

AGENDA
WORK SESSION MEETING
BOROUGH OF MONTVALE
Mayor and Council Meeting
January 26, 2021
Budget Meeting to Commence 6:00 P.M.
Meeting to Commence 7:30 P.M.
(No Closed/Executive Session)

ROLL CALL:

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

ORDINANCES:

None.

MINUTES:

January 12, 2021

CLOSED/EXECUTIVE MINUTES:

January 12, 2021

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.

48-2021 Amending Resolution No. 204-2020 To Establish Recreational Fees for Year 2021

49-2021 Emergency Temporary Appropriations

BILLS:

ENGINEER'S REPORT:

Andrew Hipolit

Report/Update

- a. Proposal/Professional Services/Quiet Zone Feasibility Study/Use of Locomotive Horns @ Highway Rail Grade Crossings

ATTORNEY REPORT:

Joseph Voytus, Esq.

Report/Update

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

- a. Borough of Montvale Accounting Manual

COMMUNICATION CORRESPONDENCE:

None.

MEETING OPEN TO THE PUBLIC:

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

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

MEETING CLOSED TO THE PUBLIC:

ADJOURNMENT:

The next Meeting of the Mayor and Council will be held February 9, 2021 at 7:30 p.m.

Budget Meeting Dates/Times:

February 9, 2021 @ 6:00 p.m.

February 23, 2021 @ 6:00 p.m.

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 And/Or Deletions**

**PUBLIC MEETING
MINUTES**

The Public Meeting of the Mayor and Council was held virtually by Zoom and called to order at 7:32PM. 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; Administrator/Municipal Clerk, Maureen Iarossi-Alwan; and Deputy Municipal Clerk, Fran Scordo

ROLL CALL:

Councilmember Arendacs
Councilmember Curry
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 Russo-Vogelsang – all ayes

NO PUBLIC COMMENT

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

MEETING CLOSED TO PUBLIC:

Agenda Items Only

MINUTES:**December 29, 2020**

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

Sine Die January 4, 2021

A motion to accept minutes by Councilmember Lane; seconded by Councilmember Roche - all ayes

Re-Organization January 4, 2021

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

CLOSED/EXECUTIVE MINUTES:**December 8, 2020**

A motion to accept closed session minutes by Councilmember Lane; seconded by Councilmember Roche – all ayes

RESOLUTIONS: (CONSENT AGENDA*)

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

21-2021 Authorizing Refund of Redemption of Tax Sale Certificate #19-00003 for Block 2412; Lot 3 / 10 Birch Terrace

WHEREAS, at the Municipal Tax Sale held on October 22, 2020, a lien was sold on Block 2412, Lot 3, also known as 10 Birch Terrace 2019 property taxes; and,

WHEREAS, this lien, known as Tax Sale Certificate #19-00003, was sold to MGRP TL Capital at 0% interest rate and a premium in the amount of \$30,500.00; and

WHEREAS, Lereta, LLC (the mortgage company) has effected redemption of Tax Sale Certificate #19-00003 in the amount of \$15,217.31; 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 Tax Collector be and is hereby authorized to Redeem Certificate #19-00003 and send payment of \$45,717.31 to MGRP TL Capital, 12-24 River Road, FairLawn, NJ 07410

22-2021 Cancellation of Outstanding Checks / Prior Years / Pascack Joint Municipal Court

WHEREAS, there exists various outstanding checks from prior years drawn against certain accounts; and

WHEREAS, the Municipal Court Administrator provided a listing of outstanding checks that require cancellation (listing attached) from prior years.

BE IT RESOLVED, the Chief Financial Officer is hereby authorized to deposit these funds to the respective reserve or surplus account;

BE IT FURTHER RESOLVED, the Municipal Court Administrator shall receive a copy of this resolution for record keeping; and

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale that the attached list of outstanding checks from prior years be cancelled;

23-2021 Authorize Appointment / Sherri D'Alessandro / Acting Municipal Court Administrator

WHEREAS, pursuant to N.J.S.A. 2B:12-10 the Municipality of Upper Saddle River and the Municipality of Montvale, acting as lead agency for the Pascack Joint Municipal Court, are required to provide for a Municipal Court Administrator; and

WHEREAS, pursuant to N.J.S.A. 40A:65-1 et. Seq., any municipality of the State of New Jersey may contract with any other municipality or municipalities to share services that any party to the agreement is empowered to provide within its own jurisdiction; and

WHEREAS, in accordance with N.J.S.A. 2B:12-1(c) the Municipality of Upper Saddle River and the Municipality of Montvale, acting as lead agency for the Pascack Joint Municipal Court, consent and agree to share the professional services of their respective Municipal Court Administrators on a provisional basis in the event of the absence of the Municipal Court Administrator and Deputy Court Administrator, to undertake the duties of the absent Municipal Court Administrator during scheduled and/or unscheduled leaves, within the two respective municipalities; and

WHEREAS, the rate of pay shall be \$30 per hour. Pay rate established by N.J.S.A. 2B:12-10(b).

NOW THEREFORE BE IT RESOLVED, this 12th day of January 2021, that the Municipality of Upper Saddle River and the Municipality of Montvale consent to the attached agreement.

24-2021 Amending Resolution 216-2020 / Authorizing The Purchase of Two (2) Storage Containers Montvale Fire Department

WHEREAS, the Borough of Montvale's Fire Department is in need purchasing storage containers located behind the firehouse on Memorial Drive due to the installation of the new salt shed which longer fits in that area; and

WHEREAS, the original quote received by the vendor Pac Van, New Brunswick, 113 How Lane, New Brunswick, NJ 08901 has expired and a new quote is attached to this resolution; and **NOW,**

THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Montvale that the purchase by Pac Van, for two (2) new containers for a total price of \$9,550.00 be approved for purchase; and

NOW, THEREFORE, BE IT FUTHER RESOLVED, Borough's Chief Financial Officer has certified that funds are available for this purpose.

25-2021 Award Professional Service Contract / Borough Attorney / Boggia, Boggia, Betesh & Voytus, LLC

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

WHEREAS, Boggia, Boggia, Betesh & Voytus, LLC, 71 Mt. Vernon Street, Ridgefield Park, NJ 07660 were appointed at the Re-organization Meeting of the Governing Body on January 4, 2021; and

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

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

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

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

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

1. The Mayor and Municipal Clerk of the Borough of Montvale are hereby authorized and directed to execute the attached Contract with Boggia, Boggia, Betesh & Voytus, LLC
2. This Contract is awarded without competitive bidding as a "Professional Service" in accordance with *N.J.S.A. 40A:11-5(1)(a)* of the Local Public Contracts Law because the services are to be performed by a person authorized by law to practice a recognized profession.
3. The Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.
4. A Notice of this action shall be printed once in the official newspaper of the Borough.

26-2021 Award Professional Service Contract / Borough Auditor / Lerch, Vinci & Higgins

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

WHEREAS, Lerch, Vinci & Higgins, LLP, 17-17 Route 208, Fair Lawn, NJ 07410 were appointed at the Re-organization Meeting of the Governing Body on January 4, 2021; and

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

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

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

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

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

1. The Mayor and Municipal Clerk of the Borough of Montvale are hereby authorized and directed to execute the attached Contract with Lerch, Vinci & Higgins
2. This Contract is awarded without competitive bidding as a "Professional Service" in accordance with *N.J.S.A. 40A:11-5(1)(a)* of the Local Public Contracts Law because the services are to be performed by a person authorized by law to practice a recognized profession.

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

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

27-2021 Award Professional Service Contract / Engineering Services / Maser Consulting (Colliers Engineering & Design, Inc.) Andrew R. Hipolit, P.E., PP., C.M.E.

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

WHEREAS, Maser Consulting will be known as, Colliers Engineering & Design, Inc. 400 Valley Road, Suite 304, Mount Arlington, NJ 07856 were appointed at the Re-organization Meeting of the Governing Body on January 4, 2021; and

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

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

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

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

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

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

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

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

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

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

28-2021 Award Professional Service Contract / Borough Planner / Maser Consulting (Colliers Engineering & Design, Inc.) / Darlene Green

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

WHEREAS, Maser Consulting will be known as, Colliers Engineering & Design, Inc. was appointed at the Re-Organization Meeting of the Governing Body on January 4, 2021; and

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

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

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

WHEREAS, Maser Consulting (Colliers Engineering & Design, Inc.), has completed and submitted a Business Entity Disclosure Certification which certifies that he has not made any reportable contributions to a political or candidate committee in the Borough of Montvale in the previous one

year, and that the contract will prohibit Maser Consulting (Colliers Engineering & Design, Inc.), from making any reportable contributions through the term of the contract; and

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

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

1. The Mayor and Municipal Clerk of the Borough of Montvale are hereby authorized and directed to execute the attached Contract with Maser Consulting.
2. This Contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because the services are to be performed by a person authorized by law to practice a recognized profession.
3. The Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.
4. A Notice of this action shall be printed once in the official newspaper of the Borough.

