13<sup>th</sup> day of April 2021 at 7:30 pm or as soon thereafter as said matter can be reached, at which time and place all persons who may be interested therein will be given an opportunity to be heard concerning same.

Maureen Iarossi Alwan, Municipal Clerk  
Borough of Montvale

**ORDINANCE NO. 2021-1497**

BOND ORDINANCE PROVIDING FOR VARIOUS CAPITAL  
IMPROVEMENTS IN AND BY THE BOROUGH OF MONTVALE, IN THE  
COUNTY OF BERGEN, NEW JERSEY, APPROPRIATING \$2,270,000  
THEREFOR AND AUTHORIZING THE ISSUANCE OF \$2,161,900  
BONDS OR NOTES OF THE BOROUGH TO FINANCE PART OF THE  
COST THEREOF.

BE IT ORDAINED BY THE BOROUGH COUNCIL OF THE BOROUGH OF MONTVALE, IN THE  
COUNTY OF BERGEN, NEW JERSEY (not less than two-thirds of all members thereof affirmatively  
concurring) AS FOLLOWS:

Section 1. The several improvements described in Section 3 of this bond ordinance  
are hereby respectively authorized to be undertaken by the Borough of Montvale, in the County  
of Bergen, New Jersey (the "Borough") as general improvements. For the several improvements  
or purposes described in Section 3, there are hereby appropriated the respective sums of money  
therein stated as the appropriation made for each improvement or purpose, such sums  
amounting in the aggregate to \$2,270,000, and further including the aggregate sum of \$108,100

as the several down payments for the improvements or purposes required by the Local Bond Law. The down payments have been made available by virtue of provision for down payment or for capital improvement purposes in one or more previously adopted budgets.

Section 2. In order to finance the cost of the several improvements or purposes not covered by application of the several down payments, negotiable bonds are hereby authorized to be issued in the principal amount of \$2,161,900 pursuant to the Local Bond Law. In anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. The several improvements hereby authorized and the several purposes for which the bonds are to be issued, the estimated cost of each improvement and the appropriation therefor, the estimated maximum amount of bonds or notes to be issued for each improvement and the period of usefulness of each improvement are as follows:

<u>Purpose</u>	<u>Appropriation and Estimated Cost</u>	<u>Estimated Maximum Amount of Bonds or Notes</u>	<u>Period of Usefulness</u>
<b>A) ADMINISTRATION</b>			
1) Purchase of Octagon House (Block 1601, Lot 22), including all related costs and expenditures incidental thereto.	\$900,000	\$857,143	40 years
<b>B) BUILDING DEPARTMENT</b>			
1) Purchase of a lplan table, including all related costs and expenditures incidental thereto.	\$17,000	\$16,190	7 years
2) Acquisition of a sport utility vehicle, including all related costs and expenditures incidental thereto.	\$38,000	\$36,190	5 years

<u>Purpose</u>	<u>Appropriation and Estimated Cost</u>	<u>Estimated Maximum Amount of Bonds or Notes</u>	<u>Period of Usefulness</u>
<b>C) BUILDINGS AND GROUNDS</b>			
1) Various improvements to all municipal buildings and grounds, including but not limited to the acquisition of video cameras for the lobby area and stairway, as well as, the upgrade of exterior security cameras at 12 Mercedes Drive, including all work and materials necessary therefor and incidental thereto.	\$50,000	\$47,619	10 years
<b>D) FIRE DEPARTMENT</b>			
1) Acquisition of turnout gear, including all related costs and expenditures incidental thereto.	\$35,000	\$33,333	10 years
2) Acquisition of a pick-up truck, including all related costs and expenditures incidental thereto.	\$60,000	\$57,143	5 years
3) Acquisition of Cascade System to fill oxygen tanks, including all related costs and expenditures incidental thereto.	\$50,000	\$47,619	15 years
<b>E) POLICE DEPARTMENT</b>			
1) Acquisition of a sport utility vehicle, including all related costs and expenditures incidental thereto.	\$55,000	\$52,380	5 years
2) Acquisition of a firearms training simulator, including all related costs and expenditures incidental thereto.	\$10,000	\$9,524	10 years
3) Acquisition of plate reader cameras, including all related costs and expenditures incidental thereto.	\$20,000	\$19,047	10 years
4) Acquisition of squad room furniture, including all related costs and expenditures incidental thereto.	\$15,000	\$14,285	10 years

<u>Purpose</u>	<u>Appropriation and Estimated Cost</u>	<u>Estimated Maximum Amount of Bonds or Notes</u>	<u>Period of Usefulness</u>
<b>F) PARKS / RECREATION AND OPEN SPACE</b>			
1) La Trenta Parking Lot improvements and resurfacing, including all work and materials necessary therefor and incidental thereto.	\$500,000	\$476,190	10 years
<b>G) ROADS</b>			
1) Various road improvements, as described in a list in the office of the Clerk, which list is hereby incorporated herein by reference thereto, including all work and materials necessary therefor and incidental thereto.	\$400,000	\$380,952	10 years
<b>H) FIRE PREVENTION</b>			
1) Acquisition of a pick-up truck, including all related costs and expenditures incidental thereto.	\$35,000	\$33,333	5 years
<b>I) ENVIRONMENTAL</b>			
1) Landscaping improvements to the area around Huff Pond-Memorial Drive, including all work and materials necessary therefor and incidental thereto.	\$25,000	\$23,809	15 years
<b>J) TRI-BORO SAFETY</b>			
1) Network upgrade and installation of copper and fiber lines, including all work and materials necessary therefor and incidental thereto.	\$60,000	\$57,143	5 years
<b>TOTALS</b>	<u>\$2,270,000</u>	<u>\$2,161,900</u>	

The excess of the appropriation made for each of the improvements or purposes aforesaid over the estimated maximum amount of bonds or notes to be issued therefor, as above stated, is the amount of the down payment for each purpose.

Section 4. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the chief financial officer; provided that no bond anticipation note shall mature later than one year from its date, unless such bond anticipation notes are permitted to mature at such later date in accordance with applicable law. The bond anticipation notes shall bear interest at such rate or rates and be in such form as may be determined by the chief financial officer. The chief financial officer shall determine all matters in connection with bond anticipation notes issued pursuant to this bond ordinance, and the chief financial officer's signature upon the bond anticipation notes shall be conclusive evidence as to all such determinations. All bond anticipation notes issued hereunder may be renewed from time to time subject to the provisions of the Local Bond Law or other applicable law. The chief financial officer is hereby authorized to sell part or all of the bond anticipation notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The chief financial officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the bond anticipation notes pursuant to this bond ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the bond anticipation notes sold, the price obtained and the name of the purchaser.

Section 5. The Borough hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Borough is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

Section 6. The following additional matters are hereby determined, declared, recited and stated:

(a) The improvements or purposes described in Section 3 of this bond ordinance are not current expenses. They are all improvements or purposes that the Borough may lawfully undertake as general improvements, and no part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.

(b) The average period of usefulness, computed on the basis of the respective amounts of obligations authorized for each purpose and the reasonable life thereof within the limitations of the Local Bond Law, is 21.49 years.

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Borough as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$2,161,900, and the obligations authorized herein will be within all debt limitations prescribed by that Law.



(d) An aggregate amount not exceeding \$750,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purposes or improvements.

Section 7. The Borough hereby declares the intent of the Borough to issue bonds or bond anticipation notes in the amount authorized in Section 2 of this bond ordinance and to use the proceeds to pay or reimburse expenditures for the costs of the purposes or improvements described in Section 3 of this bond ordinance. This Section 7 is a declaration of intent within the meaning and for purposes of the Treasury Regulations.

Section 8. Any grant moneys received for the purposes or improvements described in Section 3 hereof shall be applied either to direct payment of the cost of the improvements or to payment of the obligations issued pursuant to this bond ordinance. The amount of obligations authorized but not issued hereunder shall be reduced to the extent that such funds are so used.

Section 9. The chief financial officer of the Borough is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Borough and to execute such disclosure document on behalf of the Borough. The chief financial officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Borough pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the "Rule") for the benefit of holders and beneficial owners of obligations of the Borough and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Borough fails to comply with

its undertaking, the Borough shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

Section 10. The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Borough, and the Borough shall be obligated to levy *ad valorem* taxes upon all the taxable real property within the Borough for the payment of the obligations and the interest thereon without limitation of rate or amount.

Section 11. This bond ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.

MICHAEL GHASSALI, Mayor

ATTEST:

MAUREEN IAROSSO-ALWAN, RMC  
Municipal Clerk

INTRODUCTION: 3-30-2021

Councilmember	Yes	No
Arendacs - <i>absent</i>		
Curry - <i>absent</i>		
Koelling	✓	
Lane	✓	
Roche	✓	
Russo-Vogelsang	✓	

ADOPTED: 4-13-2021

Councilmember	Yes	No
Arendacs		
Curry		
Koelling		
Lane		
Roche		
Russo-Vogelsang		

**BOROUGH OF MONTVALE**

**ORDINANCE NO. 2021-1498**

**NOTICE IS HEREBY GIVEN** that the following Ordinance was introduced and passed on the first reading at the regular meeting of the Mayor and Council on the 13<sup>th</sup> day of April 2021, and that said Ordinance will be taken up for further consideration for final passage at a regular meeting of the Mayor and Council to be held on the 27<sup>th</sup> day of April 2021 at 7:30 pm or as soon thereafter as said matter can be reached, at which time and place all persons who may be interested therein will be given an opportunity to be heard concerning same.

Maureen Iarossi Alwan, Municipal Clerk  
Borough of Montvale

**AN ORDINANCE TO AMEND SALARY ORDINANCE NO. 2020-1492 TO PROVIDE FOR AND DETERMINE THE RATE, AMOUNT AND METHOD OF PAYMENT OF COMPENSATION TO PERSONS HOLDING CERTAIN OFFICES AND POSITIONS OF EMPLOYMENT IN THE BOROUGH OF MONTVALE, COUNTY OF BERGEN AND STATE OF NEW JERSEY FOR THE YEAR 2021**

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

**SECTION 1.** Each of the offices and positions of employment hereinafter named that are not established or created by virtue of any statutes or of any ordinance, resolution, or other lawful authority heretofore exercised by the Borough of Montvale, is hereby established, created, ratified and confirmed.

**SECTION 2.** The rate of compensation of the persons holding any of the hereinafter named offices and positions of employment whose compensation shall be on an annual basis and shall be payable semi-monthly is hereby fixed and determined to be as set opposite the title of each of the hereinafter named offices and positions of employment.

Title		2021 Salary Range	
1.	Borough Administrator (PT)	\$48,000 -	58,000
2.	Safety Coordinator	\$3,000 -	7,000
3.	Chief Financial Officer (PT)	\$20,000 -	30,000
4.	Municipal Clerk (PT)	\$80,000 -	105,000
5.	Deputy Municipal Clerk (PT)	\$45,000 -	55,000
6.	Floater/ Admin. Assistant to Administrator	\$40,000 -	55,000
7.	Tax Collector (PT)	\$60,000 -	80,000
8.	Tax Assessor	\$35,000 -	45,000
9.	Treasurer/Purchasing Agent	\$75,000 -	90,000
10.	Deputy Treasurer	\$55,000 -	65,000
11.	Accounts Payable Clerk	\$40,000 -	50,000

Title		2021 Salary Range	
12.	Secretary, Planning Board/Land Use Admin. (PT)	\$80,000	95,000
13.	Planning Board Secretary Special Meetings	\$45 -	\$60/hour
14.	Board Secretary, Clerical/Recording	\$130 -	\$160
15.	Office Manager (PT)	\$4,000 -	7,000
16.	Registrar Vital Statistics	\$800 -	1,200
17.	Deputy Registrar Vital Statistics	\$250 -	500
18.	Construction Code Official	\$35,000 -	50,000
19.	Building Sub Code Official	\$35,000 -	50,000
20.	Building Inspector	\$60,000 -	65,000
21.	Zoning Officer	\$5,000 -	11,000
22.	Property Maintenance Officer	\$3000 -	8,000
23.	Construction Dept. Control Person	\$50,000 -	70,000
24.	Plumbing Sub Code Official	\$ 25,000 -	35,000
25.	Plumbing Inspector	\$25 -	\$50/hour
26.	Fire Sub Code Official	\$15,000 -	19,000
27.	Fire Sub Code Official special inspections	\$25 -	\$50/hour
28.	Electrical Sub Code Official	\$40,000 -	50,000
29.	Electrical Sub Code Official special inspections	\$25 -	\$50/hour
30.	Fire Prevention Official	\$60,000 -	72,000
31.	Fire Inspector/ Senior/Deputy Fire Official	\$7,600 -	25,000
32.	Municipal Court Administrator	\$70,000 -	80,000
33.	Deputy Municipal Court Administrator	\$50,000 -	60,000
34.	Court Security	\$20 -	\$27/hour
35.	Violations Clerk	\$40,000 -	50,000
36.	Police Secretary	\$42,000 -	49,000
37.	Administrative Assistant for Police Chief	\$55,000 -	65,000
38.	Emergency Mgmt. Coordinator	\$5,000 -	7,000
39.	Deputy Emergency Mgmt. Coordinator	\$3,000 -	6,000
40.	Library Director	\$80,000	97,000
41.	Library – Library Adult Services	\$50,000 -	61,000
42.	Library (PT)	\$13 -	\$50/hour
43.	Library (PT) meetings	\$120 -	\$225/mtg
44.	Facilities Building & Property Inspector	\$20,000 -	30,000

45.	Director, Public Assistance	\$5,000 - 8,000
46.	Director of Recreation	\$50,000 - \$62,000
47.	Van Drivers (PT)	\$20 - \$25/hour
48.	Station Technicians (PT)	\$15 - \$20/hour
49.	Booker Cable Access TV	2,000 - 5,000
50.	Archivist Records Manager/D.A.R.M.	\$25 - \$28/hour
51.	Deputy Construction Code Official	\$75,000 - 85,000

**SECTION 3.** The rate of compensation of the persons holding any of the hereinafter named offices, whose compensation shall be on an annual basis and payable semi-monthly, is hereby fixed and determined as follows:

Title		2021 Salary Range
A.	Municipal Judge	\$38,000 - 45,000
B.	Mayor	\$8,000 - 10,000
C.	Councilpersons (each)	\$6,000 - 8,000

**SECTION 4:** The rate of compensation of persons holding any of the hereinafter named offices in the Police Department, whose compensation shall be on an annual basis, and payable semi-monthly, is hereby fixed and determined as follows:

Title		2021 Salary Range
A.	Chief	\$225,000 - 240,000
B.	Captain	\$204,000 - 215,000
C.	Lieutenant (Base Wage)	\$159,152 - 166,132
D.	Sergeants (Base Wage)	\$148,100 - 151,804
E.	Detective – Additional per year	\$2,000 - 4,000
F.	Juvenile Officer – Addt'l per year	\$400 -
G.	Asst. Juvenile Officer – Addt'l per year	\$350 -
H.	Special Police Officer Class III (SLEO)	\$47,000 - 55,000
I.	Special/Auxiliary Police	\$22/hour - \$26/hour
J.	School Cross Guard/Police Matrons	\$22/hour - \$26/hour

**SECTION 4A:** The rate of compensation of persons holding any of the hereinafter named offices in the Police Department whose compensation shall be on an annual basis, and payable semi-monthly, is fixed and determined as follows:

Police Officers Schedule (Base Wage Each)		
0-6 months	\$45,236 -	46,250
6 months – 1 year	\$51,678 -	52,970
1 – 2 years	\$58,233 -	59,689
2 – 3 years	\$71,343 -	73,126
3 – 4 years	\$84,453 -	86,564
4 – 5 years	\$97,562 -	100,001
5 – 6 years	\$110,672 -	113,438
6 – 7 years	\$123,783 -	126,878
7 – 8 years	\$136,892 -	140,315

**SECTION 4B:** In addition to the compensation stated above, Full Time Employees in Section 4 and Section 4A, shall be paid an annual longevity increment pursuant to the following schedule:

Years of Service	Officers Hired BEFORE January 1, 2006	Officers Hired AFTER January 1, 2006
After five (5) years	1%	-
After seven (7) years	2%	-
After nine (9) years	3%	1%
After eleven (11) years	4%	2%
After thirteen (13) years	5%	3%
After fifteen (15) years	6%	4%
After seventeen (17) years	7%	5%
After nineteen (19) years	8%	6%
After twenty-one (21) years	-	7%
After twenty-two (22) years	-	8%
After twenty-four (24) years	9%	9%

**SECTION 5.** The Borough Treasurer shall present semi-monthly or as established by Resolution to the Governing Body for approval warrants drawn to the order of the Borough of Montvale Payroll Account and the Borough of Montvale Salary Account.

At the first meeting of the Governing Body in January of each year, there shall be approved accounts to be designated "The Borough of Montvale Payroll Account" and "The Borough of Montvale Salary Account" and from time to time the Borough Treasurer upon receipt of a warrant for the amount due each Payroll, shall deposit the same to the credit of these accounts, charging the appropriate budgetary accounts therewith. The Borough Treasurer shall thereafter draw checks on said accounts to the employees entitled to payment therefrom.

Any employee hired under the terms of a Special Library Grants; salary will be determined by the Authority making such grant.

The Mayor and Borough Council may by adoption of a resolution and by approved payroll advice, increase compensation (base wage adjustment or one-time merit/bonus increase) of any salaried employee in the above schedule, who has reached their maximum, up to 10% above the pay range maximum.

At each regular meeting of the Governing Body of the Borough of Montvale, the Treasurer shall submit for the approval or ratification as the case may be, the necessary payroll amounts due to the several officers and employees for compensation.

Such officers as may be determined by the Governing Body, as established by resolution, shall be authorized to sign warrants drawn in favor of the Payroll Account, upon due notice that the payrolls have been approved by the proper certifying authorities.

**SECTION 6.** This ordinance shall be operative as of January 1, 2020, and salaries paid shall be adjusted in accordance with the terms of this ordinance.

**SECTION 7.** All other ordinances and parts of ordinances inconsistent herewith are hereby appealed.

**SECTION 8.** This ordinance shall take effect immediately upon publication in the manner provided by Law.

MICHAEL GHASSALI, Mayor

ATTEST:  
MAUREEN IAROSSO-ALWAN  
Municipal Clerk

INTRODUCTION: 4-13-2021

Councilmember	Yes	No
Arendacs		
Curry		
Koelling		
Lane		
Roche		
Russo-Vogelsang		

ADOPTED: 4-27-2021

Councilmember	Yes	No
Arendacs		
Curry		
Koelling		
Lane		
Roche		
Russo-Vogelsang		

**BOROUGH OF MONTVALE**

**ORDINANCE NO. 2021-1499**

**NOTICE IS HEREBY GIVEN** that the following Ordinance was introduced and passed on the first reading at the regular meeting of the Mayor and Council on the 13<sup>th</sup> day of April 2021, and that said Ordinance will be taken up for further consideration for final passage at a regular meeting of the Mayor and Council to be held on the 27th day of April 2021 at 7:30 pm or as soon thereafter as said matter can be reached, at which time and place all persons who may be interested therein will be given an opportunity to be heard concerning same.

Maureen Iarossi Alwan, Municipal Clerk  
Borough of Montvale

**AN ORDINANCE OF THE BOROUGH OF MONTVALE REPEALING AND READOPTING CHAPTER 292, "PARKS AND RECREATION," ARTICLE IV, "BASKETBALL COURTS," TO REVISE CERTAIN PROVISIONS CONCERNING THE USE OF PUBLIC BASKETBALL COURTS IN THE BOROUGH**

**WHEREAS**, the Borough of Montvale has encountered difficulties in the administration of the use of its public basketball courts, which has resulted in confrontations and the inability of taxpaying Montvale residents and teams to utilize the courts; and

**WHEREAS**, in order to ensure that playing time on the courts is more equitably apportioned, the Mayor and Council have determined that it is necessary to amend the regulations concerning the use of public basketball courts in the manner set forth in this Ordinance.

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

**Section 1.** Chapter 292, "Parks and Recreation," Article IV, "Basketball Courts," is hereby repealed and re-adopted, as follows:

**Chapter 292 – Parks and Recreation**

**Article IV  
Basketball Courts**

---

**§ 292-37. Definitions.**

A. Certain words in this Article are defined for the purpose thereof as follows:

**BASKETBALL COURTS** – The two basketball courts located at the Memorial Field Complex, 1 Memorial Drive, Montvale, New Jersey. The Basketball Courts shall be designated Court 1 and Court 2.



NON-MEMBER — Any person, other than a Member.

MEMBER — Any person who shall have paid an annual fee and received identification evidencing such payment for the use of the Basketball Courts. There shall be both Resident Members and Non-Resident Members.

NON-RESIDENT — Any person who shall reside and maintain his or her permanent residence outside the territorial limits of the Borough of Montvale.

PERMIT-HOLDER — A team or organization that has obtained from the Borough of Montvale a permit entitling said team or organization to exclusive use of Court 2 for the period of time set forth in the permit.

RESIDENT — Any person who shall reside and maintain his or her permanent residence within the territorial limits of the Borough of Montvale.

- B. Word usage. Words used in the present tense include the future; the singular number includes the plural, and the plural the singular.

**§ 292-38. Use of facilities.**

- A. Membership identification required. It shall be unlawful for any person to use at any time the Basketball Courts located at the Memorial Field Complex in the Borough of Montvale unless and until such person shall have first secured from the Borough of Montvale an identification badge, in a form and displayed in a manner prescribed in regulations established by the Borough, evidencing such person's membership.
- B. Application and payment for membership. Application and payment for membership shall be made to the Montvale Borough Clerk at the municipal offices or at such other place as shall be prescribed in rules and regulations approved by the Borough of Montvale.
- C. Display of membership badge. Evidence of membership shall be in a manner prescribed by the rules and regulations promulgated by the Borough of Montvale. Any person who shall fail upon request by a Police Officer, Recreation Director, or other Borough official, officer or employee, to produce a valid badge (or permit, where applicable) shall immediately leave the court. Failure to immediately leave the court under such circumstances shall be deemed a violation of this Article.
- D. Non-Members prohibited. In order to better regulate the use of the Basketball Courts and to prevent confusion by the individuals charged with enforcing the provisions of this Article, Non-Members shall not be permitted to use the Basketball Courts at any time. All individuals using the Basketball Courts are required to have a valid membership or be part of a team or organization holding a valid permit.

**§ 292-39. Time of play.**

- A. Limit of play. On-court play shall be limited to 60 consecutive minutes; provided, however, that should no person or persons be awaiting court time, play may continue until others appear to exercise their playing privileges, in which event such players then on the court shall immediately retreat therefrom. Replay shall be allowed upon a player's positioning his or herself last in consecutive order of those waiting to play upon expiration of a player's court time.
- B. Aggregating court time. A player's permitted court time shall not be aggregated by the number of players participating at a given time.
- C. This section shall not apply to Permit Holders, who shall be allowed to play for the duration of the time period stated on the permit.

**§ 292-40. Term of membership.**

- A. Membership. Resident membership shall be lifetime and shall not expire as long as the member resides in Montvale. Non-resident membership shall be based on a calendar year commencing January 1 through December 31.
- B. Apportionment of fee. Membership fees shall not be apportioned or refunded based on expired or unexpired portions of the year.

**§ 292-41. Permits; resident-only court.**

- 1. The Basketball Courts shall be designated as Court 1 and Court 2. The following rules shall apply to play on these courts:
  - a. Court 1 shall be reserved for play by Montvale Resident Members. Under no circumstances shall Non-Resident Members play on Court 1 at any time.
  - a. Court 2 shall be an "open" court, which may be utilized by both Resident Members and Non-Resident Members. However, at certain times Court 2 may be reserved by Permit Holders as set forth in this section and therefore unavailable to all Members.
- 2. Permits for Court 2

- a. During certain times approved by the Borough of Montvale, Court 2 may be reserved for exclusive use by a team or organization.
- b. In order to reserve Court 2 during the times allowed, the team or organization must apply for and be granted a permit from the Field Use Coordinator.
- c. During the time period set forth on the applicable permit, the Permit Holder shall have exclusive use of the Court 2. All individuals, including Members, who may be on Court 2 during the time period set forth in a permit shall, upon presentation of the permit by the Permit Holder, immediately leave the court.
- d. Individual players on the team or organization holding a valid permit may utilize Court 2 during the time period set forth on the permit, notwithstanding that such players may not be members.

#### **§ 292-42. Fees.**

Fees for use of the Basketball Courts shall be established by resolution of the Governing Body, with due consideration being given to recommendations of the Recreation Department with respect thereto. To the extent possible, said fees shall be substantially based upon the cost of providing the Basketball Courts; it being further provided that the refund or apportionment of any fee, based upon an expired or unexpired portion of the term of the program, service or season for which any such fee has been paid or is otherwise due, shall be specifically prohibited. It shall be expressly permitted to establish different rates for residents and non-residents, recognizing that residents already contribute through local taxes to the establishment and maintenance of the Basketball Courts.

#### **§ 292-43. Right to promulgate rules and regulations; posting.**

The Governing Body reserves the right to promulgate from time to time, by resolution, rules and regulations pertaining to the maintenance and operation of the Basketball Courts and the conduct of players, which rules and regulations, as the same may from time to time be amended and supplemented, shall be posted at the Basketball Courts. In addition, at the time of the submission of application for membership, the applicant shall be provided a copy of the rules and regulations and shall sign an acknowledgment of his or her agreement to abide by such rules and regulations.

#### **§ 292-44. Violations and penalties.**

- A. Penalties. Any person who shall violate the provisions of this Article shall be subject to a fine of not more than \$100 for the first offense and \$200 for each succeeding offense or violation.

- B. In addition, any person who shall violate any provision of this Article or the rules and regulations promulgated hereunder shall be subject to suspension of membership or permit privileges for a period of one year from the date of conviction of a violation thereof.

**§ 292-45. Jurisdiction.**

The Municipal Court shall have jurisdiction to impose sanctions for violations of this Article.

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

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

**Section 3.** Savings Clause.

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

**Section 4.** Severability.

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

**Section 5.** Effective Date.

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

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

ATTEST:

\_\_\_\_\_  
MAUREEN IAROSSO-ALWAN  
Municipal Clerk  
INTRODUCTION: 4-13-21

Councilmember	Yes	No
Arendacs		
Curry		
Koelling		
Lane		
Roche		
Russo-Vogelsang		

ADOPTED: 4-27-21

Councilmember	Yes	No
Arendacs		
Curry		
Koelling		
Lane		
Roche		
Russo-Vogelsang		

**BOROUGH OF MONTVALE**

**ORDINANCE NO. 2021-1500**

**NOTICE IS HEREBY GIVEN** that the following Ordinance was introduced and passed on the first reading at the regular meeting of the Mayor and Council on the 13<sup>th</sup> day of April 2021, and that said Ordinance will be taken up for further consideration for final passage at a regular meeting of the Mayor and Council to be held on the 27<sup>th</sup> day of April 2021 at 7:30 pm or as soon thereafter as said matter can be reached, at which time and place all persons who may be interested therein will be given an opportunity to be heard concerning same.

Maureen Iarossi Alwan, Municipal Clerk  
Borough of Montvale

**AN ORDINANCE OF THE BOROUGH OF MONTVALE AMENDING AND SUPPLEMENTING CHAPTER 292 OF THE BOROUGH CODE TO CLARIFY CERTAIN PROCEDURES RELATED TO PERMIT REQUIREMENTS FOR THE USE OF BOROUGH-OWNED FIELDS AND PARKS**

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

**Section 1.** Chapter 292, "Parks and Recreation," Section 14, "Permits," of the Borough Code is hereby amended and supplemented by adding the underlined text and deleting the bracketed text, as follows:

**§ 292-14 Permits.**

- A. A permit [may] shall be obtained from the governing body for use of a part or portion thereof, prior to any person or persons entering into or upon park premises for the purpose of conducting any group function.
- B. All sporting activities conducted by leagues, organizations, teams, trainers or coaches are permitted only in areas specifically marked or designated for that sport. All such sporting activities require a permit for the use of said fields as set forth in Article II of this Chapter. It shall be a violation of this section for a league, organization, team, trainer or coach to conduct sporting activities outside of designated, permitted areas and pursuant to a permit issued to said league, organization, team, trainer or coach. In the event of a violation of this section, the Recreation Director is authorized to cancel any existing permits for the offending league, organization, team, trainer or coach and to refuse to issue any new permits to said league, organization, team, trainer or coach for a period of one (1) year.

**Section 2. Severability.**

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

**Section 3. Effective date.**

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

**Section 4. Repeal of inconsistent ordinances.**

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

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

ATTEST:

\_\_\_\_\_  
MAUREEN IAROSSO-ALWAN  
Municipal Clerk

INTRODUCTION: 4-13-21

Councilmember	Yes	No
Arendacs		
Curry		
Koelling		
Lane		
Roche		
Russo-Vogelsang		

ADOPTED: 4-27-21

Councilmember	Yes	No
Arendacs		
Curry		
Koelling		
Lane		
Roche		
Russo-Vogelsang		

**PUBLIC MEETING  
MINUTES**

The Public Meeting of the Mayor and Council was held virtually by Zoom and also held in the Council Chambers and called to order at 7:30PM. Adequate notification was published in the official newspaper of the Borough of Montvale. Master Sergeant Dieter Koelling led the Pledge of Allegiance to the Flag, and roll call was taken.

**OPEN PUBLIC MEETING STATEMENT**

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

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

**ROLL CALL:**

Councilmember Arendacs  
Councilmember Curry - absent  
Councilmember Koelling

Councilmember Lane  
Councilmember Roche  
Councilmember Russo-Vogelsang

**ORDINANCES:**

None

**MEETING OPEN TO PUBLIC:**

Agenda Items Only

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

NO PUBLIC COMMENT

Motion to close meeting to the public by Councilmember Lane; seconded by Councilmember Koelling – all ayes

**MEETING CLOSED TO PUBLIC:**

Agenda Items Only

**MINUTES:**

**February 23, 2021**

A motion to accept minutes by Councilmember Koelling; seconded by Councilmember Lane – all ayes

**CLOSED/EXECUTIVE MINUTES:**

None

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

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

**63-2021 Refund Tax Overpayments / Various Parcels**

**WHEREAS**, a resolution authorizing the Borough of Montvale to refund an overpayment of taxes for the first quarter installment of 2021; and

**WHEREAS**, a duplicate payment was made by the mortgage company and/or bank; and

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Montvale, County of Bergen, New Jersey, that the Tax Collector be and is hereby authorized to refund the following:

Elizabeth Ann Kera, 12 Clover Court, Montvale, NJ in the amount of \$2,641.00  
Steven Frischer, 14 John Street, Montvale, NJ in the amount of \$2,424.00  
Gene Wise, 11 Franklin Ave., Montvale, NJ in the amount of \$2,570.00  
John Gallagher, 6 Terry Court, Montvale, NJ in the amount of \$2,682.00  
Neil Barrett, 2 Cherokee Trail, Montvale, NJ in the amount of \$4,553.00  
William Brown, 8 Quail Ridge Road, Montvale, NJ in the amount of \$5,154.00

**64-2021 A Resolution Approving a Change Order to an Agreement for Certain Remediation and Investigation Services Performed by Maser Consulting in Connection with the Purchase of Certain Real Property Located at 25 West Grand Avenue, Montvale, New Jersey**

**WHEREAS**, the Borough of Montvale previously entered into a contract for the purchase of certain real property known as 25 West Grand Avenue, Montvale, New Jersey; and

**WHEREAS**, due to the results of certain due diligence activities, it was necessary for the property owners to engage Maser Consulting, Inc. to perform certain remediation and investigation services related to underground tanks and related soil sampling, which scope of work was set forth in a proposal dated February 4, 2020, which was approved by the Borough; and

**WHEREAS**, the services necessitated were more extensive than originally proposed; and

**WHEREAS**, the Borough would like to formally ratify and approve Maser's performance of this additional work and to authorize a Change Order in the total amount of \$4,356.19; 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 the foregoing recitals are incorporated herein as if set forth at length; and

**BE IT FURTHER RESOLVED** that the Borough does hereby approve and ratify Maser's performance of the additional work performed beyond the amount estimated in Maser's February 4, 2020 Proposal; and

**BE IT FURTHER RESOLVED** that the Borough does hereby authorize a Change Order to the Agreement with Maser in the total amount of \$4,356.19.

**65-2021 A Resolution Authorizing Temporary Outdoor Seating Permits for Licensed Restaurants, Bars and Other Such Establishments in the Borough of Montvale and Setting Forth a Procedure for Obtaining Said Permits Consistent with New State Law**

**WHEREAS**, as a result of the hardships imposed by the COVID-19 pandemic, the Borough of Montvale previously adopted a procedure to temporarily allow outdoor dining for restaurants, bars and other establishments; and

**WHEREAS**, the State of New Jersey has finally adopted State-wide standards governing same; and

**WHEREAS**, the Borough of Montvale desires to amend its procedures to be consistent with State Law and to assist businesses during this difficult time due to the COVID-19 pandemic and to allow for additional outdoor seating on a temporary basis; and

**WHEREAS**, in order to assist restaurants, bars and other establishments, and the public, to understand the new requirements, those requirements that are underlined in the resolution below are new requirements not previously included in the Borough's application procedures.

**NOW, THEREFORE, BE IT RESOLVED** that effective immediately, the Borough hereby adopts the following procedure for the issuance of Temporary Outdoor Seating Permits in the Borough of Montvale:

1. Temporary Outdoor Seating Permits (hereinafter "Permits") shall be issued by the Zoning Officer.



2. Permit Applications shall be submitted to the Land Use Administrator on a form approved by the Borough.
3. The Application Form shall require, at a minimum, the following information:
  - a. Name, address, email, cell phone and owner(s) of the Applicant
  - b. Name, address and owner(s) of the property (if different than the Applicant) and consent of the property owner to the Application
  - c. Copy of most recent approved Site Plan for the property
  - d. A drawing, survey or sketch showing the proposed Outdoor Seating Area, including any proposed public sidewalks that may be utilized, proposed table set-up, seating capacity and the location and size of any tents, fencing, barriers, canopies, umbrellas, chairs and other fixtures, etc. The Outdoor Seating Area may not encumber more than 75% of a parking lot unless said lot contains less than 8 total spaces. At least one handicapped space must remain in all cases.
  - e. A narrative summary describing in detail the problems that may be generated by the proposed Outdoor Seating Area (e.g., diminished parking, encroachment on set-backs, increased outdoor lighting, increased noise, traffic flow, patron safety, control of litter, removal and storage of garbage, and cleaning of fixtures and grounds) and the manner in which the Applicant intends to address these problems.
  - f. Proof of compliance with all requirements established by the Governor and/or the State of New Jersey pertaining to such Outdoor Seating Area, including but not limited to protocols promulgated by the Commissioner of Health or Executive Order of the Governor in response to the COVID-19 public health emergency, concerning social distancing and use of personal protective equipment, and SR-2020-10 issued by the Department of Law and Public Safety, Division of Alcoholic Beverage Control.
  - g. Proof of general liability insurance covering the proposed Outdoor Seating Area and the use of the property for outdoor dining in the minimum amount of \$1,000,000 and a certificate naming the Borough of Montvale as an additional insured.
  - h. A statement acknowledging that nothing in this Resolution or in the issuance of any Permit pursuant to this Resolution shall be considered a land use approval or variance pursuant to the Municipal Land Use Law, N.J.S.A. 40:55D-1, et seq., nor shall any Permit be deemed to authorize the use of any Outdoor Seating Area past the later date of November 30, 2022, or the date on which indoor dining without capacity limitations is resumed by executive order of the Governor.
  - i. A statement acknowledging the following: Tents may not exceed 40'x40' in size. Tents may not have sides and must be open-air. Open flames are not permitted underneath tent structures. Outdoor Seating Areas may not have electrical service or "wired" lighting. All fees applicable to the approval of tents shall be waived.
  - j. A statement acknowledging that failure to comply with the terms and conditions of any Permit, or with any of the requirements established by the Governor and/or the State of New Jersey, may result in the Borough revoking the Permit and closing the Outdoor Seating Area.