29-2021 Awarding Service Contract / Agreement Tri-State Technical Services / Computers & Peripherals

WHEREAS, the Borough of Montvale requires professional computer services and an extended service agreement for the computers and peripherals for the period January 1, 2021 through December 31, 2021; and

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

NOW, THEREFORE BE IT RESOLVED by the Borough of Montvale as follows: That a contract for professional computer services for an Service Agreement for Computers and Peripherals proposal which is attached and made part of this resolution be awarded to Tri-State Technical Computer Services, Inc., of 442 Lafayette Avenue, Hawthorne, New Jersey 07506 in the amount of \$9,050.00 for the period January 1, 2021 through December 31, 2021 for the service contract, and \$80.00 for labor rate as described in the Service Agreement;

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

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

30-2021 Appointment of A Risk Management Consultant In Accordance With The Requirements Set Forth By The Bergen County Municipal Joint Insurance Fund (BCMJIF) For The Borough Commencing January 1, 2021/Professional Insurance Associates, (P.I.A) A Division of World Insurance Associates,

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

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

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

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

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

NOW THEREFORE BE IT RESOLVED, that the Mayor and Council does hereby appoint **Professional Insurance Associates Inc. (P.I.A.) A Division of World Insurance Associates, LLC** as its Risk Management Consultant in accordance with the Fund's bylaws; and

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

BE IT FURTHER RESOLVED, that a certified copy of this Resolution shall be forwarded to Professional Insurance Associates, (P.I.A.) A Division of World Insurance Associates, LLC, 429 Hackensack Street, Carlstadt, New Jersey 07072.

31-2021 A Resolution To Appoint A Health Benefits Consultant Relative To The Borough's Membership In The Bergen Municipal Employee Benefits Fund (BMED) Commencing January 1, 2021 / PIA, A Division of World Insurance Associates, LLC

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

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

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

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

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

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

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

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

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

33-2021 Award Professional Service Contract Administrative Agent for the Borough consistent with N.J.A.C. 5:80-26.14 and to coordinate the affirmative marketing, review and approval of the sale and rental of affordable units in the Borough of Montvale/Piazza & Associates, Inc.

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

Borough of Montvale, and the income qualification of the applicants who seek to reside in such units; and

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

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

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

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

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

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

34-2021 A Resolution of the Borough of Montvale Awarding a Contract To Flanagan Productions, LLC, as an Extraordinary Unspecifiable Service for Montvale Graphic Design Borough Newsletter

WHEREAS, the Borough of Montvale is desirous of continuing the services of a professional company for the graphic design of the Borough newsletter to better service the Borough's residents and visitors of the Borough; and

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

WHEREAS, the Borough has received a proposal for the year 2021 to provide such services from John Flanagan of Flanagan Productions, LLC, said proposal is attached to the original of this resolution; and

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

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

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Montvale that a contract is hereby awarded to Flanagan Productions, for the price and on the terms set forth in the Proposal submitted by Flanagan Productions; and

BE IT FURTHER RESOLVED that the pricing for this contract shall be as set forth in the Flanagan Productions proposal but shall not exceed \$1,140.00 without further authorization of the Borough Council, and shall be for a term of one (1) year.

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

BE IT FURTHER RESOLVED that pursuant to N.J.S.A. 40A:11-5(1)(a)(ii), a brief notice stating the nature, duration, service and amount of this contract shall be printed once in the official newspaper of

Borough of Montvale, and said notice shall also advise the public that a copy of the final contract shall be on file and available for public inspection at the office of the Municipal Clerk.

35-2021 A Resolution of the Borough of Montvale Awarding a Contract to Spatial Data Logic, Inc. (formally GovSites) as an Extraordinary Unspecifiable Service for Website Design, Web Manage, Hosting and Support and Related Services

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

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

WHEREAS, the Borough has received a proposal for the year 2021 to provide such services from Spatial Data Logic, Inc. (formally GovSites), said proposal is attached to the original of this resolution; and

WHEREAS, the Council is therefore desirous of awarding a contract to Spatial Data Logic Inc. to perform the above-referenced services for the prices and on the terms set forth in the attached proposal; and

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

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

BE IT FURTHER RESOLVED that the pricing for this contract shall be as set forth in the Spatial Data Logic, Inc. proposal but shall not exceed \$17,644 without further authorization of the Borough Council, and shall be for a term of one (1) year.

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

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

36-2021 A Resolution Awarding a Professional Services Contract to Jeffrey R. Surenian and Associates, LLC to Serve as Special Counsel in Connection with the Borough's Affordable Housing

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

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

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

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

(d) \$165.00 per hour for all time spent by an attorney with less than ten years of experience as a lawyer;

(e) \$90.00 per hour for all paralegal work; and

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that a contract is hereby awarded to Jeffrey R. Surenian and Associates, LLC to serve as Special Counsel in connection with the Borough's Affordable Housing Litigation, pursuant to the terms and conditions set forth herein.

BE IT FURTHER RESOLVED that the Mayor and Borough Clerk are hereby authorized and empowered to execute a contract consistent with the provisions and intent of this Resolution, subject to approval of same by the Borough Attorney.

BE IT FURTHER RESOLVED that the Borough Clerk shall publish notice of this contract award in the official newspaper of the Borough, in accordance with *N.J.S.A. 40A:11-5*.

37-2021 Awarding a Professional Service Contract for the Position of Municipal Prosecutor for the Pascack Joint Municipal Court to Dario, Albert, Metz & Eyerman, LLC

WHEREAS, the Pascack Joint Municipal Court has a need to contract with a licensed attorney or firm to serve as the municipal prosecutor pursuant to *N.J.S.A. 2B:24-1, et seq.*; and

WHEREAS, the Pascack Municipal Court Committee agreed to acquire Attorney Services through the alternate process pursuant to the provisions of *N.J.S.A. 19:44A-20.4 or 20.5*; and,

WHEREAS, it is the desire of the Pascack Joint Municipal Court to appoint the firm of Dario, Albert, Metz & Eyerman, LLC as the municipal prosecutor, with Brian E Eyerman, Esq. serving as the lead attorney; and

WHEREAS, it is expected that Brian E. Eyerman Esq. will serve as the primary municipal prosecutor and will handle all matters and attend all sessions of the Pascack Joint Municipal Court barring exceptional circumstances; and

WHEREAS, the compensation of the municipal prosecutor shall be \$27,000 per year; and

WHEREAS, said compensation shall be included as part of the Operational Costs for the Pascack Joint Municipal Court as per the agreement between the participating municipalities; and

WHEREAS, the term of this contracts shall commence as of the date of this resolution, and shall continue for the remainder of the calendar year 2021; and

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

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1, et seq.) requires that the Resolution authorizing the award of contracts for "Professional Services" without competitive bids and Contracts must be available for public inspection.

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

1. This Contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law, because the services are to be performed by a person authorized by law to practice a recognized profession.
2. The Contracts, including the terms of compensation for each professional, shall be placed on file with this resolution.
3. A Notice of this action shall be printed once in the official newspaper of the Borough.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Montvale confirm these appointments

38-2021 Award Professional Service Contract/Public Defender/Alternate Public Defender/Pascack Joint Municipal Court

WHEREAS, the Pascack Joint Municipal Court has a need to contract for the services of various professionals to serve as the municipal public defender or alternate public defender, pursuant to N.J.S.A. 2B:24-1, et seq.; and

WHEREAS, the Pascack Municipal Court Committee agreed to acquire Public Defender Services through the alternate process pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5; and,

WHEREAS, there are occasions when the appointed municipal public defender may have a conflict of interest, thus creating a need for an alternate public defender; and

WHEREAS, it is the desire of the Pascack Joint Municipal Court to appoint the following individuals to the positions set forth below:

Public Defender: Gerald R. Salerno, Esq.

Alternate Public Defender: Salvatore Sclafani, Esq.

WHEREAS, the salary of the Public Defender shall be \$10,000; and

WHEREAS, said salaries shall be included as part of the Operational Costs for the Pascack Joint Municipal Court as per the agreement between the participating municipalities; and

WHEREAS, any compensation to be paid to the Alternate Public Defender shall be paid by the Public Defender, as appropriate; and

WHEREAS, the term of these contracts shall commence on January 1, 2021, and shall continue for the remainder of the calendar year 2021; and

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

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1, et seq.) requires that the Resolution authorizing the award of contracts for "Professional Services" without competitive bids and Contracts must be available for public inspection.