- k. An executed indemnification agreement in favor of the Borough of Montvale with respect to losses arising solely from the operation of the Outdoor Seating Area.
4. Upon receipt of a completed Application, the Land Use Administrator shall refer the Application to the following officials and/or departments or their designees (the "Reviewing Entities") for a review and recommendation:
  - a. Planning Board Site Plan Review Committee
  - b. Police Department
  - c. Fire Department
  - d. Board of Health
  - e. Borough Engineer
  - f. Any other official that the Land Use Administrator deems necessary to assist the Site Plan Review Committee.
5. The Reviewing Entities shall review the Application in order to determine that the business has demonstrated that allowing the Outdoor Seating Area is safe for both the customers and the public. The Reviewing Entities shall work with Applicants to reach reasonable accommodations to assist such businesses to obtain a Permit from the Borough, and they shall make any recommendations deemed necessary to protect the health, safety and welfare of the public.
6. The Reviewing Entities shall review the Application and the proposed Outdoor Seating Area and either recommend to the Zoning Officer the approval, denial or revision of the Application. The approval of an Application shall set forth all terms and conditions of approval.
7. Upon receipt of the recommendation of approval by all Reviewing Entities, the Zoning Officer shall issue a Permit to the Applicant. All terms and conditions set forth by any Reviewing Entities with a recommendation of approval shall become conditions on the issuance of a Permit by the Zoning Officer.
8. There shall be no fee for a Permit Application.
9. The hours of operation of any Temporary Outdoor Seating Area shall be as per the Borough Code.
10. Applicants seeking to utilize public sidewalks shall be subject to the following conditions:
  - a. A walking path of not less than four feet wide must be maintained on the public sidewalk at all times so as not to obstruct pedestrian traffic;
  - b. All fixtures must be removed from public sidewalks at the conclusion of each day; and
  - c. The Borough reserves the right to order the temporary suspension of outdoor dining and the removal of all fixtures from public sidewalks due to road or utility construction, predicted high winds or severe weather, predicted snow or ice storms, the need to remove snow or ice from the sidewalks, or any other public emergency that may arise.

11. All Permits issued pursuant to this Resolution and procedure shall terminate on the later date of November 30, 2022, or the date on which indoor dining without capacity limitations is resumed by executive order of the Governor.
12. Nothing in this Resolution or in the issuance of any Permit pursuant to this Resolution shall be considered a land use approval or a variance pursuant to the Municipal Land Use Law, N.J.S.A. 40:55D-1, et seq., nor shall any Permit be deemed to authorize the use of any Outdoor Seating Area past the later date of November 30, 2022, or the date on which indoor dining without capacity limitations is resumed by executive order of the Governor.
13. All Applicants seeking approval of permanent outdoor seating areas shall apply to the Planning Board in accordance with existing procedures.
14. All Applications shall be either approved or denied within fifteen (15) days of the submission of a complete application. Any denial shall set forth the basis for such denial which must be based upon current violations of any other health, safety, fire, permitted use, or zoning regulation, or upon any applicable law permitting the denial of a zoning permit, which is not otherwise directly superseded by State Law. An appeal of the denial of a Permit shall be filed with the Borough Clerk. The Governing Body (or its designee, which may be either a municipal official or a licensed attorney) shall conduct a hearing and render a decision within thirty (30) days of the filing of an appeal.

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

**62-2021 Authorize The Cancellation of All Future Taxes Due To Granting Of Totally Disabled Veteran Status By Department Of Veterans Affairs**

**WHEREAS**, this resolution authorizes the municipality to cancel all future taxes due to the granting of totally disabled veteran status by the Department of Veterans Affairs per the Department's letter dated February 11, 2021 for Aram Bedrosian. Mr. Bedrosian is the owner of 5 Meadow Lane, Block 2501, Lot 17.

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Montvale, County of Bergen, New Jersey, that the Tax Collector be and is hereby authorized to cancel all future taxes as per the above.

Introduced by: Councilmember Lane; seconded by Councilmember Arendacs - a roll call was taken  
- all ayes with the exception of Councilmember Koelling abstaining

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

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

**REPORT OF REVENUE:** Municipal Clerk read the Report of Revenue – February

**COMMITTEE REPORTS:**

**Council President Lane**

**Fire Dept**

28 fire calls; 2 drills; 1 Chief call; 5 extra credits. Passing of John Wirth, a longtime member of Montvale and Park Ridge Fire departments, as well as our Fire Official and Bailiff. The department is appreciative to the council on their budget.

**Diversity Committee**

February was Black History month; March, the committee will be having a walking event in honor of Woman's History month; coming up the committee will be recognizing Ramadan.

**Finance**

The budget process is completed and we will be adopting in May.

**Councilmember Roche****MAL**

Spring Coach background checks, all coaches **must** fully complete a criminal history background check **before** they can begin coaching for the Spring season. Please email [backgroundchecks@montvaleboro.org](mailto:backgroundchecks@montvaleboro.org) for instructions on how to do so.

**Special Events/Recreation**

Recreation is currently seeking adult or high school volunteers to assist in the planning and coordinating of Montvale's annual events such as Day In The Park, the Halloween Carnival, the Christmas Tree Lighting, the Spring Fling and more! Join the Special Events Committee today to be a part of keeping these events successful, memorable and a tradition for Montvale. Please call 201-391-5700 ext. 251 or email [MontvaleRecreation@montvaleboro.org](mailto:MontvaleRecreation@montvaleboro.org) for more information.

The committee is currently working on setting dates for 2021's community events. The committee is tentatively planning for outdoor movie nights, a fishing tournament, Day in the Park, the Halloween Carnival, the Christmas Tree Lighting and the Menorah Lighting Ceremony.

**Field Use**

Applications and Hold Harmless forms must be completed and returned to the Recreation Department, Attn: Lisa Dent, with Liability Insurance and payment. Forms are available online and at the Borough Hall front counter. Permits will be given according to availability and are not finalized until you receive email confirmation of available dates from Lisa Dent.

**Environmental Commission**

Hoping for a start date of next week to begin the dredging of Huff Pond, weather permitting, with a completion date of May; received second Trex bench from the plastic bag program; currently 900 pounds have collected so far; the State ban on plastic bags goes into effect the end of this year. Montvale clean-up day is scheduled April 10<sup>th</sup> from 9-12, meet at the Red shed. The committee is looking for an additional member, if anyone is interested, please reach out to Bob Hanrahan.

**Councilmember Arendacs****DPW**

The DPW should be commended on a great job with the snow removal; during the series of snow storms, we had some salt issues, but with the help of the Mayor, DPW Superintendent and Assemblywoman Holly Schepisi, Montvale was able to get the salt supplies they needed. Street sweeping has started along with pot hole repairs. Please reach out to Councilmember Arendacs or borough hall with any concerns you may have.

**Engineering**

Bocce court bids will go out soon;

**Councilmember Koelling****Police**

Monthly report included in original minutes;

**Board of Health**

Northwest Regional will be receiving 200 vaccines and is working on a plan for distribution; CVS has vaccines; CDC has lifted some restrictions;

**Councilmember Russo-Vogelsang**

**Construction**

Busy with Toll Brothers, Thrive and Mercedes projects; 5 property maintenance violations and 4 summons were issued, 3 were abated.

**Local BOE**

Moving forward to phase II by April 19 with all students in school.

Working on the COVID vaccine initiative with the help of resident Lisa Ledger to help seniors and qualified residents get vaccine appointments.

**MAYOR**

On March 3<sup>rd</sup> we had a special meeting on the traffic report for the Schoolhouse Road development and how the traffic will impact Montvale. We are starting a dialogue with all the parties involved. March 20 we will be having a walk to celebrate Woman's History month at 10am at borough hall. In April the first office building on the Mercedes site will be opened, now called the North Market. We are working with the engineers on the intersection of Grand Ave and Mercedes.

**ENGINEER'S REPORT:**

Andrew Hipolit

**Report/Update**

Will be going out to bid for the Bocce Ball courts, working with the Police dept and the County in regards to the intersection of Grand and Mercedes making the left turn. The County is preparing to go out for bids on the Magnolia Bridge

**ATTORNEY REPORT:**

Joe Voytus, Esq.

**Report/Update**

No Report

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

Mayor Ghassali asked the borough attorney when do we have to change the ordinance regarding the marijuana legislation, the attorney stated mid-August. Mayor Ghassali would like to hold a special town hall meeting on this topic sometime in April.

Mayor Ghassali stated that the basketball courts inside the schools have limited access due to COVID, there is a travel team that would like to use the basketball courts on Memorial Drive, 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 Roche  
- all ayes

Maureen McLaughlin, 15 Terry Court

Talk more about the clean up behind her house; Mayor Ghassali asked for her phone and will speak tomorrow; since the pickle ball courts are open there seems to be more public urination going on.

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

**MEETING CLOSED TO THE PUBLIC:**

**ADJOURNMENT:**

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

Meeting was adjourned at 8:10pm

Next Meeting of the Mayor & Council will be on March 30, 2021 at 7:30pm

**BUDGET INFORMATION**

Introduction: March 30, 2021 / May 11, 2021 Adoption – Public Hearing (Budget Presentation)

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

# MINUTES WORK SESSION

The Public Meeting of the Mayor and Council was held virtually by Zoom and also held in the Council Chambers and called to order at 7:32PM. Adequate notice was published in the official newspaper of the Borough of Montvale.

## **OPEN PUBLIC MEETING STATEMENT**

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

## **ROLL CALL:**

Councilmember Arendacs - absent  
Councilmember Curry - absent  
Councilmember Koelling

Councilmember Lane  
Councilmember Roche  
Councilmember Russo-Vogelsang

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

## **RESOLUTION NO. 65A-2021 Temporary Capital Budget:**

A copy of the resolution is included with original minutes

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

## **RESOLUTION NO. 65B-2021 Resolution To Anticipate Miscellaneous Revenues In The 2021 Budget Using The Three-Year Average Of Realized Revenues From The Prior Three Years**

**WHEREAS**, the COVID 19 pandemic had an adverse effect on the anticipated municipal revenues in the 2020 municipal current fund budget; and

**WHEREAS**, Section 1 of P.L. 2020, c.74 amended N.J.S.A 40A:4-26 authorized the Director of the Division of Local Government Services ("Division") to promulgate new standards for the anticipation of COVID-19 affected revenues in the FY 2021 budget, and, if necessary, in future years and

**WHEREAS**, for FY 2021, the Director authorizes the use of a three-year average for the calculation of affected revenues; and

**WHEREAS**, the Chief Financial Officer of the Borough of Montvale, certifies that the following revenues were affected in 2020 by the COVID 19 pandemic and that the 3 year average of the amounts realized in 2018 - 2020 may be anticipated in the introduced budget for 2021;

Revenue Category	2018	2019	2020	Average
Fees and Permits	213,115.00	254,408.00	126,066.00	197,863.00
Fines and Costs - Municipal Court	183,988.00	181,356.00	76,257.00	147,200.33
Hotel/Motel Tax	196,043.00	188,722.00	82,096.00	155,620.33

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Montvale in the County of Bergen, State of New Jersey that the above referenced revenues be anticipated using the 3 year average as permitted by the amendments to 40A: 4-26, adopted by the P.L. 2020, c. 74

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

**ORDINANCES:**

**INTRODUCTION ORDINANCE NO. 2021-1495** CALENDAR YEAR 2021 ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14)  
(Public Hearing 4-13-21)

A motion to Introduce Ordinance **2021-1495** for first reading was made by Councilmember Koelling; seconded by Councilmember Roche; Clerk read by title only; Councilmember Lane made a motion that this ordinance be passed on first reading and advertised in The Bergen Record; seconded by Councilmember Roche - a roll call was taken – all ayes

**INTRODUCTION ORDINANCE NO. 2021-1496** AN ORDINANCE AMENDING CHAPTER 400, "ZONING," ARTICLE III, "DISTRICTS ESTABLISHED; ZONING MAP," OF THE CODE OF THE BOROUGH OF MONTVALE, COUNTY OF BERGEN, STATE OF NEW JERSEY, TO REPLACE AND REESTABLISH THE OFFICIAL ZONING MAP OF THE BOROUGH OF MONTVALE  
(Planning Board Recommendation Letter Dated 3-17-2021)  
(Public Hearing 4-13-2021)

A motion to Introduce Ordinance **2021-1496** for first reading was made by Councilmember Koelling; seconded by Councilmember Roche; Clerk read by title only; Councilmember Lane made a motion that this ordinance be passed on first reading and advertised in The Bergen Record; seconded by Councilmember Roche - a roll call was taken – all ayes

**INTRODUCTION BOND ORDINANCE NO. 2021-1497** BOND ORDINANCE PROVIDING FOR VARIOUS CAPITAL IMPROVEMENTS IN AND BY THE BOROUGH OF MONTVALE, IN THE COUNTY OF BERGEN, NEW JERSEY, APPROPRIATING \$2,270,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$2,161,900 BONDS OR NOTES OF THE BOROUGH TO FINANCE PART OF THE COST THEREOF.  
(Public Hearing 4-27-2021)

A motion to Introduce Bond Ordinance **2021-1497** for first reading was made by Councilmember Koelling; seconded by Councilmember Lane; Clerk read by title only; Councilmember Lane made a motion that this ordinance be passed on first reading and advertised in The Bergen Record; seconded by Councilmember Roche - a roll call was taken – all ayes

**INTRODUCTION 2021 MUNICIPAL BUDGET: Resolution No. 66-2021**

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

Mayor Ghassali stated that the borough will be receiving approximately \$840,000 from the latest stimulus bill. We are waiting for instructions on how it can be used. Councilmember Lane added that we will proceed with the budget.



**MINUTES:**

None

**CLOSED/EXECUTIVE MINUTES:**

None

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

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

**67-2021 Urging the Legislature to Amend Senate Bill 3454 (Also Known as Assembly Bill 5342) To Permit Law Enforcement Officers to Perform Their Duties Without Substantial Risk of Civil and Criminal Liability**

**WHEREAS**, Senate Bill 3454 (also known as Assembly Bill 5342) (collectively "the Legislation"); and

**WHEREAS**, the Legislation prohibits law enforcement officers from engaging in certain actions when investigating an individual under the age of 21 for possession of marijuana, hashish, cannabis, or alcohol. The legislation criminalizes the conduct of officers who respond to a call for service or are investigating the underage use of marijuana, hashish, cannabis, or alcohol by:

- no longer allowing the odor, possession or consumption of marijuana, hashish, cannabis or alcohol to be used as reasonable articulable suspicion to initiate a stop of an individual under the age of 21, nor does it provide probable cause to search the person's personal property or vehicle,
- no longer allowing for marijuana, hashish, cannabis or alcoholic beverages, observed in plain sight to constitute probable cause to initiate a search of an individual under the age of 21 or that individual's personal property or vehicle,
- an individual under the age of 21 shall not be arrested, detained, or otherwise taken into custody except to the extent required to issue a written warning.
- Officers are further prohibited from contacting the minor's parent or guardian to advise them of the minor's possession or consumption of marijuana, hashish, cannabis or alcoholic beverages for the minor's first offense.

**WHEREAS**, the Legislation will discourage officers from enforcing underage use and possession of marijuana, hashish, cannabis, or alcohol and will specifically expose officers to civil and criminal liability for the deprivation of civil rights, even if the officer did not act with specific intent to deprive a person of his or her civil rights; and

**WHEREAS**, the Governing Body believes that the Legislation will result in officers avoiding situations where criminal conduct has occurred to limit exposure to civil and criminal liability; and

**WHEREAS**, the Governing Body is of the opinion that the Legislation creates significant burdens on law enforcement and will obstruct police officers from performing their duties and conducting lawful investigations of individuals under the age of 21, who

possess or consume any amount of marijuana, hashish, cannabis, or alcohol in any public place, including a school, criminalizing law enforcement actions; and  
**WHEREAS**, the Legislation will severely limit the ability of law enforcement agencies to police our community effectively, increase risks to children from illicit drugs and alcohol, and fail to protect society from criminal drug activity and impaired drivers to the detriment of public safety.

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Council that it does hereby indicate its strenuous apposition to the Legislation and urge members of the State Senate and General Assembly to immediately enact amendatory Legislation so as to permit law enforcement personnel to perform their duties in the interest of safety and general welfare without substantial risk of civil and criminal liability.

**68-2021 Authorize Hiring / Part Time on Call / Crossing Guard / Sharon Sims**

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

**WHEREAS**, Sharon Sims has met the qualifications for this position, agrees to the terms and conditions of employment; and

**NOW THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Montvale, County of Bergen, State of New Jersey that the above-named individual is hereby appointed to the position of Part-time on Call Crossing Guard, effective March 31, 2021.

**69-2021 A Resolution Awarding a Maintenance Contract to Air Systems Maintenance for the Montvale HVAC Units**

**WHEREAS**, the Borough of Montvale has a need for preventative maintenance services in connection with the Montvale HVAC Upgrades for the Montvale Municipal Building and Senior Center; and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Montvale, that a contract for the covered maintenance services is outlined in the attached contract dated February 2, 2021 and shall be awarded to Air Systems Maintenance, Inc. 718 Jefferson Avenue Kenilworth, New Jersey 07033 in the amount not to exceed \$23,610.00; and

**BE IT FURTHER RESOLVED** that the Borough Administrator /Municipal Clerk are hereby directed, authorized and empowered to execute this contract and Christopher Gruber, Construction Code Official/ Buildings & Grounds is hereby directed to oversee this preventive maintenance contract with Air Systems Maintenance on behalf of the Borough.

**70-2021 Transfer of 2020 Appropriation Reserves**

**WHEREAS**, certain transfer of funds for 2020 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 2020 budget appropriation reserves as follows:

<u>CURRENT FUND</u>	<u>FROM</u>	<u>TO</u>
<b>GENERAL APPROPRIATIONS</b>		
<b>Operations - within "CAPS"</b>		
Emergency Management:		
Other Expenses	\$5,000.00	
Police:		
Other Expenses		\$5,000.00
Public Buildings and Grounds:		
Other Expenses	5,000.00	

Police:		
Acquisition of Police Vehicles		5,000.00
Legal Services and Costs:		
Other Expenses	10,000.00	
Garbage and Trash Removal:		
Other Expenses		<u>10,000.00</u>
	<u>\$20,000.00</u>	<u>\$20,000.00</u>

**71-2021 Emergency Temporary Appropriations**

**WHEREAS**, an emergent condition has arisen with respect to certain budget appropriations and no adequate provision has been made in the 2021 temporary budget, and N.J.S.A. 40A:4-20 provides for the creation of emergency temporary appropriations for said purpose; and

**WHEREAS**, the total emergency temporary resolutions adopted in the year 2021 pursuant to the provisions of N.J.S.A. 40A:4-20 (Chapter 96, P.L. 1951) including this resolution total:

Current Fund \$11,900,254.41

**NOW, THEREFORE, BE IT RESOLVED** (not less than two-thirds of all the members thereof affirmatively concurring) that in accordance with the provisions of N.J.S.A. 40A:4-20:

1. An emergency temporary appropriation be and the same is hereby made in the total amount of:

Current Fund \$11,664,254.41

2. That said emergency temporary appropriation (will be) provided in the 2021 budget;
3. That one certified copy of this resolution be filed with the Director of Local Government Services.

**CURRENT FUND**

General Appropriations  
Operations - Within "CAPS"

Administrative and Executive:	
Salaries and Wages	\$172,450.00
Other Expenses	115,337.00
Mayor and Council:	
Salaries and Wages	40,425.00
Other Expenses	16,600.00
Borough Clerk:	
Salaries and Wages	112,350.00
Other Expenses	9,150.00
Elections	
Salaries and Wages	2,500.00
Other Expenses	10,300.00
Financial Administration:	
Salaries and Wages	146,800.00
Other Expenses	30,500.00
Audit Services:	
Other Expenses	45,000.00
Tax Assessment Administration (Assessment of Taxes):	
Salaries and Wages	26,425.00
Other Expenses	23,200.00
Revenue Administration (Collection of Taxes):	
Salaries and Wages	48,350.00
Other Expenses	14,200.00

**BOROUGH OF MONTVALE****MARCH 30, 2021**

Legal Services and Costs:	
Other Expenses	225,000.00
Engineering Services and Costs:	
Other Expenses	102,000.00
Cable TV Committee:	
Salaries and Wages	5,000.00
Other Expenses	54,750.00
Historic Preservation Commission:	
Other Expenses	200.00
Historian:	
Other Expenses	50.00
Planning Board:	
Salaries and Wages	69,600.00
Other Expenses	60,000.00
Zoning Official:	
Salaries and Wages	2,150.00
Property Maintenance:	
Salaries and Wages	1,100.00
Life Insurance	1,920.00
General Liability Insurance	104,040.00
Worker's Compensation Insurance	75,718.15
Employee Group Health	365,608.00
Employee Group Health - Waiver	47,750.00
Fire:	
Other Expenses	129,050.00
Fire Hydrant Service	140,000.00
Police:	
Salaries and Wages	2,701,300.00
Other Expenses	176,900.00
Acquisition of Police Vehicles	5,000.00
Police Dispatch / 911 (Radio Communications):	
Other Expenses	45,000.00
First Aid Organization:	
Other Expenses	24,000.00
Emergency Management:	
Salaries and Wages	1,225.00
Other Expenses	12,600.00
Uniform Fire Safety:	
Salaries and Wages	81,200.00
Other Expenses	6,800.00
Prosecutor:	
Other Expenses	12,500.00
Road Repair and Maintenance:	
Other Expenses	30,000.00
Sewer System:	
Other Expenses	35,000.00
Garbage and Trash Removal:	
Other Expenses	605,000.00
Recycling:	
Other Expenses	5,000.00
Public Buildings and Grounds:	
Salaries and Wages	11,600.00
Other Expenses	133,825.00
Maintenance of All Vehicles:	
Other Expenses	42,500.00
Municipal Services Act:	
Other Expenses	14,000.00
Stormwater Management:	
Other Expenses	50,000.00

**BOROUGH OF MONTVALE**
**MARCH 30, 2021**

Public Health Services (Board of Health):	
Salaries and Wages	3,000.00
Other Expenses	66,450.00
Environmental Commission:	
Salaries and Wages	3,050.00
Other Expenses	12,400.00
Animal Control Services (Animal Regulation):	
Other Expenses	8,500.00
Welfare Administration (Public Assistance):	
Salaries and Wages	5,325.00
Other Expenses	250.00
PEOSHA Compliance:	
Other Expenses	2,000.00
Parks and Playground Maintenance:	
Other Expenses	5,000.00
Recreation:	
Salaries and Wages	39,525.00
Other Expenses	25,500.00
Senior Citizens Van:	
Salaries and Wages	10,750.00
Other Expenses	28,000.00
Municipal Court:	
Salaries and Wages	99,350.00
Other Expenses	12,051.00
Public Defender:	
Other Expenses	4,000.00
Construction Code Official:	
Salaries and Wages	149,500.00
Other Expenses	32,500.00
Building Sub-Code Official:	
Salaries and Wages	21,850.00
Plumbing Sub-Code Official:	
Salaries and Wages	18,925.00
Fire Sub-Code Official:	
Salaries and Wages	6,740.00
Electrical Sub-Code Official:	
Salaries and Wages	29,930.00
Elevator Sub-code Official:	
Other Expenses	26,000.00
Gasoline	25,000.00
Electricity	96,680.00
Telephone	29,910.00
Natural Gas	19,120.00
Street Lighting	85,000.00
Celebration of Public Events:	
Other Expenses	25,000.00
Salary Adjustment Account	10,000.00
Contingent	1,000.00
Deferred Charges and Statutory	
Expenditures - Municipal within "CAPS"	
Statutory Expenditures:	
Public Employees Retirement System	205,248.00
Social Security System	150,983.25
Police and Fire Employees Retirement System	931,722.00
Defined Contribution Retirement Program	<u>6,814.00</u>

## BOROUGH OF MONTVALE

MARCH 30, 2021

	8,388,046.40
Operations - Excluded from "CAPS"	
Maintenance of Free Public Library	538,684.00
Maintenance of Free Public Library - Additional	15,513.00
Sewer Processing and Disposal:	
Contractual	591,000.00
LOSAP	55,000.00
	1,200,197.00
Inter-local Municipal Service Agreements	
Police Dispatch / 911:	
Other Expenses	100,500.00
Municipal Court Administration:	
Salaries and Wages	75,050.00
Other Expenses	40,269.00
Prosecutor:	
Other Expenses	9,500.00
Public Defender:	
Other Expenses	3,000.00
Pascack Valley Special Police Officers:	
Salaries and Wages	111,500.00
Other Expenses	15,212.60
Department of Public Works:	
Other Expenses	1,361,635.00
	1,716,666.60
Public and Private Programs Offset by Revenues	
Municipal Alliance Program - County Funds	3,126.15
Municipal Alliance Program - Matching Funds	781.54
Body Armor - State Share	1,973.19
Alcohol Education	833.53
Bullet Proof Vest - Federal	2,780.00
Bergen County Municipal JIF - Safety Incentive Program	1,750.00
	11,244.41
Capital Improvements Excluded from "CAPS"	
Capital Improvement Fund	100,000.00
Public and Private Programs Offset by Revenues	
NJDOT - Various Streets	210,000.00
	310,000.00
Municipal Debt Service - Excluded from "CAPS"	
Interest on Notes	38,100.00
	<u>\$11,664,254.41</u>

**72-2021 Governing Body Certification Of Compliance With The United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964"**

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," as amended, 42 U.S.C. § 2000e et seq., (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

**WHEREAS**, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit's hiring practices as they pertain to the consideration of an individual's criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

**NOW, THEREFORE BE IT RESOLVED**, That the governing body of the Borough of Montvale, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

**73-2021 Authorize Contract Health Awareness Regional Program (HARP) / Hackensack Meridian Health Hackensack University Medical Center**

**WHEREAS**, the Board of Health of the Borough of Montvale has received and reviewed the proposal from Hackensack Meridian Health, Hackensack University Medical Center (HARP) on Monday March 2, 2020 at their regular meeting; and

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

**WHEREAS**, the Board of Health recommends the Health Department Services of Hackensack Meridian Health, Hackensack University Medical Center based upon the services provided by the Agency; and

**WHEREAS**, it is the intention of the Mayor and Council to provide funds in the year 2020 Budget for this contract for public health services, administrative services, health education, public health nursing and other related services as outlined in the attached contract; and

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Montvale that the contract for Health Services for 2021 be and is hereby awarded to Hackensack Meridian Health, Hackensack University Medical Center, Hackensack, NJ 07601 pursuant to the terms and conditions as outlined in the attached contract effective January 1, 2020, copy of which is attached to this resolution in the amount of \$11,847.00 payment as outlined in the attached proposal.

**74-2021 Authorizing Resolution/2020 Bergen County Open Space Trust Fund Municipal Program/ Grant Award LaTrenta Field Complex/ADA Compliant Access, Parking, Excavating & Milling**

**BE IT RESOLVED**, that the Mayor and Council of the Borough of Montvale wish to enter into a Bergen County Trust Fund Project Contract ("Contract") with the County of Bergen for the purpose of using \$96,309 grant award from the 2020 Funding Round of the Bergen County Open Space, Recreation, Floodplain Protection, Farmland & Historic Preservation Trust Fund ("Trust Fund") for the municipal park project entitled LaTrenta Field Complex/ADA Compliant Access, Parking, Excavating & Milling located in The Borough of Montvale, on the tax maps of the Borough of Montvale; and

**BE IT RESOLVED**, the proposed total budget for this project is \$482,000 and the Grant award from Bergen County's grant application had a shortfall in funding as detailed in the attached email dated August 28, 2020 and;

**BE IT RESOLVED**, the funding for the Borough was reduced from a 50% match in funds to the amount of \$96,309; and

**BE IT FURTHER RESOLVED**, that the Mayor and Council hereby authorize Maureen Iarossi-Alwan, Borough Administrator/Municipal Clerk to be a signatory to the aforesaid Contract; and,

**BE IT FURTHER RESOLVED**, that the Mayor and Council hereby acknowledge that, in general, the use of this Trust Fund grant towards this approved park project must be completed by or about February 16, 2023; and,

**BE IT FURTHER RESOLVED**, that the Mayor and Council acknowledge that the grant will be disbursed to the municipality as a reimbursement upon submittal of certified Trust Fund payment and project completion documents and municipal vouchers, invoices, proofs of payment, and

other such documents as may be required by the County in accordance with the Trust Fund's requirements; and,

**BE IT FURTHER RESOLVED**, that the Mayor and Council acknowledge that the grant disbursement to the municipality will be equivalent to fifty (50) percent of the eligible construction costs incurred (not to exceed total grant award) applied towards only the approved park improvements identified in the aforesaid Contract in accordance with the Trust Fund's requirements. Professional Service Costs may be reimbursed from grant award's unexpended balance, should there be a balance

**75-2021 Authorize Release of Escrow / LTF Real Estate Company Inc. / Block 3302, Lot 2**

**WHEREAS**, LTF Real Estate Company, Inc. 2902 Corporate Place, Real Estate Dept. Chanhassen, MN 55317 with offices located at 10 Van Riper Road, Montvale, NJ have requested release of escrow posted for Block 3302, Lot 2; 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 LTF Real Estate Company, Inc. in the amount of \$14,921.26; and

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

**76-2021 Resolution Awarding Purchase Under New Jersey State Contract/Montvale Police Department Radio's/Motorola**

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

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

<b>PURCHASE OF Police Radio's</b>	<b>STATE CONTRACT #83909</b>
Goosetown Communications	Total \$7,481.25

58 North Harrison Avenue

Congers, NY 10920

Attn: Jerry Ables

**WHEREAS**, attached is a detailed description of the purchase of Radio's quotation #QU0000521326 dated March 22, 2021 which is attached to the original of this resolution.

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

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

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

**ENGINEER'S REPORT:**

Andrew Hipolit

Report/Update

a. **Status of Proposed 2021 Road Program/Municipal Parking Lot**

Proposed streets are as follows: Wildwood, McGuire, Hickory Hill, Partridge Run, Ellsworth, Maureen Court, Echo Hill, Arthur Court, Cardinal, Fairview, Glen, Hartel Lane, Jefferson, Locust, Westmoreland, Madison, Main, Meadow, Montvale Ave, Nottingham, Phyllis, Raven, Spruce, Waverly, Hemlock, Grove, Hunting Ridge, Pearl, Pine, Quail Ridge, Stone Hollow, Walnut and the Municipal Parking Lot



**ATTORNEY REPORT:**

Joe Voytus, Esq.  
Report/Update  
No Report

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

a. Proposed Date & Time/Town Hall Meeting/M&C/Thursday, April 15<sup>th</sup> 7:00 p.m.  
The main topic will be on cannabis, it will be both in person and on Zoom

**COMMUNICATION CORRESPONDENCE:**

None

**MEETING OPEN TO THE PUBLIC:**

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

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

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

**Carolee Adams**

Wished everyone a Happy Passover; wanted to know if on the Zoning map, can there be texted showing the changes. At the town hall meeting, will the discussion just be on cannabis or other topics as well. Commend the council on passing resolution #67. How much of the property taxes goes to the high school; Saturday, the Montvale Evangelical Church will be having a drive through Easter experience, wished everyone a Blessed and Happy Easter.

A few members of a cannabis group spoke about the benefits of medical marijuana and that the members of council should consider a medical marijuana facility in Montvale.

A motion to close meeting to the public by Councilmember Lane; seconded by Councilmember Roche – all ayes

**ADJOURNMENT:**

Motion to adjourn by Councilmember Lane; seconded by Councilmember Roche – all ayes  
Meeting adjourned at 8:05pm

The next Meeting of the Mayor and Council will be held April 13, 2021 at 7:30 p.m.  
Municipal Budget Public Hearing to be held on May 11, 2021/Budget Presentation

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

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 77-2021**

**RE: Resolution Supporting S-3522 Creating Local Part of the Public Employees' Retirement System (PERS)**

**WHEREAS**, county, municipal, and other local governments have met their pension obligations as employers for more than a decade while the State of New Jersey has continued to underfund the pension systems in varying degrees since 1996 and thus created one of the worst publicly funded retirement systems in the entire nation; and,

**WHEREAS**, despite fulfilling their fiduciary duties in meeting their pension obligations, local governments across the State will experience double digit percentage increases in total employer pension contributions in 2021 as determined in figures recently published by the Division of Pension and Benefits in the State Department of Treasury; and,

**WHEREAS**, even more alarming for local government employers is the fact that the unfunded accrued liability once again increased in 2021 to a staggering \$26.6 billion for the Public Employee's Retirement System ("PERS") alone, causing in part, a decrease in the funded ratio for the Local Part of PERS to 65.4%, the State Part to 31.2%, and the combined rate to a disconcerting 52.2% far below the target funded ratio of 75.0%; and,

**WHEREAS**, S-3522 would divide PERS into two parts: A State Part for State employees, and a Local Part for all other employees; and

**WHEREAS**, the legislation creates a seven-member board consisting of three labor employee representatives, three management representatives, and one determined by the Board, tasked with operating the retirement system and directing policies and investments to achieve and maintain full funding; and

**WHEREAS**, this legislation is similar to the legislation that separated the Police and Fire Retirement System (P.L. 2018, c. 55) except for the control of investments and that management has an equal representation on the board, which was overwhelmingly supported by the legislature and signed by the Governor; and

**WHEREAS**, S-3522 would protect local governing bodies from the State of New Jersey further directing property taxpayer dollars to subsidize its long mismanagement and underfunding of the pension systems as it would provide the new balanced board of trustees of PERS with the ability to determine or modify member benefits, direct policies and investments to achieve full funding, and serve as fiduciary of the system;

**Now, Therefore, Be it Resolved** that the governing body of the Borough of Montvale does in fact hereby support S-3522, which would establish a new board of trustees for the Local Part of PERS to preserve the structure and integrity of the more solvent Local Part.