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

1. These Contracts are awarded without competitive bidding as "Professional Services" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law, because the services are to be performed by a person authorized by law to practice a recognized profession.
2. A Notice of this action shall be printed once in the official newspaper of the Borough.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Montvale confirm these appointments

39-2021 Mutual Aid Plan & Rapid Deployment Force Interlocal Service Agreement

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

WHEREAS, Law Enforcement Officials also have a responsibility to provide for preparedness against natural emergencies, such as floods, hurricanes, earthquakes, major storms, etc., manmade causes, civil unrest, and civil disobedience such as riots, strikes, jail or prison riots, train wrecks, aircraft

crashes, major fires, ethnic disorders, riots, terrorist incidents and bombings, state and national emergencies; and

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

WHEREAS, this Plan is adopted in accordance with the provisions of N.J.S.A. 40A:14-156, N.J.S.A. 40A:14-156.1, N.J.S.A. 40A:14-156.4 AND N.J.S.A. App A:9-40.6; and

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

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

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

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

40-2021 A Resolution Authorizing the Execution of an Interlocal Services Agreement with Northwest Bergen Central Dispatch for Emergency Dispatch Services

WHEREAS, N.J.S.A. 52:17C-6 requires all New Jersey municipalities to provide telephonic access to an appropriate Public Safety Answering Point (PSAP) serving the municipality; and

WHEREAS, regionalized provision of such services is a concept specifically endorsed by N.J.S.A. 52:17C-7; and

WHEREAS, Northwest Bergen Central Dispatch (hereafter referred to as "NWBCD") is a joint meeting established by the Borough of Glen Rock and the Village of Ridgewood pursuant to N.J.S.A. 40:48B-1, et seq. to provide, among other things, regional PSAP and dispatch services; and

WHEREAS, the Borough of Montvale is a New Jersey municipality with its offices at 12 Mercedes Drive, Montvale, New Jersey; and

WHEREAS, due to increasing costs of operations, capital improvements and maintenance, the Borough of Montvale has determined that it is in the public interest of the communities it serves to have its duties and responsibilities performed by NWBCD; and

WHEREAS, each of the parties is a governmental entity authorized to provide jointly for PSAP and dispatch services pursuant to the provisions of the Uniform Shared Services and Consolidation Act (N.J.S.A. 40A:65-1 et seq.); and

WHEREAS, each of the parties has independently concluded that implementation of the New Jersey mandated Emergency Enhanced 9-1-1 Telephone System program on a shared basis is in the best interests of the taxpayers of the respective entities; and

WHEREAS, Montvale and NWBCD have negotiated the terms of an Interlocal Services Agreement entitled "INTERLOCAL SERVICES AGREEMENT FOR ENHANCED 9-1-1

SERVICE BETWEEN NORTHWEST BERGEN CENTRAL DISPATCH, A Joint Meeting AND THE BOROUGH OF MONTVALE," a copy of which is on file with the Borough Clerk and which is expressly incorporated herein by reference pursuant to N.J.S.A. 40A:65-5(b); and

WHEREAS, the Uniform Shared Services and Consolidation Act requires that the Shared Services Agreement be approved by resolution of the governing body of each participating municipality; and

WHEREAS, the Borough of Montvale is desirous of approving this Agreement and authorizing the Mayor to execute same.

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

1. The Interlocal Services Agreement referenced herein between the Borough of Montvale and NWBCD is hereby approved.
2. The Mayor and Borough Clerk are hereby directed, authorized and empowered to execute the Interlocal Services Agreement on behalf of the Borough of Montvale.
3. All other appropriate officials, officers and employees are hereby directed, authorized and empowered to take all steps reasonably necessary to effectuate the provisions and purposes of this resolution including compliance with the Uniform Shared Services and Consolidation Act requirements.
4. Upon its execution, a copy of the Shared Services Agreement shall be filed with the Division of Local Government Services in the Department of Community Affairs, as required by N.J.S.A. 40A:65-4.
5. This resolution shall take effect immediately.

41-2021 A Resolution Approving Amendments to the Existing Contracts with the Chief of Police and Captain of Police to Revise the Employee Contribution for Health Benefits

WHEREAS, Chief of Police Joseph Sanfilippo did previously execute a contract with the Borough of Montvale that runs through the end of 2021; and

WHEREAS, Captain of Police Douglas McDowell did previously execute a contract with the Borough of Montvale that runs through the end of 2021; and

WHEREAS, the Borough of Montvale has recently made changes to the structure of employee contributions towards health benefits throughout the Borough; and

WHEREAS, the Governing Body believes it is fair and equitable to amend the contribution percentages for the Chief and Captain to be consistent with the remainder of the Borough.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Borough Clerk are hereby directed, authorized and empowered to execute amendments to the contracts with the Chief of Police and Captain of Police in order to reduce the employee contribution percentages for health benefits to be consistent with those previously approved for all other employees in the Borough, subject to approval as to form by the Borough Attorney.

42-2021 Authorize Execution of Agreement with Katy Homeowners Association/ Municipal Service Agreement

WHEREAS, the Condo Services Act provides for a phase in schedule for municipal reimbursement payment at the municipal cost for certain enumerated municipal services or the providing of such services by the municipality in lieu of such reimbursement; and

WHEREAS, an agreement has been negotiated between the Borough of Montvale and Katy Homeowners Association to satisfy the obligation of the Borough as provided by the Condo Service Act, which agreement is attached and made part of this resolution; and

WHEREAS, this agreement shall remain in effect for a five-year period to commence on January 1, 2021 and terminating on December 31, 2025; and

NOW THEREFORE BE IT RESOLVED, that the Mayor and Council of the Borough of Montvale hereby authorize the execution of the attached Agreement on behalf of the municipality by the appropriate municipal officials.

43-2021 A Resolution Extending the Contract with D&L Paving Contractors for On-Call Roadway Maintenance Services

WHEREAS, the Borough of Montvale has a need for On-Call Roadway Maintenance Services; and

WHEREAS, consistent with the New Jersey *Local Public Contract Law*, N.J.S.A. 40A:11-1, et seq., the Borough of Montvale did previously award a contract to D&L Paving Contractors ("D&L") in 2019, after a public solicitation; and

WHEREAS, pursuant to the terms of the Contract and N.J.S.A. 40A:11-15, the Borough and D&L are entitled to and desire to extend the Contract for an additional one (1) year; and

WHEREAS, the Borough has determined that D&L has been performing its services in an effective and efficient manner; and

WHEREAS, the fees in the Contract with D&L shall remain the same for this one-year extension; and

WHEREAS, all other terms and conditions of the Contract shall remain the same.

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

Duration

The duration of the Contract with D&L shall be extended by mutual agreement of the parties for one (1) additional year, or until February 12, 2022.

Compensation

The fees to be charged shall remain the same as is set forth in the parties' original agreement.

Other Provisions

All other provisions of the Agreement shall remain the same.

Authorization

The Mayor and Borough Clerk are hereby directed, authorized and empowered to execute all documents necessary to effectuate the provisions and purposes of this Resolution, subject to approval as to form by the Borough Attorney.

44-2021 A Resolution Extending the Contract with Colonnelli Brothers, Inc. for the Emergency Repairs – Sanitary and Storm Sewer Systems Project

WHEREAS, the Borough of Montvale has a need for services in connection with the Montvale Emergency Repairs – Sanitary and Storm Sewer Systems Project; and

WHEREAS, consistent with the New Jersey *Local Public Contract Law*, N.J.S.A. 40A:11-1, et seq., the Borough of Montvale did previously award a contract to Colonnelli Brothers, Inc. ("Colonnelli") in 2019, after a public solicitation; and

WHEREAS, pursuant to the terms of the Contract and N.J.S.A. 40A:11-15, the Borough and Colonnelli are entitled to and desire to extend the Contract for an additional one (1) year; and

WHEREAS, the Borough has determined that Colonnelli has been performing its services in an effective and efficient manner; and

WHEREAS, the fees in the Contract with Colonnelli shall remain the same for this one-year extension; and

WHEREAS, all other terms and conditions of the Contract shall remain the same.

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

Duration

The duration of the Contract with Colonnelli shall be extended by mutual agreement of the parties for one (1) additional year, or until March 5, 2022.

Compensation

The fees to be charged shall remain the same as is set forth in the parties' original agreement.

Other Provisions

All other provisions of the Agreement shall remain the same.

Authorization

The Mayor and Borough Clerk are hereby directed, authorized and empowered to execute all documents necessary to effectuate the provisions and purposes of this Resolution, subject to approval as to form by the Borough Attorney.

45-2021 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>FROM</u>	<u>TO</u>
<u>CURRENT FUND</u>		
<u>GENERAL APPROPRIATIONS</u>		
<u>Operations - within "CAPS"</u>		
Mayor and Council:		
Other Expenses	\$10,000.00	
Police:		
Salaries and Wages		\$10,000.00
Borough Clerk:		
Other Expenses	10,000.00	
Police:		
Salaries and Wages		10,000.00
Tax Assessment Administration:		
Other Expenses	5,000.00	
Police:		
Salaries and Wages		5,000.00
Construction Official:		
Other Expenses	5,000.00	
Police:		
Salaries and Wages		<u>5,000.00</u>
	<u>\$30,000.00</u>	<u>\$30,000.00</u>

46-2021 A Resolution Approving a Developer's Agreement with AR Landmark Montvale, LLC, Premises Identified as Block 3302, Lot 1 in the Borough of Montvale

WHEREAS, AR Landmark Montvale ("Developer") owner of the premises known as Block 3302, Lot 1 made an application to the Planning Board for site plan approval; and

WHEREAS, the Planning Board approved the Development by resolution dated August 20, 2019; and

WHEREAS, pursuant thereto, the Borough, Planning Board and Developer are desirous of executing a Developer's Agreement setting forth the parties' respective rights and obligations concerning said approval; and

WHEREAS, a Developer's Agreement has been negotiated by and between the parties and has been executed by the Developer and the Chairman of the Planning Board.