**Be it Further Resolved** that certified copies of this Resolution shall be forwarded to Governor Phil Murphy, Senate President Stephen M. Sweeney, Speaker of the General Assembly Craig Coughlin, Senator Holly Schepisi and Assembly Representative Robert Auth, and the New Jersey League of Municipalities.

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

**Adopted: April 13, 2021**

ATTEST:

APPROVED:

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

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

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 78-2021**

**RE: Resolution Revising the Borough of Montvale COVID-19 Workplace Safety Plan/Amendment/Travel**

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

**Whereas**, the Borough of Montvale formally adopting a policy to implement the requirements of these Executive Orders on November 2020 via Resolution No. 185-2020; and

**Whereas**, The Borough of Montvale wishes to amend the workplace safety plan related to COVID-19 in accordance with the recommendations of the Center for Disease Control and Prevention "CDC" guidelines pertaining to travel; and

**Whereas**, the Borough Administrator and Borough Attorney, have reviewed these recommendations and recommend incorporating these recommendations by reference.

**Now, Therefore, Be It Resolved** that the Governing Body of the Borough of Montvale does hereby endorse and approve the Borough of Montvale COVID-19 Workplace Safety Plan to include this revision when travel is Domestic or International.

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

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

**Adopted: April 13, 2021**

**ATTEST:**

**APPROVED:**

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

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



## COVID-19



WEAR A MASK



STAY 6 FEET APART



AVOID CROWDS



GET A VACCINE

# Domestic Travel Recommendations Quick Reference

Updated Apr. 2, 2021

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## Domestic Travel Recommendations and Requirements

Not Vaccinated	Fully Vaccinated
-------------------	---------------------

Get tested 1-3 days before travel



Get tested 3-5 days after travel and self-quarantine for 7 days. Self-quarantine for 10 days if you don't get tested.



Self-monitor for symptoms



Wear a mask and take other precautions during travel



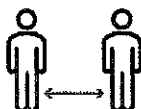
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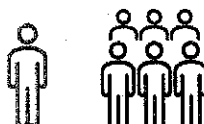
## COVID-19



WEAR A MASK



STAY 6 FEET APART



AVOID CROWDS



GET A VACCINE

## Domestic Travel During COVID-19

Updated Apr. 2, 2021

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### Updated Information for Travelers

- Fully vaccinated travelers are less likely to get and spread COVID-19.
- People who are fully vaccinated with an FDA-authorized vaccine can travel safely within the United States:
  - Fully vaccinated travelers do not need to get tested before or after travel unless their destination requires it
  - Fully vaccinated travelers do not need to self-quarantine
- Fully vaccinated travelers should still follow CDC's recommendations for traveling safely including:
  - Wear a mask over your nose and mouth
  - Stay 6 feet from others and avoid crowds
  - Wash your hands often or use hand sanitizer

CDC recommends delaying travel until you are fully vaccinated, because travel increases your chance of getting and spreading COVID-19. If you are not fully vaccinated and must travel, follow CDC's recommendations for unvaccinated people.

CDC will update these recommendations as more people are vaccinated, as rates of COVID-19 change, and as additional scientific evidence becomes available.

This guidance applies to travel within the United States and U.S. territories.

## Domestic Travel Recommendations for Fully Vaccinated People

People who are fully vaccinated with an FDA-authorized vaccine can travel safely within the United States.

If you are fully vaccinated, take the following steps to protect others if you travel:

### Have You Been Fully Vaccinated?

People are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

If you don't meet these requirements, you are NOT fully vaccinated. Keep taking all precautions until you are fully vaccinated.

- If you have a condition or are taking medication that weakens your immune system, you may **NOT** be fully protected even if you are fully vaccinated. Talk to your healthcare provider. Even after vaccination, you may need to continue taking all precautions.


#### During Travel

- Wear a mask over your nose and mouth. Masks are required on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations.
- Avoid crowds and stay at least 6 feet/2 meters (about 2 arm lengths) from anyone who is not traveling with you.
- Wash your hands often or use hand sanitizer (with at least 60% alcohol).
- After Travel
  - Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
  - Follow all state and local recommendations or requirements.

You do **NOT** need to get tested or self-quarantine if you are fully vaccinated or have recovered from COVID-19 in the past 3 months. You should still follow all other travel recommendations.

## Domestic Travel Recommendations for Unvaccinated People

If you are not fully vaccinated and must travel, take the following steps to protect yourself and others from COVID-19:

- Before you travel:
  - Get tested with a viral test 1-3 days before your trip.
- While you are traveling:
  - Wear a mask over your nose and mouth. Masks are required on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations.
  - Avoid crowds and stay at least 6 feet/2 meters (about 2 arm lengths) from anyone who is not traveling with you.
  - Wash your hands often or use hand sanitizer (with at least 60% alcohol).
- After you travel:
  - Get tested **with a viral test 3-5 days** after travel **AND** stay home and self-quarantine for a full 7 days after travel.
    - Even if you test negative, stay home and self-quarantine for the full 7 days.
    - If your test is positive, isolate yourself to protect others from getting infected.
  - If you don't get tested, stay home and self-quarantine for 10 days after travel.
  - Avoid being around people who are at increased risk for severe illness for 14 days, whether you get tested or not.
  - Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
  - Follow all state and local recommendations or requirements.
- Visit your state, territorial, tribal or local  health department's website to look for the latest information on where to get tested.

Do **NOT** travel if you were exposed to COVID-19, you are sick, you test positive for COVID-19, or you are waiting for results of a COVID-19 test. Learn when it is safe for you to travel. Don't travel with someone who is sick.

## Domestic Travel Recommendations Quick Reference

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# Domestic Travel

RECOMMENDATIONS AND REQUIREMENTS

Not Vaccinated

Fully Vaccinated

Get tested 1-3 days before travel



Get tested 3-5 days after travel and self-quarantine for 7 days. Self-quarantine for 10 days if you don't get tested.



Self-monitor for symptoms



Wear a mask and take other precautions during travel



K29515-A

Traveling Internationally? Check CDC's COVID-19 Travel Recommendations by Destination before planning your trip.

## Check Travel Restrictions

State, local, and territorial governments may have travel restrictions in place, including testing requirements, stay-at-home orders, and quarantine requirements upon arrival. For up-to-date information and travel guidance, check the state or territorial and local health department where you are, along your route, and where you are going. Prepare to be flexible during your trip as restrictions and policies may change during your travel. Follow all state, local, and territorial travel restrictions.

If traveling by air, check if your airline requires any health information, testing, or other documents.

### More Information

[Know Your Travel Risk](#)

[Frequently Asked Questions about Travel and COVID-19](#)

[Travel Planner](#)

[COVID-19 Travel Recommendations by Destination](#)

[Protect Yourself When Using Transportation](#)

[International Travel During the COVID-19 Pandemic](#)

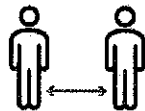
Last Updated Apr. 2, 2021



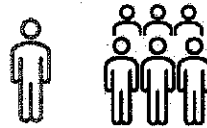
## COVID-19



WEAR A MASK



STAY 6 FEET APART



AVOID CROWDS



GET A VACCINE

# International Travel Recommendations Quick Reference

Updated Apr. 2, 2021

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## International Travel Recommendations and Requirements

Not Vaccinated	Fully Vaccinated
----------------	------------------

Get tested 1-3 days before traveling out of the US



Mandatory test required before flying to US



Get tested 3-5 days after travel



Self-quarantine after travel for 7 days with a negative test or 10 days without test



Self-monitor for symptoms



Wear a mask and take other precautions during travel



Last Updated Apr. 2, 2021

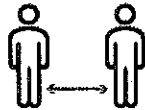




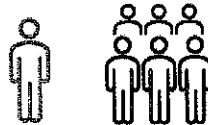
## COVID-19



WEAR A MASK



STAY 6 FEET APART



AVOID CROWDS



GET A VACCINE

## Testing and International Air Travel

Updated Feb. 18, 2021

[Print](#)



### New Travel Requirements:

All air passengers coming to the United States, including U.S. citizens, are **required** to have a negative COVID-19 test result or documentation of recovery from COVID-19 before they board a flight to the United States. See the [Frequently Asked Questions](#) for more information.

Masks are required on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations.

Air travel requires spending time in security lines and airport terminals, which can bring you in close contact with other people and frequently touched surfaces. Social distancing is difficult in busy airports and on crowded flights, and sitting within 6 feet of others, sometimes for hours, may increase your risk of getting COVID-19. How you get to and from the airport, such as with public transportation and ridesharing, can also increase your chances of being exposed to the virus.

Testing before and after travel can reduce the risk of spreading COVID-19. Testing does not eliminate all risk, but when paired with a period of staying at home and everyday precautions like wearing masks and social distancing, it can make travel safer by reducing spread on planes, in airports, and at destinations.

Here's what to know:

- **Plan ahead:** Make sure you understand and follow all airline and destination requirements related to travel, testing, or quarantine, which may differ from U.S. requirements. If you do not follow your destination's requirements, you may be denied entry and required to return to the United States.
- All air passengers coming to the United States, including U.S. citizens, are required to have a negative COVID-19 test result or documentation of recovery from COVID-19 before boarding a flight to the United States.
  - Make sure that you will be able to get a test at your destination before your return to the United States. Always check and follow state and local recommendations or requirements related to travel in addition to federal requirements.
- Get tested with a viral test 1-3 days before you travel. Keep a copy of your test results with you during travel in case you are asked for them. Check and follow destination testing requirements—they may require specific types of tests.
  - Don't travel if you test positive; immediately isolate yourself and follow public health recommendations
  - Delay your travel if you are waiting for test results.
- Get tested 3-5 days after travel **AND** stay home and self-quarantine for 7 days after travel.
  - Even if you test negative, stay home and self-quarantine for the full 7 days.
  - If you don't get tested, it's safest to stay home for 10 days after travel.
- If you are eligible, get fully vaccinated for COVID-19. Wait 2 weeks after getting your second vaccine dose to travel—it takes time for your body to build protection after any vaccination.

takes time for your body to build protection after any vaccination.

## Plan Ahead

Check if your airline or destination requires any health information, testing, or other documents. Some destinations require testing before travel and/or after arrival. **If you do not follow your destination's requirements, you may be denied entry and required to return to the United States.** You may have to pay any related airline fees. If you test positive at your destination, you might be required to isolate. You might be delayed from returning to the United States as scheduled.

Information about testing requirements for your destination may be available from the Office of Foreign Affairs or Ministry of Health, or the U.S. Department of State, Bureau of Consular Affairs, Country Information webpage [\[link\]](#).

Take steps to reduce higher-risk activities for 14 days before your trip and get tested 1-3 days before you travel. Testing before travel could help reduce the chance that your travel will be interrupted or delayed by COVID-19.

**Do NOT travel if you were exposed to COVID-19, you are sick, or you have tested positive for COVID-19.** Learn when it is safe for you to travel. Don't travel with someone who is sick.

## Get Tested Before Your Flight

Below is what you need to know about getting tested before your international flight.

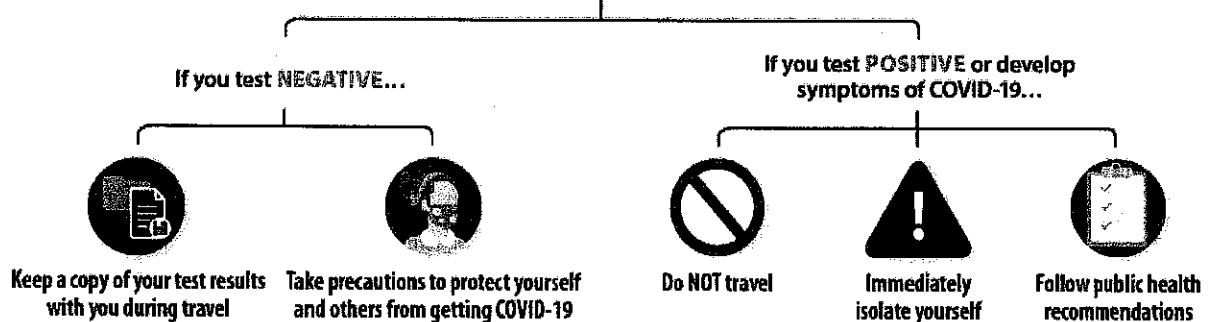
- Get tested with a viral test 1-3 days before your trip and again no more than 3 days before your return flight to the United States departs.
- Make sure you get your test results before you travel. If you are waiting for results, delay your travel.
- **Do not travel if your test result is positive;** immediately isolate yourself, and follow public health recommendations.
- A negative test does not mean that you were not exposed or that you will not develop COVID-19. Make sure to wear a mask, avoid crowds, stay at least 6 feet/2 meters (about 2 arm lengths) from others, wash your hands, and watch your health for signs of illness while traveling.
- Keep a copy of your test results with you during travel. You may be asked for them.
  - Check your destination's testing requirements before you depart—they may require specific types of tests. **If you do not follow your destination's requirements, you may be denied entry and required to return to the United States.**

**Do NOT travel if you were exposed to COVID-19, you are sick, or you have tested positive for COVID-19.** Learn when it is safe for you to travel. Don't travel with someone who is sick.

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# COVID-19: TESTING BEFORE TRAVEL

**Get tested no more than 3 days before you travel.**  
**Postpone travel if you are waiting for test results.**  
**Watch for symptoms of COVID-19.**



CS21935-A 2/16/2021 2PM

**If you fly to the US from a foreign country, you must provide a negative COVID-19 test result or documentation of recovery from COVID-19 before boarding your flight.**

[www.cdc.gov/covid19travel](https://www.cdc.gov/covid19travel)

Download 1200 x 675 | Download 1280 x 720

## Get Tested and Stay Home After Travel

- Get tested with a viral test 3-5 days after travel **AND** stay home and self-quarantine for a full 7 days after travel.
  - Even if you test negative, stay home and self-quarantine for the full 7 days.
  - If your test is positive, isolate yourself to protect others from getting infected.
- If you don't get tested, stay home and self-quarantine for 10 days after travel.
- Avoid being around people who are at increased risk for severe illness for 14 days, whether you get tested or not.

Follow all state and local recommendations or requirements after travel.

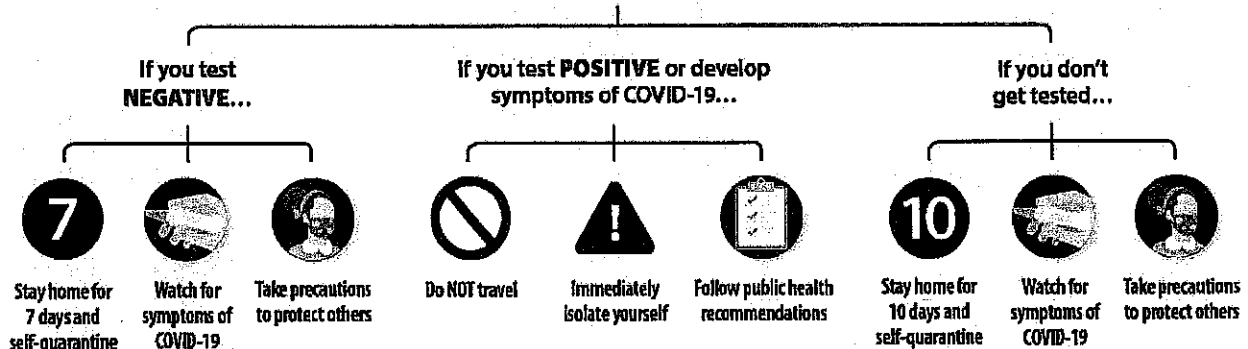
Also, take these actions after you return from travel to protect others from getting COVID-19:

- Avoid crowds and stay at least 6 feet/2 meters (about 2 arm lengths) from anyone who did not travel with you. It's important to do this everywhere — both indoors and outdoors.
- Wear a mask over your nose and mouth when in public settings. Masks are required on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations.
- If there are people in the household who did not travel with you, wear a mask and ask everyone in the household to wear masks in shared spaces inside your home for 14 days after travel.
- Wash your hands often or use hand sanitizer with at least 60% alcohol.
- Avoid being around people who are at increased risk for severe illness.
- Watch your health: Look for symptoms of COVID-19.

alternative text for web accessible infographic

# COVID-19: TESTING AFTER TRAVEL

Get tested 3-5 days after you travel.



CS321016-A 2/16/2021 11AM

If you fly to the US from a foreign country, you must provide a negative COVID-19 test result or documentation of recovery from COVID-19 before boarding your flight.

[www.cdc.gov/covid19travel](https://www.cdc.gov/covid19travel)

Download 1200 x 675 | Download 1280 x 720

## Frequently Asked Questions

### Where do I get tested?

Visit your state, territorial, tribal and local health department's website to look for the latest information on where to get tested.

### When do I need to get a test to travel to the United States and what kind of test do I need?

Get tested no more than 3 days before your flight to the United States departs. Make sure to be tested with a viral test (NAAT or antigen test) to determine if you are currently infected with COVID-19. Also, make sure that you receive your results before your flight departs and have documentation of your results to show the airline.

### Do state and local governments in the United States have separate testing requirements for air passengers?

Federal testing requirements must be met to board a plane to the United States. Some state and local governments may have similar or more restrictive testing requirements for air passengers arriving in their jurisdictions. Always check and follow state and local recommendations or requirements related to travel in addition to federal requirements.

### Where can I get a test overseas?

For information on where to obtain a test overseas, travelers should review the relevant U.S. Embassy website . Travelers may need to consider a routing change to a different country or city in order to meet the testing requirement.

### Do international destinations have testing requirements for air passengers?

Plan ahead and check for any health information, testing, or other documentation required by your airline or destination. Many countries have testing requirements and only accept specific types of tests. **If you do not follow your destination's requirements, you may be denied entry and required to return to the United States.** You may have to pay any related airline fees.

### What if I have had a COVID-19 vaccine or have tested positive for antibodies? Do I still need a negative COVID-19 test or documentation of recovery from COVID-19 to enter the United States?

Yes, at this time all air passengers traveling to the United States, regardless of vaccination or antibody status, are required to provide a negative COVID-19 test result or documentation of recovery.

### What else should I do before I travel to protect myself and others from COVID-19?

For 14 days before you travel, take everyday precautions like wearing masks, social distancing, and handwashing, and avoid the following activities that put you at higher risk for COVID-19:

- Going to a large social gathering like a wedding, funeral, or party.
- Attending a mass gathering like a sporting event, concert, or parade.
- Being in crowds like in restaurants, bars, fitness centers, or movie theaters.
- Taking public transportation like planes, trains or buses or being in transportation hubs like airports.
- Traveling on a cruise ship or river boat.

#### **Is one test enough to prevent spread during my travel?**

CDC recommends getting tested 1-3 days before your flight **AND** 3-5 days after your trip **AND** stay home and self-quarantine for 7 days. Even if you test negative, stay home and self-quarantine for the full 7 days. If you don't get tested, stay home and self-quarantine for 10 days. Getting tested in combination with staying home significantly reduces travelers' risk of spreading COVID-19.

#### **What if I recently recovered from COVID-19?**

CDC does not recommend getting tested again in the 3 months after a positive viral test, as long as you do not have symptoms of COVID-19. If you have had a positive viral test in the past 3 months, and you have met the criteria to end isolation, travel with a copy of your positive test result and a letter from your doctor or health department that states you have been cleared for travel. You will need to show this documentation of recovery from COVID-19 before you board a flight to the United States.

## More Information

[Travel During COVID-19](#)

[Testing for COVID-19](#)

[Travel Planner](#)

[Know When You Should Not Travel](#)

[Frequently Asked Questions about Travel and COVID-19](#)

[COVID-19 Travel Recommendations by Destination](#)

[Health Information for International Destinations](#)

[Protect Yourself When Using Transportation](#)

[Requirement for Face Masks on Public Transportation Conveyances and at Transportation Hubs](#)

Last Updated Feb. 18, 2021

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 79-2021**

**RE: Authorize Designation of Public Agency Compliance Officer (P.A.C.O.)/Christine Kalafut**

**WHEREAS**, NJAC 17:27-1.1, regulates equal employment opportunity in the performance of contracts funded by the state; and

**WHEREAS, NJAC 17:27-3.2** requires that a public agency annually designate a public agency compliance officer who shall be responsible for ensuring the agency's compliance with the regulations;

**NOW, THEREFORE, BE IT RESOLVED** that Christine Kalafut, Borough Treasurer and Qualified Purchasing Agent, is hereby designated as the Public Agency Compliance Officer for Equal Employment Opportunity pursuant to this action.

**BE IT FURTHER RESOLVED** that a copy of this resolution to the New Jersey Department of Treasury, Division of Contract Compliance & Equal Opportunity Office

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

**Adopted: April 13, 2021**

**ATTEST:**

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

**APPROVED:**

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

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 80-2021**

**RE: A Resolution Adopting Revised Rules and Regulations for the Borough of Montvale Police Department**

**Whereas**, the Borough of Montvale Police Department is in the process of receiving re-accreditation in order to improve the standards and performance of the Police Department; and

**Whereas**, in connection therewith, it has been recommended that the Mayor and Council adopt revised Rules and Regulations governing the operations of the Police Department; and

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

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

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

**Adopted: April 13, 2021**

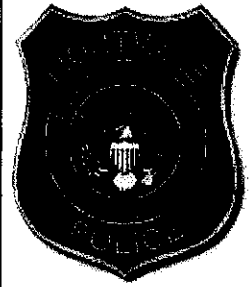
**ATTEST:**

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

**APPROVED:**

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

# MONTVALE POLICE DEPARTMENT



SUBJECT: RULES AND REGULATIONS

EFFECTIVE DATE: April 2021

NUMBER OF PAGES: 32

ACCREDITATION STANDARDS: 1.1.1d, 1.4.1, 1.4.3, 1.5.2a

BY THE ORDER OF:  
Chief of Police Joseph Sanfilippo

APPROPRIATE AUTHORITY:



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## **CHAPTER 1**

### **INTRODUCTION**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **1:3.1 Application**

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

### **1:3.2 Distribution**

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

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

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

### **1:3.4 Familiarization**

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

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

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

### **1:3.6 Severability**

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

## **1:4 DEFINITIONS**

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

The Mayor and Council of the Borough of Montvale as defined and designated by authority of Municipal Ordinance §84-1 of the Borough of Montvale pursuant to N.J.S.A. 40A:14-118.

### **1:4.2 Authority**

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

**1:4.3 Chain of Command**

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

**1:4.4 Chief of Police**

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

**1:4.5 Commanding Officer**

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

**1:4.6 Days Off**

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

**1:4.7 Detail**

A temporary assignment of personnel for a specialized activity.

**1:4.8 Employee**

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

**1:4.9 Gender**

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

**1:4.10 Incompetence**

Incapable of satisfactory performance of police duties.

**1:4.11 Insubordination**

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

**1:4.12 Lawful Order**

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

**1:4.13 May/Should**

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

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

Any duly sworn police officer of the department.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**1:4.24 Shall/Will**

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

**1:4.25 Shift**

Designates the basic time unit for a specific assignment.

**1:4.26 Special Law Enforcement Officer**

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

**1:4.27 Staff Supervision**

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

**1:4.28 Subordinate**

A member lower in rank than his superior officer.

**1:4.29 Superior Officer**

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

**1:4.30 Supervisor**

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

**1:4.31 Tense of Words**

The words used in the present tense include the future.

**1:4.32 Tour of Duty**

The shift during which an individual member is on duty.

**1:4.33 Unpaid Leave of Absence**

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

**1:4.34 Zones/Post**

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

## **1:5     CODE OF ETHICS**

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

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

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

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

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

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

### **1:6.1    Mission Statement**

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

### **1:6.2    Core Values**

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



## CHAPTER 2

### ORGANIZATION

#### 2:1 GENERAL DUTIES AND RESPONSIBILITIES

##### 2:1.1 Chief of Police

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

##### 2:1.2 Supervisors

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

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

##### 2:1.3 Police Officers

Police officers shall:

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

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

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

Civilian employees shall:

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

**CHAPTER 3**  
**RULES OF CONDUCT**

**3:1    GENERAL CONDUCT**

**3:1.1    Performance of Duty**

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

**3:1.2    Action Off-Duty**

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

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

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

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

**3:1.4    Withholding Information**

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

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

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

**3:1.6    Insubordination**

Employees shall not:

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

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

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

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

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

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

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

**3:1.10 Posting Bail**

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

**3:1.11 Use of Force**

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

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

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

**3:1.13 Driver's License**

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

**3:1.14 Address and Telephone Numbers**

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

**3:2 ISSUING ORDERS**

**3:2.1 Manner of Issuing Orders**

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

**3:2.2 Unlawful Orders**

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

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

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

## **3:3 RECEIVING ORDERS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **3:4.3 Reports**

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

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

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

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

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

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

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

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

#### **3:5.4 Rewards**

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

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

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

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

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

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

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

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

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

1. No employee of the department will appear for, or be on duty, under the influence of an alcoholic beverage or drugs, or be unfit for duty because of use of drugs or an alcoholic beverage. The reasonable opinion of a supervising officer that the employee is under the influence or has alcohol or drugs in the employee's system shall be sufficient to establish a violation of this provision. In addition, the presence of detectable level of alcohol as tested by breath, blood, urine or other medical test shall constitute a violation of this provision. Superior officers shall not assign to duty any employee in an unfit condition due to the use of intoxicants and shall immediately relieve of duty and service weapon any employee found on duty in such condition. Supervisors shall not allow to remain on duty, any employee whose fitness for duty is questionable due to the use of alcoholic beverages or medication. The superior officer shall submit a written report of the incident to the Chief of Police.
2. Employees of the department, shall not drink any kind of intoxicating beverage while on duty, or take any drugs not duly prescribed and necessary for health at any time, except on special assignment authorized by the Chief of Police. Sworn employees shall not drink any kind of intoxicating beverage while in uniform. An employee, while assigned to duty in civilian clothes, may use intoxicants if absolutely necessary in the performance of duty, provided such use does not render them unfit for proper and efficient performance of duty. Under no circumstances shall legally defined intoxication be considered justifiable. Such use must be documented in writing, detailing the reasons therefore and the amounts consumed.

3. Taking Prescription or other Medication While on Duty/Notification about Medication – Pursuant to the Americans with Disabilities Act, 42 U.S.C. §12112, (“ADA”) employees of the department shall disclose to the Chief of Police or his/her designee that they are taking medication (prescription or non-prescription) that may affect their ability to perform their duties, including but not limited to using a firearm, operating a radio, or operating a motor vehicle. Such employee shall also disclose the expected duration of their use of such medication. Medical information may be disclosed to supervisors where they need such information to provide a reasonable accommodation or to meet an employees work restrictions. The department reserves the right in appropriate cases to require medical clearance before allowing the employee to return to regular duties. The department reserves the right to take appropriate action in the case of any employee who is impaired on duty for any reason, including the use of prescription or non-prescription medication who has failed to give proper advance notification.
4. Intoxicating beverages may not be consumed at or in the police station or ancillary facilities.
5. No sworn member of the department shall, at any time when in uniform, or any part thereof, except in the performance of duty, enter any place in which intoxicating liquor is served/sold, unless authorized by a supervisor. This provision does not include establishments with a separate dining area where the serving of alcoholic beverages is not the primary function (e.g. certain diners and restaurants which have a liquor license).
6. Employees shall not bring into or keep any alcoholic beverages or drugs on department premises except when necessary in the performance of a police related task. Alcoholic beverages or drugs brought into department premises in the furtherance of a police related task shall be properly identified and stored according to department written directive.
7. No employee shall report for regularly scheduled duty, with the odor of an alcoholic beverage on their breath.
8. No liquor license shall be held by any regular police officer, or by any profit corporation or association in which any such person is interested, directly or indirectly.
9. Pursuant to law, members of the Montvale Police Department may not be employed by a business located in the Borough, which is licensed to sell alcoholic beverages in New Jersey. Members of the Montvale Police Department may be employed by such licensed businesses, which are located outside the Borough of Montvale with prior notice to the Chief of Police and under the following legal conditions:
  - a. Police officers so employed shall not, while engaged in the selling, serving, possessing or delivering of any alcoholic beverages: (1) have in his possession any firearm, or; (2) wear or display any uniform, badge or insignia which would identify them as a police officer.
  - b. No police officer so employed shall be permitted to work in excess of twenty-four (24) hours per week in any such establishment.

When a licensee has circumstances that require the use of trained police officers to provide crowd or traffic control or security for money, the municipality may assign regular police officers to the licensed premises for these purposes. The municipality may either bill the licensee for such cost or may require the licensee to prepay for the services. In no event, however, may the licensee directly hire or pay these police officers. (See N.J.A.C. 13:2-23.31; N.J.S.A. 33:1-26.1).



The Chief of Police retains the right to advise any police officer that for the good of the Department or for other operational reasons (including but not limited to the ability to work overtime), the officer cannot obtain or retain such employment.

### **3:6.2 Substance Testing**

1. Members will be ordered to submit to drug testing when there is a reasonable suspicion to believe that the member is using drugs illegally, in accordance with the Office of the New Jersey Attorney General's Guidelines on Drug Testing and any policy mandated by the Bergen County Prosecutor.
2. Random drug screening shall be ordered by the Chief of Police from time to time. If the Chief of Police orders random drug screening it shall be in accordance with the Office of the New Jersey Attorney General's Guidelines on Drug Testing and any policy mandated by the Bergen County Prosecutor.

## **3:7 DUTY CONDUCT**

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

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

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

Every member who fails to appear for duty at the date, time and place specified without the consent of competent authority, is "absent without leave". All AWOL must be reported in writing to the Chief of Police immediately. Any member who is absent without leave for a continuous period of 5 days shall forfeit their position in the department, pursuant to N.J.S.A. 40A:14-122.

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

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

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

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

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

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

### **3:7.6 Retaliation**

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

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

If a supervisor and subordinate enter into a dating relationship, marital relationship or civil union during the course of employment, and the department reasonably believes the relationship may create a conflict of interest, one of the employees shall be transferred to another assignment. A

supervisor or subordinate involved in a personal relationship as described within shall report the relationship to the supervisor's commander. Failure to report such a relationship may subject the involved employees to discipline.

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

P.L. 2009, C.182 "NJ Smoke-Free Air Act" approved July 20, 2010 provides for an employer's obligation to establish a policy protecting the health, welfare and comfort of employees from those employees who smoke tobacco, to include electronic smoking devices. That written directive must establish designated non-smoking areas. It is the policy of this department not to allow smoking in any office or vehicle assigned to the Montvale Police Department. Employees desiring to smoke may do so outside or in an area designated for smoking. It is the rule of this department not to allow smoking in any designated crime scene area.

### **3:7.9 Distracters**

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

### **3:7.10 Relief**

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

### **3:7.11 Meals**

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

### **3:7.12 Training**

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

### **3:7.13 Inspections**

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

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

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

1. Meeting with other officers (except in performance of their police duties) without permission of supervisor, sleeping, loafing, idling;
2. Reading material other than department required materials (except at meals);
3. Conducting private business while on duty;
4. Unlawful gambling, unless to further a police purpose such as conducting an investigation of suspected criminal activity as authorized through the chain of command;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Sideburns shall not extend below the bottom of the ear. The maximum width at the bottom of the sideburns shall not exceed one and one-quarter inch. A clean-shaven appearance is required at all times except that mustaches are permitted. Mustaches shall be neatly trimmed and shall not exceed more than one quarter of an inch below the corner of the mouth. Mustache ends will not be waxed or twisted. Beards shall not be permitted. Personnel with a medical condition, which precludes shaving, shall be required to present a written statement, signed by a medical doctor, verifying such condition. Beards may be permitted for religious reasons upon approval of the Chief of Police. Non-uniformed employees may deviate from the above beard standard as authorized by the Chief of Police or designee.

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

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

Hair shall not be worn longer than the bottom of the shirt or coat collar at the back of the neck when standing with the head in a normal position. Hair may be worn slightly over the ears, but in no case shall the bulk or length of hair interfere with the wearing of the authorized uniform head-gear. Braids, pigtailed, etc., shall not be permitted on duty. A ponytail not to be worn longer than the bottom of the shirt or coat collar, a bun or twist will be permitted on the back of the head, provided it is worn in a conservative, neat manner and does not interfere with the wearing of department headgear. No ribbons or ornaments

shall be worn in the hair except for neat inconspicuous bobby pins or conservative barrettes, which blend with the hair color. Hair coloring, if used, must appear natural. Civilian female employees may be permitted deviation of hair length by the Chief of Police.

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

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

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

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

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

Definitions:

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

The following tattoos, scarifications and brands are prohibited:

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

**3:8.5 Identification as Police Officer**

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

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

#### **3:9.1 Equipment On-Duty**

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

#### **3:9.2 Equipment Off-Duty**

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

#### **3:9.3 Firearms**

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

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

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

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

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

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

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

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

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

#### **3:9.8 Notices**

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

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

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

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

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

### **3:9.11 Transporting Non-Borough Employees**

Non-Borough employees shall not be transported in department vehicles, except as necessary in the performance of official police duties. Such transportation will be done in conformance with department written directive.

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

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

### **3:9.13 Inspection**

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

### **3:9.14 Liability**

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

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

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

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

### **3:10.1 Restrictions**

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

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

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

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

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

### **3:10.4 Telephones**

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

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

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

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

### **3:11.1 Publicity**

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

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

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

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

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

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

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



### **3:11.5 Courtesy**

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

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

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

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

Courtesy and civility toward the public is required of all employees of the department. Employees shall not use words which humiliate, disparage, demean, degrade, ridicule, or insult a person because of their race, creed, color, national origin, ancestry, age, sex, gender identity or expression, affectional or sexual orientation, marital status, domestic partner or civil union status, familial status, liability for service in the Armed Forces of the United States, disability, atypical hereditary cellular or blood trait, genetic information, nationality, pregnancy or other protected class (N.J.S.A 10:5-1 et seq.).

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

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

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

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

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

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

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

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

## **3:12 POLITICAL ACTIVITIES**

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

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

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

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

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

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

### **3:12.4 Contributions**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **3:13.5 Truthfulness**

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

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

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

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

An employee shall not volunteer to testify in civil actions and shall not testify unless legally subpoenaed. Employees will accept all subpoenas legally served. If the subpoena arises out of department employment or if the employee is informed that he is a party to a civil action arising out of department employment, he shall immediately notify the Chief of Police, who in turn shall notify the proper authorities. He shall also notify the Chief of Police of testimony he is to give. Employees shall not enter into any financial understanding for appearances as witnesses prior to any trial, except in accordance with department directives.