NOW, THEREFORE, BE IT RESOLVED that the Developer's Agreement dated December 22, 2020, between the Borough of Montvale, the Planning Board of the Borough of Montvale, and AR Landmark Montvale, LLC is hereby approved; and

BE IT FURTHER RESOLVED that the Mayor and Borough Clerk are hereby directed, authorized and empowered to execute the Developer's Agreement with the Developer and to take all other steps reasonably necessary to effectuate the provisions and purposes of this resolution.

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

32-2021 Authorize Contract Animal Control Services/Tyco

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

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

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

WHEREAS, it is the intention of the Mayor and Council to provide funds in the year 2021 Budget for this contract, Other Expense Portion of the Animal Control Services Budget; and

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale that the contract for Animal Control Services for 2021 be and is hereby awarded to Tyco Animal Control Service, 1 Stout Lane, Ho-Ho-Kus, NJ pursuant to the terms and conditions and rates as outlined in the attached contract effective January 1, 2021, copy of which is attached to this resolution for the base amount of \$10,500.00 annually payable monthly with additional costs charged per the rates as outlined in the attached proposal

Introduced by: Councilmember Lane; seconded by Councilmember Russo-Vogelsang - a roll call was taken - all ayes with the exception of councilmember Roche 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 - December

COMMITTEE REPORTS:

Council President Lane

Fire Dept

24 fire calls; 1 extraction; 1 working fire; total of 256 calls in the 2020 year; will be taking down the decorations in the center of town this week

Finance

Working through the budget process; reminder all budget meetings are open to the public; this year is a tighter budget year.

Councilmember Arendacs

Once again wanted to wish everyone a Happy and Healthy New Year; thanked the councilmembers, borough employees and friends for their moral support and for reaching out to see he was feeling;

DPW

Thanked DPW for their work with cleaning up the last storm; made sure the recycling center was safe for the residents after the storm; urge the residents to call borough hall or email Councilmember Arendacs directly with issues and/or concerns; sweepers have been in the area sweeping every street; potholes are being filled; continuing regular maintenance throughout the borough.

Construction

98 permits issued in December; 40 residential certificates issued and 24 CCO's issued; total revenue for the month of December was \$22,153.00

Engineering

Updating the GIS maps, road maps, zoning maps, tax maps and election district maps

Councilmember Roche

Chamber of Commerce

Street Fair is scheduled for October 17

Regional BOE

Started winter sports schedule; Mike Weaver was sworn in as a new board member.

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 for more information.

The Special Events Committee would like to once again congratulate the 2020 Holiday House Decorating Contest winners:

Best Use of Lights- 7 Surrey Lane

Best Theme- 10 Camron Court

Bes Neighborhood- Cherry Lane Development

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.

Winter Programs

Yoga

Tai Chi

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

Had a meeting with the County DPW to see where the borough can save some money regarding Huff Pond cleanup; hoping to have a completion date of the dredging of the pond but anticipating by mid-May; Ordered the trail signs; the Bayberry fence is currently being installed.

Councilmember Curry**Planning Board**

Had their re-organization meeting on January 7; continuation of the public hearing for Waypoint is scheduled for February 2nd; Waypoint is 97 – 1 bedrooms and 60 – 2 bedrooms development; Thrive is opening at 295 W Grand Ave;

Seniors

Anxious to get going

Website

The updated website has now launched and wanted to thank Carol Manhart for all her hard work;

Councilmember Koelling**Police**

Monthly report included in original minutes

Councilmember Russo-Vogelsang**Local BOE**

Excited to be back at school; started the budget process; kindergarten registration is now open; new school board member, Amaka Auer; Health, Wellness and Safety is the top priority for students and staff.

Diversity

Had their first meeting of the year; in the process of making up a schedule and working on a budget;

MAYOR

COVID update – total positives in 2020 were 240; we have 70 positives currently; any questions about the vaccines please contact Nevene Gayed at borough hall; received a request from the State regarding Stigma-Free initiative, the borough is classified as Stigma-Free; Mayor Ghassali appointed Councilmembers Roche and Russo-Vogelsang as Ambassadors for Stigma-Free; the Mayor's Charity Fund will be helping out a family in need in town; urge residents to register for the vaccine if you want to get it.

ENGINEER'S REPORT:

Andrew Hipolit
Report/Update
No Report

ATTORNEY REPORT:

Joe Voytus, Esq.
Report/Update
No Report

UNFINISHED BUSINESS:

None

NEW BUSINESS:

None

COMMUNICATION CORRESPONDENCE:

None

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 Russo-Vogelsang - all ayes

Amaka Auer, Diversity Committee Chair

Thanked councilmembers for making them a permanent committee; some upcoming events they are planning in February for black history month, would like to work with the library and schools

Cindy Pieroni, member Diversity Committee

Would like to celebrate the Lunar New Year in February, thinking about a zoom tutorial on making dumplings.

Carolee Adams

The Pascack Valley Regional High School BOE does not allow citizens to send emails to individual board members - only to one central email address. This is unlike what our K-8 BOE allows, and, even unlike what we allow sending emails to our mayor and council. As we previously requested that the PVRHS BOE videotape their meetings in the interest of transparency, and they complied. Would like Mayor Ghassali to request to allow us to send emails to individual board members.

Regarding Tri-Boro ambulance corps, mentioning once again, to well provide for the health of our citizens in these 3 communities considering several thousand new residents expected with all the building. It's particularly important to consider that the 3 towns covered by the ambulance corps pay for a paid ambulance corps. Will bring this to the Pascack Valley Mayor's Association at their upcoming breakfast meeting. Mrs. Adams is encouraging volunteers for, not only the ambulance corps, but for the fire dept. as well.

Lastly, regarding Emergency Management, As the former CEO of IBM recently stated, we cannot depend on homeland security that has not addressed this as they should - and, in fact, its director just resigned. The IBM CEO stated: it's not just if - but when - our telecommunications and infrastructure will be attacked as happened in Nashville that affected 4 states covering 1176 zip codes. A friend from Nashville was at the Kentucky State House today to discuss any emergency ops they may consider to share based upon the loss of AT&T internet, cell phones, land lines, all telecommunications for several days due to the act of *1* domestic terrorist. Encouraging more of us to find interest in ham radio, (so that those cell antenna Frank (OEM) discussed are important), and, newly, rely upon portable radios most of us have at home - so that mayors / local governance can communicate directly with their citizens - perhaps via mesh networking or even sharing an emergency am radio station with other local mayors. Will bring this to the Pascack Valley Mayor's Association at their upcoming breakfast meeting. It is the community - not the county, not the state, not the nation that is our best resource for immediately addressing such needs. Each household, each community must be independently stronger than ever before to protect ourselves, our families, our beloved Montvale.

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

MEETING CLOSED TO THE PUBLIC:

MOTION TO GO INTO A CLOSED EXECUTIVE/SESSION:

Motion to go into close session by Councilmember Lane; seconded by Councilmember Arendacs - all ayes

MEETING OPEN TO THE PUBLIC:

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

47-2021 A Resolution Authorizing the Execution of a Collectively-Negotiated Agreement with Montvale PBA Local 303

WHEREAS, the Borough of Montvale had previously entered into a series of collectively-negotiated agreements with Montvale PBA Local 303 (the "PBA") covering the terms and conditions of employment of the members of the PBA; and

WHEREAS, the most recent agreement covered a period ending December 31, 2020; and

WHEREAS, the parties have engaged in collective negotiations for the purpose of agreeing upon a new agreement; and

WHEREAS, the parties have reached a mutual agreement on the terms of a new agreement, a copy of which is on file with the Borough Clerk and which shall be available upon approval of same by the Governing Body (the "PBA Agreement"); and

WHEREAS, it has been represented to the Borough that the PBA has voted to ratify the terms set forth in the PBA Agreement.

NOW THEREFORE BE IT RESOLVED by the Governing Body of the Borough of Montvale that the terms of the PBA Agreement on file with the Borough Clerk are hereby approved; and

BE IT FURTHER RESOLVED that the PBA Agreement shall be deemed effective from January 1, 2021, through December 31, 2026, or until a successor agreement is agreed upon; and

BE IT FURTHER RESOLVED that the Mayor and Borough Clerk are hereby authorized to execute the PBA Agreement in substantially the form on file with the Borough Clerk.