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

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

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

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

### **3:13.10 Civil Process**

Members shall not serve civil process or assist in civil cases unless the specific consent of the Chief of Police is obtained. They shall avoid entering into civil disputes, particularly while

performing their police duties, but shall prevent or abate a breach of the peace or crime in such cases.

### **3:13.11 Internal Affairs Investigations**

The Police Department hereby adopts and incorporates the "Internal Affairs Policy & Procedures" of the Police Management Manual promulgated by the Police Bureau of the Division of Criminal Justice in the Department of Law and Public Safety to govern the conduct of internal affairs investigations.

## CHAPTER 4

### DISCIPLINARY REGULATIONS

#### 4:1 DISCIPLINARY ACTION

##### 4:1.1 Disciplinary Action

Department employees regardless of rank or assignment, shall be subject to disciplinary action, according to the nature or aggravation of the offense, for violating their oath and trust by committing an offense, incapacity, misconduct or disobedience of established department Rules and Regulations punishable under the laws or statutes of the United States, the State of New Jersey, municipal ordinances, or failure, either willfully or through negligence or incompetence to perform the duties of their rank or assignment; or for violation of any written directive or rule or regulations of the department; or for failure to obey any lawful instruction, order, or command of a superior or supervisor. Disciplinary action in all cases will be decided on the merits of each case.

The disciplinary system established herein shall reflect the overarching emphasis for improving the quality of service being delivered by employees of this department. Discipline should not engender a strictly negative connotation. The disciplinary process is meant to correct employee actions and conduct that tend to impede the efficient and effective operation of the department. The proper use of discipline can achieve this objective without realizing a reduction in morale. Training and counseling shall be a function of the department's overall disciplinary system. In lieu of discipline, training and counseling may be corrective actions used to modify an employee's performance.

##### 4:1.2 Establishing Elements of Violation

Existence of facts establishing a violation of the law, ordinance, or rule is all that is necessary to support any allegation of such as a basis for disciplinary action. Nothing in these rules and regulations prohibits disciplining or charging employees merely because the alleged act or omission does not appear herein, in the department, or in laws and ordinances within the cognizance of the department.

#### 4:2 DEPARTMENT AUTHORITY TO DISCIPLINE

All disciplinary procedures shall be in accordance with the laws of the State of New Jersey, applicable case law, Borough employee manual, administrative regulations and the municipal ordinances of the Borough of Montvale. Emergency suspensions of employees of the police department must be taken or approved by the Chief of Police. Except as otherwise provided by applicable law, the department disciplinary authority and responsibility rests with the Chief of Police.

##### 4:2.1 Corrective Actions/Disciplinary Dispositions

The following actions may be taken regarding any conduct felt to be in violation of any policy, procedure, rule and regulation of the police department.

**Training** - Certain minor offenses may be handled through targeted training. Supervisors have an affirmative obligation to observe the conduct and appearance of employees and detect those instances wherein corrective action (training) may be necessary.

- **Verbal Instruction** - The supervisor may, depending on the circumstances, provide individual on the spot training where such is indicated.
- **Peer Training** - The supervisor may assign the employee to another employee with experience in the area where training is indicated.
- **In-Service Training** - The supervisor may refer the employee to an in-service training program.

**Counseling** - Certain first offenses are sufficiently minor in nature and may be handled by supervisors by documenting the counseling session on a performance notice. There are no appeal rights for counseling notices except as may exist under applicable collective negotiations agreements. The final disposition notice regarding the Counseling shall be filed in the employee's personnel file. Performance notices of Counseling will be maintained in the officer's personnel file in a sub-folder as reference for "pre-discipline", and will be used to substantiate a higher level of discipline in the event of repeated similar violations and/or other minor violations. Performance notices solely documenting "pre-discipline" will not be considered discipline for purposes of promotional procedures.

**Verbal Reprimand** - In some cases, a minor infraction may warrant more than counseling, but less than a written reprimand. In those instances, a report of the offense shall be documented by a Performance Notice and issued to the employee as a verbal reprimand. There are no appeal rights for verbal reprimands except as may exist under applicable collective negotiations agreements. The final disposition notice regarding the discipline shall be filed in the employee's personnel file.

**Written Reprimand** - In some cases, the misconduct may warrant more stringent measures. In these instances, a report of the offense shall be documented and issued to the officer as a written reprimand. There are no appeal rights for written reprimands except as may exist under applicable collective negotiations agreements. The final disposition notice regarding the discipline shall be filed in the employee's personnel file.

**Formal Charges** - Serious violations and those committed as one in a series of repeated violations require swift and certain punitive measures in order to maintain proper discipline within the department. The final disposition notice regarding the discipline shall be filed in the employee's personnel file pursuant to department policy. The following disciplinary actions may be taken in accordance with the laws of the State of New Jersey:

- Voluntary surrender of time off in lieu of other action;
- Suspension or Fine;
- Demotion in rank;
- Dismissal.

#### **4:2.2 Appeals Procedure**

1. The appeal of discipline imposed against a member or employee may be taken consistent with laws of the State of New Jersey and/or the grievance procedures of the current collective negotiation agreements and employee manuals.
  - a. Appeal to Superior Court

- 1) Any member or employee of the department who has been tried and convicted upon any disciplinary charge or charges involving formal discipline (above the level of a reprimand) may obtain review in Superior Court or, where permitted by law, a removal may be appealed to an arbitrator appointed by the Public Employment Relations Commission.
- 2) Such review shall be obtained by serving a written notice of an application therefore upon the officer or board whose action is to be reviewed within 10 days after written notice to the member of the conviction. The officer or board shall transmit to the court a copy of the record of such conviction, and of the charge or charges for which the member was tried.
- 3) The court shall hear the cause de novo on the record below and may either affirm, reverse or modify such conviction. If the member shall have been removed from his position, the court may direct that he be restored to such position and all his rights pertaining thereto, and may make such other order judgment as said court shall deem proper.
- 4) Either the Borough of Montvale or the member may supplement the record with additional testimony subject to the rules of evidence.
- 5) Suspension or fines of five days or less may be appealed under a grievance procedure contained in a collective negotiations agreement if the collective negotiation agreement so provides, except where the employee has been suspended or fined for an aggregate of fifteen or more days in a calendar year, or more than three times in a calendar year.

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 81-2021**

**RE: Award Contract McNerney & Associates/Preparation/Appraisal Report/Tax Appeal/  
Thomas Caleca**

**WHEREAS**, the Borough of Montvale (hereinafter the "Borough") is the taxing authority for all properties located within its municipal borders, and;

**WHEREAS**, the owner of real property located at 110 Upper Saddle River Road and identified as Block 108 Lot 6 has filed a property tax appeal challenging the Borough's assessment of the property for the 2019, 2020 and 2021 tax years, and;

**WHEREAS**, the Borough is seeking to retain the services of a licensed appraisal company to assist in the defense of the aforesaid tax appeal, and to memorialize its conclusions of value in a certified trial-ready appraisal report that covers the aforementioned tax years, and;

**WHEREAS**, the Borough had received a Proposal, dated April 5, 2021, from McNerney & Associates, Inc. (hereinafter the "Proposal") to prepare an appraisal report for the total amount of \$2,500.00, and;

**WHEREAS**, a copy of the aforementioned Proposal is attached hereto as an Exhibit to this resolution, and;

**WHEREAS** the appointment of McNerney & Associates, Inc. is considered a professional service appointment exempted by N.J.S.A. 40A:11-5 of the Local Public Contracts Law.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Montvale, that McNerney & Associates, Inc. is hereby appointed and authorized to prepare a trial ready appraisal report for the property located at 110 Upper Saddle River Road, at Block 108 Lot 6 in the Borough of Montvale, in accordance with the terms set forth in the April 5, 2021 Proposal attached herein.

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

**Adopted: April 13, 2021**

ATTEST:

APPROVED:

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

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



# McNerney & Associates, Inc.

Real Estate Appraisal Services • 266 Hamistown Road., PO Box 67, Glen Rock, New Jersey 07452-0067 • (201) 670-8558 • Fax (201) 670-0913

April 5, 2021

William Betesh, Esq.  
Boggia, Boggia, Betesh & Voytus, LLC  
71 Mt. Vernon Street  
Ridgefield Park, New Jersey 07660

**Re: Caleca vs. Borough of Montvale**  
**Block 108 Lot 6**  
**110 Upper Saddle River Road**  
**Montvale, New Jersey**

Dear Mr. Betesh:

I am in receipt of your request for proposal relative to the above referenced property. Please be advised that the fee for preparing an appraisal report for the pending Tax Appeal of the subject property for tax years 2019-2021 is \$2,500 and will include all out-of-pocket expenses. This report will be delivered within 30 days of authorization by the Mayor and Council to proceed.

In addition to said professional fee for this assignment, we will be compensated at a rate of \$100 per hour, for any time expended by us should we be required (by subpoena or otherwise) or requested by you or your representatives to become involved in any litigation or legal proceeding in any way involving this engagement, the appraisal work we produce of the property which is the subject of this assignment.

In the event you have any questions regarding this proposal, please do not hesitate to contact me.

Sincerely yours.



Robert McNerney, MAI, SRA, CRE  
President

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 82-2021**

**RE: Amending Resolution No. 48-2021 To Establish Additional Recreational Fees for Year 2021/Basketball Courts**

**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

<u>Program Name</u>	<u>Session Length</u>	<u>Resident Fee</u>	<u>Non-Resident Fee</u>
<b>30+ Basketball</b>	Sept-May	\$75	\$95
<b>Adult Soccer</b>	10 weeks	\$15	\$20
<b>Golf Instruction- TGA</b>	6 weeks	\$105	\$125
<b>Pickleball Clinic</b>	3 weeks	\$50	\$65
<b>Pickleball Clinic Drop In Fee</b>	1 class	\$20	\$25
<b>Pickleball Program</b>	January-May	\$50	\$75
<b>Summer Camp: Grades 1-5</b>	4 weeks	\$348 per child \$1044 family max	\$408 per child \$1224 family max
<b>Adventure Camp: Grades 6-7</b>	4 weeks	\$450 per child	\$510 per child
<b>Summer Camp Resident/Non-Resident</b>	\$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.		
<u>Program Name</u>	<u>Session Length</u>	<u>Resident Fee</u>	<u>Non-Resident Fee</u>
<b>Extended Day Multisport Camp by TGA During Summer Camp Weeks Only</b>	1 week (2:30-6:30pm)	\$220	\$250

<b>Multisport Camp by TGA</b> After Summer Camp Weeks Conclude and/or During School Breaks	1 week (Half Day)	\$245	\$255
	1 week (Full Day)	\$295	\$305
	1 week (Full Day + After Care)	\$375	\$395
<b>TaeKwon-Do</b>	8 weeks (@ 2 classes per week)	\$120	\$180
<b>Tai Chi</b>	8 weeks	\$80	\$100
<b>Montvale Senior Club Tai Chi Discount:</b>	8 weeks	\$40	\$40
<b>Tennis Lessons</b>	6 weeks	\$80	\$120
	5 weeks	\$65	\$100
<b>Tennis Badges</b>			
Adult (Ages 18-61)	March-December	\$30	\$60
Child (Ages 17 & Younger)	March-December	\$10	\$20
Family Max	March-December	\$50	\$100
Seniors (Ages 62 & Up)	March-December	Free	\$10
		\$10 Fee for Replacement Tennis Badge	
<b>Basketball Badges</b>			
Adult (Ages 18-61)	Residents: Lifetime Non-Residents: January- December	Free	\$25
Child (Ages 17 & Younger)	Residents: Lifetime Non-Residents: January- December	Free	\$15
Seniors (Ages 62 & Older)	Residents: Lifetime Non-Residents: January- December	Free	\$10
		\$5 Fee for Replacement Basketball Badge	
<b>Ultimate Frisbee by TGA</b>	6 weeks	\$60	\$80
<b>Volleyball- Adult</b>	January-May	\$50	\$80
<b>Volleyball- Girls</b>	8 weeks	\$80	\$75
<b>Yoga</b>	8 weeks	\$80	\$100
<b>Yoga Mini Session</b>	4 weeks	\$40	\$100
<b>Youth Theater</b>	September-December	\$10	\$50

**WHEREAS,** Borough Owned Recreational Fields and Facilities 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 1 and June 1 for the respective Spring and Fall seasons.

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

<u>Facilities</u>	<u>Fee</u>	<u>Resident Team/Corporation</u>	<u>Non-Resident Team/Corporation</u>
<b>Ballfields:</b> Baseball or Softball (Memorial, Fieldstone or LaTrenta)	Per Hour Per Field (2 hour minimum)	\$25	\$50
<b>Turf Fields:</b> Soccer or Lacrosse (Fieldstone)	Per 2 Hour Time Slot Per Field	\$75 (full field) \$50 (half field)	\$150 (full field) \$100 (half field)
<b>Basketball Courts:</b> (Memorial)	Per Hour: Court #2 Only	\$25	\$50
<b>Tennis Court Group Reservation</b> (Memorial or LaTrenta) *Two court maximum reservation at any one location	Per Day	\$25	\$50
<b>Corporation Event Field Reservation</b> (1 scheduled day plus 2 rain dates)	Per Day	\$200	\$400

### Field and Facility Permit Regulations

MAL endorsed programs in sports that are not offered by MAL, and which have Montvale residents participating, shall be charged the resident fee for field use.

**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 or 2 hour time period or any part thereof, that a field/facility 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.

Field/Facility users who provide 7 days or more notice of changes in their scheduled use can receive a time credit if the scheduled hours are decreased. Any changes in field schedules without 7-day notice will not receive a time credit for unused field time. Time credits are only valid for the existing season and the following season.

Field/facility users applying for 50 or more field hours per season will be billed by their total sum of hours.

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 1<sup>st</sup> for Spring season and June 1<sup>st</sup> for Fall season, 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							
Koelling							
Lane							
Roche							
Russo-Vogelsang							

**Adopted: April 13, 2021**

ATTEST:

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

APPROVED:

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

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 83-2021**

**RE: Refund Tax Overpayment / Block 2501; Lot 17 / 5 Meadow Lane**

**WHEREAS**, a resolution authorizing the Borough of Montvale to refund an overpayment of taxes; and

**WHEREAS**, the owner of 5 Meadow Lane, Aram Bedrosian, is totally exempt from taxes due to his Veteran status, he received, a Homestead Rebate, from the State of New Jersey, which is applied as a credit towards 2<sup>nd</sup> quarter taxes in the amount of \$411.63; and

**WHEREAS**, a refund in the amount of \$1,547.91 as a pro-rated amount of taxes paid in February due to being totally exempt; and

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Montvale, County of Bergen, New Jersey, that the Tax Collector be and is hereby authorized to refund in the amount of \$1,959.54 to Aram Bedrosian, 5 Meadow Lane, Montvale, NJ 07645

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

**Adopted: April 13, 2021**

**ATTEST:**

**APPROVED:**

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

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

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 84-2021**

**RE: A Resolution Establishing Rules and Regulations for the Basketball Courts**

**Montvale Basketball Courts**

**Accessibility**

1. Prior to use of the basketball courts, all residents and non-residents must first obtain an annual badge in accordance with the below fee schedule.
2. Annual Badges must be obtained from Montvale Borough Hall during normal operation hours; Monday-Friday, 8:30AM-4:30PM.
3. All residents are eligible for an annual badge granted the below rules/regulations are followed. One family member can apply on the behalf of all family members residing within the same household. Residents will receive one badge per family member. All badge users must be listed on the application form. Badges are non-transferable and non-refundable.
4. Non-Residents may apply on behalf of all family members residing within the same household, but the below fees will apply to each individual listed.
5. Season commencing January 1<sup>st</sup> – December 31<sup>st</sup>.
  - a. All non-resident badges will expire each year on December 31<sup>st</sup>. Non-residents must obtain a new badge each year.
  - b. Resident badges do not need to be renewed each year.

**Rules and Regulations**

1. Badges must be worn in a visible location at all times while on the basketball courts.
  - a. Upon request by a Police Officer, Recreation Director, or other Borough official, officer or employee, members must present their badge.
  - b. Any person who shall fail upon request to produce a valid badge (or permit, where applicable) shall immediately leave the court. Failure to immediately leave the court under such circumstances shall be deemed a violation of these rules and regulations.
2. Court 1 shall be strictly reserved for Montvale residents with badges.
3. Court 2 may be used by resident and non-resident badge holders alike.
4. Court 2 can be reserved, on a limited basis, by obtaining a permit from the Field Coordinator. Permit applicants are subject to additional rules and regulations stated within the permit application.
5. All sporting activities conducted by leagues, organizations, teams, trainers or coaches must obtain a permit for court time from the Field Coordinator prior to use.
6. Profane, loud, threatening, insulting, indecent and abusive language is prohibited.
7. Amplifiers for music shall not be unreasonably loud.
8. All trash and recycling shall be placed in proper receptacles. Users shall leave the facility in the same condition in which it was found, or better.
9. On-court play shall be limited to 60 consecutive minutes (aside from permit holders). Play may continue thereafter until others appear to exercise their playing privileges, in which event such players then on the court shall immediately retreat therefrom. Replay shall be allowed upon a player's positioning his or herself last in consecutive order of those waiting to play upon expiration of a player's court time.
10. Violations of the above rules/regulations can result in a fine and/or forfeiture of an annual badge for a period of one year and may additionally affect the ability to obtain a badge in future years.