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

MEETING CLOSED TO THE PUBLIC:

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

ADJOURNMENT:

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

Meeting was adjourned at 8:19pm

Regular Workshop Meeting of the Mayor & Council to be held at 7:30pm on January 26, 2021

Budget Meeting Dates/Times:

January 26, 2021 @ 6:00 p.m.

February 9, 2021 @ 6:00 p.m.

February 23, 2021 @ 6:00 p.m.

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 And/Or Deletions**

Respectfully submitted, Fran Scordo, Deputy Municipal Clerk

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 48-2021**

RE: Amending Resolution No. 204-2020 To Establish Recreational Fees for Year 2021

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>
30+ Basketball	Sept-May	\$75	\$95
Adult Soccer	10 weeks	\$15	\$20
Golf Instruction- TGA	6 weeks	\$105	\$125
Pickleball Clinic	3 weeks	\$50	\$65
Pickleball Clinic Drop In Fee	1 class	\$20	\$25
Pickleball Program	January-May	\$50	\$75
Summer Camp: Grades 1-5	4 weeks	\$348 per child \$1044 family max	\$408 per child \$1224 family max
Adventure Camp: Grades 6-7	4 weeks	\$450 per child	\$510 per child
Summer Camp Resident/Non-Resident	\$30 Additional Fee after Registration Period. \$25 late charge for every 15 minutes a child is left under care after camp dismissal. Payment shall be made directly to the Camp Director or Asst. Director and turned over to the Borough of Montvale.		
<u>Program Name</u>	<u>Session Length</u>	<u>Resident Fee</u>	<u>Non-Resident Fee</u>
Extended Day Multisport Camp by TGA During Summer Camp Weeks Only	1 week (2:30-6:30pm)	\$220	\$250

Multisport Camp by TGA 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
TaeKwon-Do	8 weeks (@ 2 classes per week)	\$120	\$180
Tai Chi	8 weeks	\$80	\$100
Montvale Senior Club Tai Chi Discount:	8 weeks	\$40	\$40
Tennis Lessons	6 weeks	\$80	\$120
	5 weeks	\$65	\$100
Tennis Badges			
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	
Ultimate Frisbee by TGA	6 weeks	\$100	\$120
Volleyball- Adult	January-May	\$50	\$75
Volleyball- Girls	8 weeks	\$80	\$100
Yoga	8 weeks	\$80	\$100
Yoga Mini Session	4 weeks	\$40	\$50
Youth Theater	September-December	\$10	\$15

WHEREAS, Borough Owned Recreational Fields shall be scheduled by the Borough of Montvale Field Coordinator; and
WHEREAS, Montvale Athletic League ("MAL"), Montvale Recreation and Pascack Hills High School shall have first priority field scheduling use and shall be provide a schedule to the Field Coordinator no later than February 1st.
WHEREAS, MAL, Recreation, Pascack Hills High School and churches are exempt from payment of fees relating to field use.

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

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 2 hour time period or any part thereof, that a field is being used by an approved team.

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

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

Field 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 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 1st, field use will be established with the following order of preference:

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

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

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

Adopted: January 26, 2021

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Michael Ghassali
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 49-2021**

RE: 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 \$52,000.00

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 \$52,000.00

2. That said emergency temporary appropriation (will be) provided for 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 - Excluded from "CAPS"

Shared Service Agreements:

Police Dispatch / 911:

Other Expenses

\$52,000.00

=====

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

Adopted: January 26, 2021

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Michael Ghassali
Mayor

RESOLUTION

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

<u>FUND</u>	<u>AMOUNT</u>	<u>NOTES</u>
Current	\$208,608.55	Bill List Wire 1/26/2021
	<u>362,112.48</u>	Wires/Manual Checks
Current TOTAL	570,721.03	
Capital	1,805.00	Bill List Wire 1/26/2021
Escrow	15,857.50	Bill List Wire 1/26/2021
Housing Trust	1,945.20	Bill List Wire 1/26/2021
General Trust	481.25	Bill List Wire 1/26/2021
Unemployment Trust	3,205.53	Bill List Wire 1/26/2021
Dog Trust	260.00	Bill List Wire 1/26/2021

*This resolution was adopted by the Mayor and Council of Montvale
at a meeting held on 1/26/21*

Introduced by: _____

Approved: 1/26/21

Seconded by: _____

Michael Ghassali, Mayor

ATTEST:

Maureen Iarossi-Alwan, Municipal Clerk

MANUAL/VOID CHECKS - WIRES**January 26, 2021**

<u>Check #</u>	<u>PO #</u>	<u>Date</u>	<u>Transaction/Vendor</u>	<u>Amount</u>
WIRE		1/15/21	Payroll Account-Current	228,871.86
WIRE		1/15/21	Salary Deduction Account	115,901.40
WIRE		1/15/21	FSA Account	337.50
18774	20-00589	1/13/21	Municipal Equipment	<u>17,001.72</u>
Total				362,112.48

January 20, 2021
12:15 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
00043 NORTH JERSEY MEDIA GROUP	21-00146	01/19/21	395748 ADV. - DECEMBER 2020	Open	3,020.21	0.00		
00046 COUNTY OF BERGEN, TREASURER	21-00034	01/05/21	2020 ADDED/OMITTED TAX BILL	Open	21,256.93	0.00		
	21-00035	01/05/21	2020 OPEN SPACE ADDED/OMITTED	Open	840.74	0.00		
					22,097.67			
00057 ENFORSYS FIRE SYSTEMS, INC.	21-00010	01/04/21	MAINTENANCE COVERAGE 2021	Open	1,075.00	0.00		
00071 SUEZ WATER NEW JERSEY	21-00065	01/07/21	10003825412222 SUEZ WATER	Open	15,402.88	0.00		
00095 HANRAHAN, ROBERT	21-00008	01/04/21	EXPENSE REIMBURSEMENT	Open	85.15	0.00		
	21-00084	01/11/21	ENVIRONMENTAL COMM. - WEBEX	Open	15.94	0.00		
	21-00085	01/11/21	ENVIRONMENTAL COMM. - WEBEX	Open	15.94	0.00		
					117.03			
00097 CABLEVISION	21-00056	01/06/21	07873-240495-01-5 OPTIMUM	Open	230.62	0.00		
	21-00057	01/06/21	07873-218840-01-0 OPTIMUM	Open	21.04	0.00		
	21-00077	01/07/21	07873-218840-01-0 OPTIMUM	Open	7.82	0.00		
	21-00097	01/11/21	07873-109890-01-7 CABLEVISION	Open	101.18	0.00		
	21-00098	01/11/21	07873-204461-01-0 CABLEVISION	Open	135.45	0.00		
					496.11			
00102 MGL PRINTING SOLUTIONS	20-01479	11/23/20	MINUTE BOOKS FOR 2021	Open	1,592.50	0.00		
00118 NJ STATE LEAGUE OF	21-00019	01/04/21	2021 MEMBERSHIP DUES NJLM	Open	697.00	0.00		
00142 PITNEY BOWES, INC.	20-00091	01/10/20	2020 POSTAGE MACHINE LEASE	Open	953.28	0.00		B
00146 PSE&G CO.	21-00076	01/07/21	PSE&G - DECEMBER 2020	Open	1,422.77	0.00		
00163 STAR PRESS, INC.	20-01590	12/15/20	ENVELOPES - MUNICIPAL COURT	Open	100.00	0.00		
00164 STATELINE FIRE & SAFETY, INC.	21-00005	01/04/21	PD FIRE EXT INSPECT AND RETAG	Open	50.00	0.00		
00186 PRIMEPAY, LLC	20-00037	01/07/20	2020 FSA FEES	Open	410.50	0.00		B

January 20, 2021
12:15 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
00250 FIRE AND SAFETY SERVICES LTD	20-01569	12/10/20	M-1 FIRETRUCK REPAIRS	Open	1,683.14	0.00		
00258 ROCKLAND ELECTRIC COMPANY	21-00096	01/11/21	ROCKLAND ELECTRIC - DECEMBER	Open	10,661.47	0.00		
	21-00102	01/11/21	ROCKLAND ELECTRIC - DECEMBER	Open	<u>5,820.46</u>	0.00		
					16,481.93			
00379 NJ CONFERENCE OF MAYORS	21-00021	01/04/21	2021 MEMBERSHIP DUES NJCM	Open	395.00	0.00		
00406 RUTGERS, STATE UNIVERSITY NJ	20-01217	10/05/20	TRAINING FOR ZONING	Open	130.00	0.00		
	21-00015	01/04/21	PLANNING/ZONING COURSE -ERICA	Open	<u>543.00</u>	0.00		
					673.00			
00426 TREASURER, STATE OF NEW JERSEY	21-00067	01/07/21	QRTLY REPORT OCT - DEC 2020	Open	150.00	0.00		
00430 REGISTRARS' ASSOC. OF NJ	21-00068	01/07/21	2021 REGISTRAR MEMBERSHIP	Open	25.00	0.00		
00461 TAX COLLECTORS AND TREASURERS	21-00043	01/05/21	2021 DEPUTY TREASURER DUES	Open	100.00	0.00		
	21-00111	01/12/21	2021 TCTA ASSOC OF NJ	Open	<u>100.00</u>	0.00		
					200.00			
00471 ASSOC.OF NJ ENVIRONMENTAL COMM	21-00009	01/04/21	2021 MEMBERSHIP DUES ANJEC	Open	450.00	0.00		
00656 STATE OF NJ DEPT OF LABOR W/F	21-00095	01/11/21	UNEMPLOYMENT BENEFITS- 2ND QTR	Open	3,205.53	0.00		
00683 TCTA OF BERGEN COUNTY	21-00115	01/13/21	TCTA ASSOC OF BERGEN COUNTY	Open	50.00	0.00		
00730 BOGGIA & BOGGIA, ESQS.	20-00309	02/28/20	2020 LEGAL FEES	Open	13,651.10	0.00		B
	21-00028	01/04/21	TRUST - RESERVE FOR HOUSING	Open	<u>450.00</u>	0.00		
					14,101.10			
00731 MASER CONSULTING P.A.	20-01073	09/02/20	AFFORDABLE HOUSING 2020 SVCS	Open	340.00	0.00		B
	20-01616	12/18/20	MUNICIPAL ENGINEERING REVIEW	Open	4,245.00	0.00		
	20-01617	12/18/20	MUNICIPAL ENGINEERING REVIEW	Open	11,442.50	0.00		
	20-01618	12/18/20	MUNICIPAL ENGINEERING REVIEW	Open	306.25	0.00		
	21-00061	01/06/21	MUNICIPAL ENGINEERING REVIEW	Open	175.00	0.00		
	21-00062	01/06/21	ESCROW PAYMENTS	Open	<u>170.00</u>	0.00		
					16,678.75			
00769 URBAN AUTO SPA	21-00058	01/06/21	CAR WASH AND OIL CHANGE SRVC.	Open	26.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
00789 NJAPZA	21-00086	01/11/21	2021 NJAPZA MEMBERSHIP DUES	Open	100.00	0.00		
00801 WESTPHAL WASTE SERVICES, INC.	20-01232	10/06/20	2020 GARBAGE COLLECTION	Open	65,833.33	0.00		B
00825 NOTTINGHAM COURT LLC	20-01470	11/19/20	RENTAL ASSISTANCE PROGRAM	Open	200.00	0.00		
	21-00075	01/07/21	RENTAL ASSISTANCE PROGRAM	Open	200.00	0.00		
					400.00			
00830 LINDA VISTA TOWNHOUSES CONDO.	21-00072	01/07/21	HOMEOWNER ASSOC FEE ASSISTANCE	Open	100.00	0.00		
00876 BERGEN CTY MUNICIP.CLRK.ASSOC.	21-00147	01/20/21	2021 ANNUAL MEMBERSHIP DUES	Open	200.00	0.00		
00896 GIAMMARINO, MICHAEL	21-00027	01/04/21	2021 INTERPRETING SERVICES	Open	150.00	0.00		B
00927 ALL HANDS FIRE EQUIPMENT	20-01538	12/08/20	EFLARE HELICOPTER LANDING KIT	Open	1,019.97	0.00		
01102 POWER DMS, INC.	20-01608	12/16/20	PD POWER DMS 2 NEW OFFICERS	Open	114.54	0.00		
01132 COOPERATIVE COMMUNICATIONS, INC	20-00185	01/30/20	201-391-5700 BORO PHONE 2020	Open	1,998.49	0.00		B
01134 RESERVE ACCOUNT	21-00012	01/04/21	POSTAGE - ANIMAL LICENSE RENEW	Open	260.00	0.00		
01156 DIRECT ENERGY BUSINESS	21-00089	01/11/21	DIRECT ENERGY - DECEMBER 2020	Open	2,767.46	0.00		
	21-00114	01/13/21	DIRECT ENERGY - DECEMBER 2020	Open	644.06	0.00		
					3,411.52			
01167 MUNICIPAL CLKS ASSOC.OF NJ	21-00144	01/19/21	MUNICIPAL CLERKS CONFERENCE	Open	125.00	0.00		
01223 ELECTRICAL POWER SYSTEMS INC.	20-01334	10/28/20	GENERATOR CONTRACT 2021	Open	4,453.00	0.00		
01310 IIMC	21-00145	01/19/21	2021 MEMBERSHIP - IIMC	Open	290.00	0.00		
01367 VLADICK, MATTHEW	21-00049	01/06/21	REIMB CLOTHING ALLOWANCE 2020	Open	195.58	0.00		
01368 ROBALINO, ERIC	21-00050	01/06/21	REIMB CLOTHING ALLOWANCE 2021	Open	207.20	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
01408 VALLEY VIEW AT MONTVALE COND.								
	21-00071	01/07/21	HOMEOWNER ASSOC FEE ASSISTANCE	Open	150.00	0.00		
01542 WICKERSHEIM & SONS								
	20-01452	11/17/20	DISCONNECT 3 WATER FOUNTAINS	Open	223.62	0.00		
	20-01524	12/04/20	WATERHEATER AT SENIOR BLDG	Open	1,805.00	0.00		
					2,028.62			
01594 GALLS, LLC								
	21-00014	01/04/21	NEWELL CLOTHING ALLOWANCE	Open	82.96	0.00		
01646 NJRPA								
	21-00101	01/11/21	2021 NJRPA ANNUAL CONF. FEE	Open	150.00	0.00		
01694 AFFORDABLE HOUSING PROF.OF NJ								
	21-00016	01/04/21	AHPNJ MEMBERSHIP DUES 2021	Open	75.00	0.00		
01702 MEDIA CONSULTANTS LLC								
	20-00741	06/29/20	MONTVALE STUDIO MANAGEMENT	Open	10,582.00	0.00		B
01760 UNITED PARCEL SERVICE								
	21-00079	01/07/21	F047X6 UPS - DECEMBER 2020	Open	95.28	0.00		
01767 VERIZON								
	21-00003	01/04/21	555-569-014-0001-55 VERIZON	Open	170.64	0.00		
01828 CGP&H, LLC								
	20-00680	06/18/20	PROFESSIONAL HOUSING REHAB SVC	Open	505.20	0.00		B
01833 MCGEE, HEATHER (PETTY CASH)								
	21-00139	01/15/21	PD PETTY CASH REIMB	Open	261.98	0.00		
01959 COLONNELLI BROTHERS INC.								
	20-01445	11/17/20	EMERGENCY REPAIRS-SEWER SYSTEM	Open	26,000.00	0.00		B
01968 DISPOTO, NICHOLAS								
	21-00054	01/06/21	REIMB CLOTHING ALLOWANCE	Open	82.99	0.00		
02132 NJ ADVANCE MEDIA (STAR LEDGER)								
	21-00107	01/12/21	ADVERTISING - NOVEMBER 2020	Open	90.00	0.00		
02408 MCDOWELL, DOUGLAS								
	21-00053	01/06/21	REIMB CLOTHING ALLOWANCE	Open	82.99	0.00		
02426 VERIZON WIRELESS								
	21-00100	01/11/21	242317487-00001 VERIZON	Open	1,271.76	0.00		
02559 INS.DESIGN ADMINSTRATORS								
	21-00031	01/05/21	2021 BOROUGH VISION PLAN	Open	231.00	0.00		B
02757 TYCO ANIMAL CONTROL SERVICES								
	20-00143	01/23/20	2020 ANIMAL CONTROL	Open	970.00	0.00		B

January 20, 2021
12:15 PM

Borough of Montvale
Bill List By Vendor Id

Page No: 5

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
02911 TA ASSOCIATION BERG./PASSA.CTY	21-00025	01/04/21	2021 MEMBERSHIP DUES	Open	100.00	0.00		
03060 TRI-STATE TECHNICAL SERVICES	21-00137	01/14/21	ZOOM MONTHLY COURT CHARGE	Open	17.05	0.00		
03472 AAA EMERGENCY SUPPLY	20-01234	10/07/20	ANNUAL CALIBRATION FOR OHD	Open	800.25	0.00		
	20-01235	10/07/20	VENTIS GAS METER & CALIB. STAT	Open	6,770.00	0.00		
					7,570.25			
03590 NATIONAL BUSINESS FURNITURE	20-01585	12/15/20	CREDENZA	Open	502.00	0.00		
03632 RR DONNELLEY	20-01575	12/14/20	SALARY DEDUCTION ACCT CHECKS	Open	66.72	0.00		
03727 STAPLES INC	20-01290	10/20/20	office supplies	Open	138.58	0.00		
	20-01309	10/22/20	office supplies	Open	152.00	0.00		
	20-01599	12/16/20	office supplies	Open	322.98	0.00		
					613.56			
03730 NJ DEPT OF ENVIRON PROTECTION	20-01482	11/24/20	U S T REGISTRATION @ DPW	Open	50.00	0.00		
<hr/>								
Total Purchase Orders:	88	Total P.O. Line Items:	0	Total List Amount:	232,163.03	Total Void Amount:		0.00