### **Fee Schedule**

#### **Resident**

Adult (Ages 13 & up)- Free  
Child (Ages 12 & under)- Free  
badge  
Seniors (Ages 62 & up)- Free  
badge  
Replacement Badge- \$5 per badge

#### **Non-Resident**

Adult (Ages 13 & up)- \$25 per badge  
Child (Ages 12 & under)- \$15 per  
Seniors (Ages 62 & up)- \$10 per  
Replacement Badge- \$5 per badge

### **Borough Code Chapter 292 Article 4**

- c. Any persons who shall violate any provision of this Chapter or the rules and regulations promulgated hereunder shall be subject to suspension of membership for a period of one year from the date of conviction of a violation thereof.
- d. Penalties. Any person who shall violate the provisions of this Chapter shall be subject to a fine of not less than \$100.

The Municipal Court shall have jurisdiction to impose sanctions for violations of this ordinance.

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

**Adopted: April 13, 2021**

ATTEST:

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

APPROVED:

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



## RESOLUTION

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

<u>FUND</u>	<u>AMOUNT</u>	<u>NOTES</u>
Current	\$3,587,898.75	Bill List Wire 4/13/2021
	<u>312,141.05</u>	Wires/Manual Checks
Current TOTAL	3,900,039.80	
Capital	34,072.25	Bill List Wire 4/13/2021
Escrow	38,957.01	Bill List Wire 4/13/2021
Housing Trust	1,226.30	Bill List Wire 4/13/2021
Open Space Trust	687.50	Bill List Wire 4/13/2021
General Trust	3,030.89	Bill List Wire 4/13/2021
Dog Trust	72.00	Bill List Wire 4/13/2021

*This resolution was adopted by the Mayor and Council of Montvale  
at a meeting held on 4/13/21*

Introduced by: \_\_\_\_\_

Approved: 4/13/21

Seconded by: \_\_\_\_\_

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

ATTEST:

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

**MANUAL/VOID CHECKS - WIRES****April 13, 2021**

<u>Check #</u>	<u>PO #</u>	<u>Date</u>	<u>Transaction/Vendor</u>	<u>Amount</u>
WIRE		3/31/21	Payroll Account-Current	\$200,175.06
WIRE		3/31/21	Salary Deduction Account	\$111,935.99
WIRE		3/31/21	FSA Account	\$30.00
<b>Total</b>				<hr/> \$312,141.05

April 7, 2021  
12:41 PM

Borough of Montvale  
Bill List By Vendor Id

Page No: 1

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

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

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
00022 BERGEN CTY MUNICIPAL JIF	21-00059	01/06/21	2021 JIF LIABILITY INSURANCE	Open	102,116.00	0.00		B
00023 BERGEN CTY UTILITIES AUTHORITY	21-00182	01/25/21	2021 SEWER SERVICE CHARGES	Open	226,422.00	0.00		B
00047 D & E UNIFORM	20-01501	11/30/20	ROBALINO CLOTHING ALLOWANCE	Open	246.00	0.00		
	21-00318	03/03/21	DUBELBEISS CLOTHING ALLOWANCE	Open	126.00	0.00		
					372.00			
00065 GENERAL CODE PUBLISHERS, LLC	21-00417	03/26/21	CODE ANALYSIS & COMPOSITION	Open	3,000.60	0.00		
00071 SUEZ WATER NEW JERSEY	21-00471	04/07/21	10003825412222 - SUEZ APRIL	Open	15,402.88	0.00		
00097 CABLEVISION	21-00357	03/11/21	07873-199375-01-1 CABLEVISION	Open	194.96	0.00		
00104 MONTVALE BOARD OF EDUCATION	21-00039	01/05/21	2021 LOCAL SCHOOL TAXES	Open	1,815,293.00	0.00		B
00118 NJ STATE LEAGUE OF	21-00411	03/24/21	2021 MUNICIPAL DIRECTORY	Open	210.00	0.00		
00137 PASCACK VALLEY REGIONAL HS DST	21-00038	01/05/21	2021 REGIONAL SCHOOL TAXES	Open	1,161,696.50	0.00		B
00142 PITNEY BOWES, INC.	21-00183	01/25/21	2021 POSTAGE MACHINE LEASE	Open	953.28	0.00		B
00178 FAIR GAME GOOSE CONTROL INC.	21-00177	01/25/21	2021 GOOSE CHASING-BOARD OF ED	Open	687.50	0.00		B
	21-00178	01/25/21	2021 GOOSE CHASING-BD OF HLTH	Open	687.50	0.00		B
					1,375.00			
00183 LINCOLN NAT'L LIFE INS CO	21-00294	02/25/21	LOSAP 2020 FIRE DEPARTMENT	Open	18,900.00	0.00		
00186 PRIMEPAY, LLC	21-00179	01/25/21	2021 FSA FEES	Open	115.50	0.00		B
00215 TOWNSHIP OF RIVER VALE	21-00040	01/05/21	2021 PASCACK VALLEY DPW	Open	152,675.13	0.00		B
00244 EAST COAST EMERGENCY LIGHTING	21-00169	01/21/21	LED BACK-UP LIGHTS M-5 TRUCK	Open	552.96	0.00		

April 7, 2021  
12:41 PM

Borough of Montvale  
Bill List By Vendor Id

Page No: 2

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
00254 LTF REAL ESTATE COMPANY, INC.	21-00427	03/31/21	RELEASE OF ESCROW	Open	14,921.26	0.00		
00258 ROCKLAND ELECTRIC COMPANY	21-00470	04/07/21	ROCKLAND ELECTRIC - MARCH 2021	Open	15,202.09	0.00		
00329 NJ STATE DEPT. OF HEALTH	21-00423	03/31/21	STATE LICENSE DOG FEE - MARCH	Open	72.00	0.00		
00375 BOROUGH OF PARK RIDGE	21-00303	03/01/21	2020 LOSAP TRI-BORO AMBULANCE	Open	9,661.66	0.00		
	21-00331	03/04/21	TRI-BORO FUEL - JANUARY 2021	Open	3,834.09	0.00		
	21-00339	03/08/21	GOOSETOWN TRIBORO REPAIR	Open	360.00	0.00		
					13,855.75			
00400 FAIRFIELD MAINTENANCE, INC.	20-01408	11/12/20	EMERGENCY TANK REPAIRS DPW	Open	17,676.00	0.00		
	21-00393	03/22/21	A/B MONTHLY TANK INSPECTION	Open	376.00	0.00		
	21-00409	03/24/21	A/B MONTHLY TANK INSPECTION	Open	376.00	0.00		
					18,428.00			
00406 RUTGERS, STATE UNIVERSITY NJ	21-00373	03/17/21	INTRO. TO ZONING ADMIN & ENF.	Open	634.00	0.00		
00611 STAN'S SPORTS CENTER INC.	20-01612	12/16/20	FIRE PREVENTION SHIRTS	Open	963.70	0.00		
00723 RAPID PUMP & METER SERVICE CO.	21-00335	03/08/21	FURNISH AND INSTALL NEW PUMP	Open	23,725.00	0.00		
00730 BOGGIA & BOGGIA, ESQS.	21-00116	01/13/21	2021 LEGAL FEES	Open	8,214.10	0.00		B
	21-00296	02/26/21	TRUST - RESERVE FOR HOUSING	Open	313.80	0.00		
					8,527.90			
00731 MASER CONSULTING P.A.	20-01111	09/11/20	REMEDIATION AND INVESTIGATION	Open	10,347.25	0.00		B
	21-00132	01/14/21	2021 ENGINEER RETAINER	Open	900.00	0.00		B
	21-00272	02/17/21	2021 GENERAL ENGINEERING	Open	8,054.50	0.00		B
	21-00321	03/03/21	MUNICIPAL ENGINEERING REVIEW	Open	350.00	0.00		
	21-00325	03/04/21	MUNICIPAL REIVEW	Open	3,339.50	0.00		
	21-00359	03/12/21	MUNICIPAL ENGINEERING REVIEW	Open	356.00	0.00		
	21-00363	03/12/21	MUNICIPAL ENGINEERING REVIEW	Open	2,403.00	0.00		
	21-00390	03/19/21	MUNICIPAL ENGINEERING REVIEW	Open	267.00	0.00		
					26,017.25			
00762 HARBORTOUCH	21-00254	02/16/21	COURT CREDIT CARD PROCESSING	Open	48.78	0.00		
	21-00375	03/17/21	COURT CREDIT CARD PROCESSING	Open	51.86	0.00		
					100.64			
00819 MAJOR POLICE SUPPLY	20-01167	09/23/20	UPFITTING VEHICLES-FIRE PREV.	Open	2,242.36	0.00		

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Borough of Montvale  
Bill List By Vendor Id

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Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
00819 MAJOR POLICE SUPPLY				Continued				
	21-00203	02/03/21	UPFITTING VEHICLES - FIRE PREV	Open	3,030.89	0.00		
					5,273.25			
00830 LINDA VISTA TOWNHOUSES CONDO.								
	21-00380	03/18/21	HOMEOWNER ASSOC FEE ASSISTANCE	Open	100.00	0.00		
00977 BERGEN WATER SOFTENING LLC								
	21-00328	03/04/21	REFUND OF CONSTRUCTION FEE	Open	63.00	0.00		
00989 HIRSCH, JONATHAN								
	21-00452	04/05/21	STIPULATION OF SETTLEMENT	Open	125.00	0.00		
00990 BEDROSIAN, ARAM								
	21-00472	04/07/21	REFUND OF TAX OVERPAYMENT	Open	1,959.54	0.00		
01132 COOPERATIVE COMMUNICATIONS, INC								
	21-00175	01/25/21	2021 BORO PHONE 201-391-5700	Open	2,008.05	0.00		B
01278 MCNERNEY & ASSOCIATES, INC								
	21-00416	03/25/21	PROFESSIONAL SERVICES RENDERED	Open	350.00	0.00		
01408 VALLEY VIEW AT MONTVALE COND.								
	21-00379	03/18/21	HOMEOWNER ASSOC FEE ASSISTANCE	Open	150.00	0.00		
01464 SURENIAN, EDWARDS & NOLAN								
	21-00128	01/14/21	2021 SPECIAL COUNSEL	Open	178.50	0.00		B
01542 WICKERSHEIM & SONS								
	21-00310	03/02/21	LEAKING TOILETS ON 2ND FLOOR	Open	879.90	0.00		
01593 AMERICAN LAWN SPRINKLER CO.								
	21-00356	03/11/21	SPRING TURN ON/INSPECTION	Open	3,518.00	0.00		
01638 FRESH H2O FILTRATION SYSTEMS								
	21-00319	03/03/21	FILTER CHANGE - WATER COOLER	Open	125.00	0.00		
01654 P.I.A SECURITY PROGRAMS, INC.								
	21-00118	01/13/21	2021 P.I.A. CONSULTANT BENEFIT	Open	1,375.00	0.00		B
01700 JPMONZO MUNICIPAL CONSULTING								
	21-00422	03/31/21	WEBINAR 4-8-21 ACH PAYMENTS	Open	50.00	0.00		
01767 VERIZON								
	21-00418	03/26/21	555-569-014-0001-55 VERIZON	Open	175.64	0.00		
01780 BERGEN COUNTY ASSESSORS ASSOC								
	21-00419	03/29/21	2021 MUNICIPAL ASSESSORS DUES	Open	180.00	0.00		
01828 CGP&H, LLC								
	20-00680	06/18/20	PROFESSIONAL HOUSING REHAB SVC	Open	562.50	0.00		B

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Bill List By Vendor Id

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Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
01879 RESERVE @ MONTVALE								
	21-00382	03/18/21	HOMEOWNER ASSOC FEE ASSISTANCE	Open	100.00	0.00		
01895 INSTITUTE FOR PROFESSIONAL DEV								
	21-00421	03/30/21	CYBER SECURITY WEBINAR	Open	50.00	0.00		
01903 DARIO, ALBERT, METZ & EYERMAN								
	21-00129	01/14/21	2021 MUNICIPAL PROSECUTOR	Open	6,750.00	0.00		B
02056 LERCH, VINCI & HIGGINS, LLP								
	20-01200	10/01/20	ANNUAL AUDIT 2020	Open	550.00	0.00		B
	21-00376	03/17/21	PROFESSIONAL SERVICES RENDERED	Open	770.00	0.00		
					1,320.00			
02141 REGAN, ROBERT T., ESQ.								
	21-00301	03/01/21	ESCROW PAYMENTS	Open	402.50	0.00		
	21-00311	03/02/21	ESCROW PAYMENTS	Open	1,483.00	0.00		
	21-00313	03/02/21	ESCROW PAYMENTS	Open	9,775.25	0.00		
	21-00320	03/03/21	ESCROW PAYMENTS	Open	1,032.50	0.00		
	21-00326	03/04/21	ESCROW PAYMENTS	Open	3,301.00	0.00		
	21-00391	03/19/21	ESCROW PAYMENTS	Open	1,326.00	0.00		
					17,320.25			
02408 MCDOWELL, DOUGLAS								
	21-00413	03/25/21	REIMB MCDOWELL PD SUPPLIES	Open	134.42	0.00		
02426 VERIZON WIRELESS								
	21-00420	03/29/21	482530999-00001 VERIZON	Open	294.66	0.00		
02559 INS.DESIGN ADMINSTRATORS								
	21-00031	01/05/21	2021 BOROUGH VISION PLAN	Open	252.00	0.00		B
03215 UNUM LIFE INSURANCE								
	21-00036	01/05/21	2021 LIFE INSURANCE	Open	242.55	0.00		B
03410 CAPALBO'S								
	21-00361	03/12/21	GET WELL BASKET - HUTTER	Open	71.99	0.00		
03666 VERIZON -3070534								
	21-00432	04/01/21	450-001-742-0001-13 VERIZON	Open	66.64	0.00		
03727 STAPLES INC								
	21-00384	03/18/21	OFFICE SUPPLIES/TONERS/FOLDERS	Open	297.87	0.00		
	21-00408	03/24/21	OFFICE SUPPLIES	Open	68.54	0.00		
					366.41			
03773 NATIONAL FIRE PROTECTION ASSN								
	21-00018	01/04/21	NFPA 2021 MEMBERSHIP	Open	175.00	0.00		

Total Purchase Orders: 79 Total P.O. Line Items: 0 Total List Amount: 3,665,944.70 Total Void Amount: 0.00

Totals by Year-Fund						
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total
CURRENT FUND 2020	0-01	50,239.72	0.00	50,239.72	0.00	50,239.72
CURRENT FUND 2021	1-01	3,537,659.03	0.00	3,537,659.03	0.00	3,537,659.03
CAPITAL FUND	C-04	34,072.25	0.00	34,072.25	0.00	34,072.25
BOA ESCROW ACCOUN	E-08	38,957.01	0.00	38,957.01	0.00	38,957.01
OTHER TRUST ACCOU	T-03	4,257.19	0.00	4,257.19	0.00	4,257.19
DOG TRUST ACCOUNT	T-12	72.00	0.00	72.00	0.00	72.00
OPEN SPACE TRUST	T-14	687.50	0.00	687.50	0.00	687.50
Year Total:		5,016.69	0.00	5,016.69	0.00	5,016.69
Total of All Funds:		3,665,944.70	0.00	3,665,944.70	0.00	3,665,944.70



BOROUGH OF MONTVALE

2021 APR 5 AM 11:49

## State of New Jersey

DEPARTMENT OF TRANSPORTATION

P.O. Box 600

Trenton, New Jersey 08625-0600

PHILIP D. MURPHY  
*Governor*

DIANE GUTIERREZ-SCACCI  
*Commissioner*

SHEILA Y. OLIVER  
*Lt. Governor*

March 22, 2021

The Honorable Michael Ghassali  
Mayor, Montvale Borough  
Borough Hall  
12 Mercedes Drive  
Montvale, NJ 07645

Re: Various Streets - Montvale - 2021  
Montvale Borough, Bergen County  
FY 2021 Municipal Aid Program

Dear Mayor Ghassali:

Enclosed is one copy of the executed Agreements approved by the Department of Transportation for the above referenced project in the amount of \$210,000.00.

This project will be funded from the New Jersey Transportation Trust Fund Authority Act. State participation in the cost of the project is limited to 100 percent of the cost of the completed construction work including construction supervision, inspection and material testing, or the amount of the allotment, whichever is less.

The construction contract must be awarded by the municipality within 24 months from the date of grant notification. Failure to make an award by November 16, 2022 or to comply with the requirements of the Municipal Aid Regulations 16:20B and the Terms and Conditions of Grant Agreement for State Aid to Counties and Municipalities will jeopardize the use of State funds on this project.



It is further noted that the project must be in compliance with the Americans with Disabilities Act, ADA, requirements for accessibility. The Municipal Aid Regulations and terms and conditions can be found on the Local Aid Website at:

[www.state.nj.us/transportation/business/localaid/pubs.shtm](http://www.state.nj.us/transportation/business/localaid/pubs.shtm)

Through the approval of this agreement, the sponsor is required to provide submission updates that are to be tracked through the on-line SAGE System. The Sponsor is responsible for continued updates with respect to the construction administration/ management phase of the project in the SAGE System in accordance with the State Aid checklist (attached) and the Department's new Project Management Reporting System when it comes on-line for local projects. The preparation of contract documents shall use the 2019 Standard Specifications. All requirements of this program can be found in the State Aid Handbook, available at the above website.

If you have any questions regarding the above, please contact this office at (973) 877-1500.

Sincerely,



Eileen Schack  
Manager  
Bureau of Local Aid – District 2

C: Municipal Clerk  
Municipal Engineer

Attachments