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND 2020 0-01		165,317.92	0.00	165,317.92	0.00	0.00	165,317.92
CURRENT FUND 2020 1-01		43,290.63	0.00	43,290.63	0.00	0.00	43,290.63
CAPITAL FUND	C-04	1,805.00	0.00	1,805.00	0.00	0.00	1,805.00
BOA ESCROW ACCOUN	E-08	15,857.50	0.00	15,857.50	0.00	0.00	15,857.50
OTHER TRUST ACCOU	T-03	2,426.45	0.00	2,426.45	0.00	0.00	2,426.45
DOG TRUST ACCOUNT	T-12	260.00	0.00	260.00	0.00	0.00	260.00
UNEMPLOYMENT TRUS	T-13	3,205.53	0.00	3,205.53	0.00	0.00	3,205.53
Year Total:		5,891.98	0.00	5,891.98	0.00	0.00	5,891.98
Total Of All Funds:		232,163.03	0.00	232,163.03	0.00	0.00	232,163.03



Engineers
Planners
Surveyors
Landscape Architects
Environmental Scientists

1000 Waterview Drive, Suite 201
Hamilton, NJ 08691
T: 609.587.8200
F: 609.587.8260
www.maserconsulting.com

January 21, 2021

VIA E-MAIL – miarossi@montvaleboro.org

Ms. Maureen Iarossi-Alwan, Clerk
Montvale Borough
12 Mercedes Drive
Montvale, NJ 07845

Re: Proposal for Professional Services
Quiet Zone Feasibility Study
Montvale Borough, Bergen County, NJ
MC Proposal No. MVB021P

Dear Ms. Iarossi-Alwan:

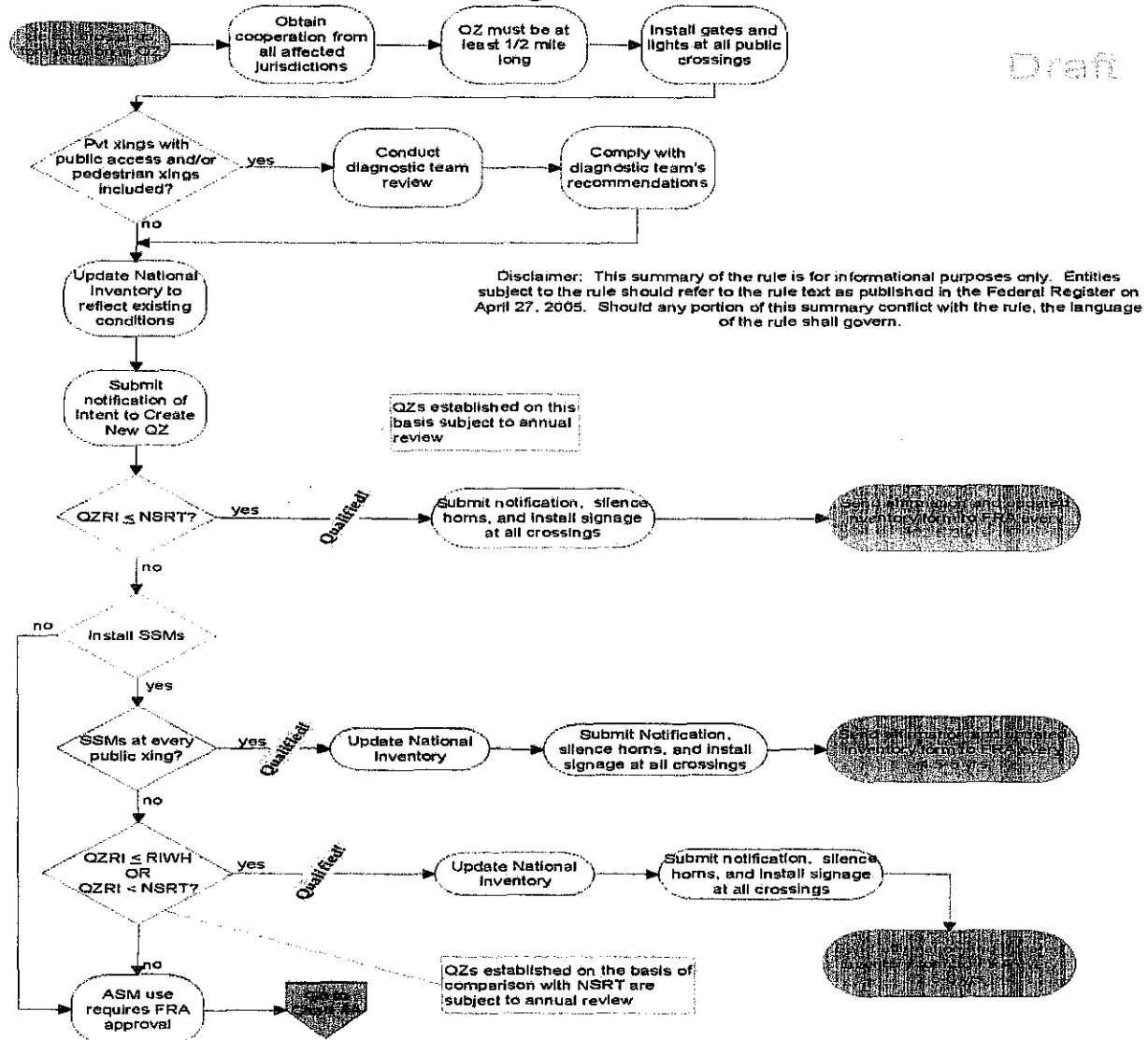
Colliers Engineering & Design, Inc, DBA Maser Consulting is pleased to submit this proposal to provide professional services.

PROJECT UNDERSTANDING

On June 24, 2005, the Final Rule entitled “Use of Locomotive Horns at Highway-Rail Grade Crossings,” as published by the Federal Railroad Administration, went into effect. The promulgation of this Final Rule placed into effect the following regulations relative to this RFP:

- It required trains to sound a locomotive horn at all public crossings at least 15 seconds, but no more than 20 seconds, before entering the crossing.
- It allowed the creation of a Quiet Zone” pursuant to the installation of safety measures and compliance with a defined regulatory process. The regulatory process is depicted in the following flowchart as published by the FRA:

Chart 3 - Creating a New Quiet Zone or New Partial Quiet Zone using SSMs



To improve the quality of life for residents of Montvale Borough, and to enhance the safety of four highway-rail at-grade crossings within the community, the Borough investigating the feasibility of establishing a Quiet Zone pursuant to Federal Road Administration Title 49 CFR Part 222 and 229.

This proposal is divided into four sections as follows:

- Section I – Scope of Services
- Section II – Business Terms and Conditions
- Section III – Technical Staff Hourly Rate Schedule and Reimbursable Expenses
- Section IV – Client Contract Authorization

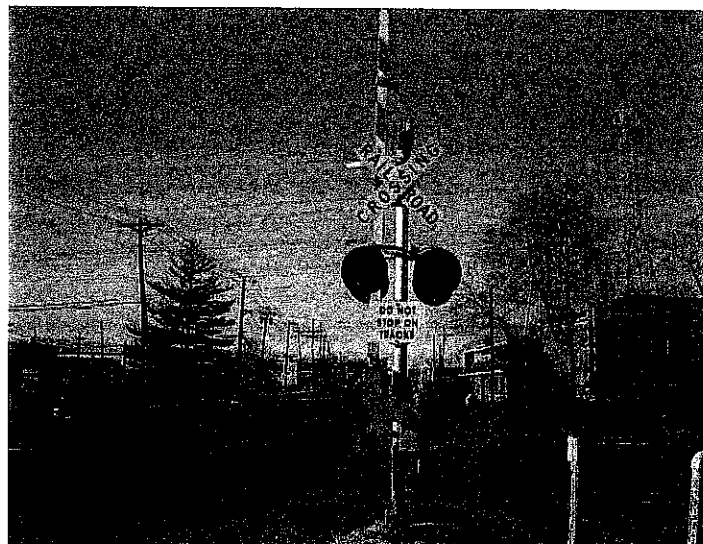
The following scope of services has been separated into phases so that it may be more easily reviewed. The order in which the phases are presented generally follows the sequence in which the project will be accomplished; however, depending on the project, the various authorized services contained in this proposal may be performed in a sequence as deemed appropriate by Maser Consulting to meet project schedules.

SECTION I – SCOPE OF SERVICES

Based on our conversations and information noted above, we propose to complete the following:

PHASE 1.0 FEASIBILITY REPORT

Due to the complexity of this process, and since there are numerous installations that can be utilized to justify the quiet zone, we are suggesting a feasibility report be conducted first. This project has many variables, which need to be addressed, before the FRA, NJDOT and Railroad companies are informed of the proposed Quiet Zone. The two railroad crossings in Montvale Borough along West Grand Avenue and Kinderkamack Road are multi-jurisdictional and may be lacking required rail safety installations. This information will be focused on and expanded upon in the Feasibility Report. Additionally, the Feasibility Report will provide the Borough with a concept plan and a cost estimate for the improvements needed to establish a Quiet Zone in Montvale Borough.





Deliverables will include:

- Safety index analysis;
- Field investigations at the 2 locations;
- Research of FRA information on the crossings;
- Assessment of various available options to comply with the FRA ruling for Quiet Zone establishment;
- Coordination with NJDOT and FRA;
- Cost estimates;
- Recommendations; and
- A report outlining the above.

Phase 1.0 Lump Sum

\$15,000.00

PHASE 2.0 MEETINGS

Meetings: Attendance at Planning Board or Zoning Board of Adjustment meetings and other public meetings where expert testimony is required will be billed separately at a rate of \$850.00/meeting/Principal or Department Manager and \$750.00/meeting/other professional.

Attendance at agency and project coordination (including with client and other consultants) meetings will be billed hourly in accordance with the Schedule of Hourly Rates in effect at the time the meeting is held. Time spent preparing for meetings will be billed hourly in accordance with the Schedule of Hourly Rates in effect at the time the service is completed.

Communications: The intensity, methods, and frequency of communications required to complete a project varies from client to client, and from project to project, but is essential to expediting the project successfully. As it is not possible to determine the scope of services required for this effort prior to the commencement of services, we will provide these services on a time and material basis as needed. Services under this effort will include, but may not be limited to:

- Telephone and conference calls re: project status and/or follow up with review agencies;
- General email review and generation related to project advancement;
- Status updates and reporting; and
- Correspondence and coordination with governmental agencies having jurisdiction over the project.

Phase 2.0 Fee

As Specified / Hourly



PHASE 3.0 PLAN REVISIONS AND ADDITIONAL SERVICES

Services accomplished under this phase will be billed hourly in accordance with the Schedule of Hourly Rates in effect at the time the service is accomplished and will include revisions or extra services requested by the various review agencies and/or the client that differ from the original scope of service, or revisions required as conditions of approval that are not an error or omission on the part of Maser Consulting. Additional services will not be advanced without providing notice to you of the need for additional services and obtaining your approval of the additional scope of services and fees.

Phase 3.0 Fee

Hourly

SCHEDULE OF FEES

For your convenience, we have broken down the total estimated cost of the project into the categories identified within the scope of services.

PHASE 1.0	FEASIBILITY REPORT	\$15,000.00
PHASE 2.0	MEETINGS	
	- Planning/Zoning Board Meetings	SPECIFIED FEE
	\$850.00/meeting/Principal or Department Manager	
	\$750.00/meeting/each other Professional	
	- Additional Agency/Coordination Meetings	HOURLY
PHASE 3.0	PLAN REVISIONS AND ADDITIONAL SERVICES	HOURLY

This Contract and Fee Schedule are based upon the acceptance of Maser Consulting's Business Terms and Conditions contained in Section II of this Contract. Delivery, mileage, printing and reproduction, overnight mail service and postage costs are not included in the lump sum fees and will be added to each monthly invoice.

BOROUGH OF MONTVALE

ACCOUNTING MANUAL

The Accounting Manual documents and/or references the accounting processes and procedures of the Borough. The internal accounting control processes and procedures are an integral part of the manual and are designed to safeguard assets and limit the risk of loss or misstatement.

The Borough has developed the following accounting policies and procedures:

PURCHASING

The purchasing procedures are attached (Attachment 1). The purchasing procedures are documented in detail and are designed to promote compliance with the appropriate sections of the Local Public Contracts Law (N.J.S.A. 40A:11).

The proper 1099 forms are filed annually by January 31. The required 1096 forms, along with appropriate 1099 forms, are filed with the IRS and the State by January 31.

The fixed asset procedures comply with Technical Accounting Directive 85-2. Local Finance Notice CFO 96-13 is attached (Attachment 2). The fixed asset inventory shall be reviewed each year to determine insurability and usefulness. All fixed assets not needed for public use will be sold or disposed of in accordance with N.J.S.A. 40 A:11-36.

CASH MANAGEMENT

The Cash Management Plan is adopted annually by the Governing Body. The Plan is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits and investments of public funds of the Borough, pending the use of such funds for the intended purposes.

Authorization to make deposits shall be limited to employees specifically covered by separate Surety Bond. All moneys collected must be deposited within 48 hours as required by N.J.S.A. 40:A5-15.

Cash receipts journals are to be maintained by each department. A monthly summary of cash receipts shall be submitted to the Treasurer to reconcile to the amounts deposited with the Borough.

BUDGET

The budget process complies with all statutory requirements, including but not limited to, the Local Budget Law (N.J.S.A. 40A:4).

The primary focus of the municipal budget is to appropriate sufficient funds to ensure the health, safety and welfare of the community and its residents while properly maintaining the Borough's assets.

SURPLUS

The Surplus policy of the Borough is attached (Attachment 3). The Policy is intended to provide guidance in determining the level of surplus that should be maintained to support municipal operations.

FINANCIAL REPORTING

Financial reporting procedures of the Borough include:

- a) Maintenance of general ledgers for all Borough accounts on a monthly basis.
- b) Reconciliation of all Borough accounts on a monthly basis.
- c) Proper segregation of duties for all financial transactions, reconciliations and reporting.
- d) An annual independent audit is performed in accordance with N.J.S.A. 40A:5-4.

PERSONNEL/PAYROLL

Personnel policies are codified in the General Ordinances of the Borough for each department. In addition, the bargaining units negotiate separate contracts with the Borough.

All potential employees must submit completed I-9 and W-4 forms and any other required forms prior to their hire date.

Employees within the municipal building are required to submit time sheets or time cards. Department heads and Administration must review and approve the employees' time sheets or timecards. All time sheets or time cards must be approved and submitted according to the annual payroll schedule distributed by the payroll clerk.

The Police Department has its own time management policy. The payroll vouchers reflecting overtime must be submitted to the payroll clerk according to the annual payroll schedule.

The Borough's payroll is processed by a third party payroll service. The servicer also provides a payroll tax service. Payroll taxes and payroll tax returns are filed with the proper agencies in accordance with the appropriate laws and regulations. The servicer provides the Township with a copy of the payroll tax returns to review for accuracy.

Employees are enrolled in the Public Employees Retirement System, Police and Firemen's Retirement System or Defined Contribution Retirement Plan in accordance with the guidelines as set forth by the Division of Pensions and Benefits.

Pension payments are transmitted to the State on a monthly basis and the Report of Contributions is filed quarterly by the Borough, as required by the Division of Pensions and Benefits.

DEBT/CAPITAL

The debt management process has been developed to comply with the Local Bond Law (N.J.S.A. 40A:2).

Departments are required to provide Administration with a multi-year capital plan as part of the annual budget process. Administration should evaluate the plan based on the anticipated impact on future operations and costs. The financial parameters utilized include:

- a) The statutory debt limit (N.J.S.A. 40A:2-6): The Borough should maintain a percentage of less than 1% of net debt to equalized value.
- b) Debt service as a percentage of budget appropriations: The Township should maintain a percentage of approximately 10 % of debt service to budget appropriations.

Administration should also evaluate the capital plan based on the impact on the community (health, safety and welfare).

Based on the results of Administration's evaluation, a capital program is submitted to the Governing Body for approval.

Compliance with Secondary market disclosure requirements is required, as well as any other provision of the Borough's adopted bond ordinances.

The policies should be reviewed periodically and updated based on relevance, compliance and the evaluation of risk assessment. Other policies that are informally communicated and implemented may be added as determined necessary. All policies and procedures, whether formal or informal, comply with the appropriate regulations, statutes and guidelines.

DRAFT

ATTACHMENT 1

PURCHASING PROCEDURES

REQUISITIONS:

The Department Head determines that a purchase of goods and/or services is required.

All vendors must have a W-9 and Business Registration Certificate on file with the Borough, when required, prior to requesting a purchase.

If funds are not available, a transfer of funds must be approved by the Governing Body prior to further processing.

If a contract is being utilized, the contract number, resolution number and any other supporting documentation must be provided.

Requests are submitted by the Department Head to the Finance Department for processing. If the request is in excess of \$6,600.00 (15% of the bid threshold), at least two quotes (three if possible) are required to be obtained and submitted. The threshold is based on the aggregate amount anticipated to be purchased on an annual basis.

If the amount anticipated to be purchased on an annual basis is in excess of \$44,000.00 (bid threshold), bids must be solicited and a contract must be awarded by resolution.

If items requested to be purchased are not on the bid list, a minimum of two quotes are required (three if possible) prior to purchase. The department should amend the bid list for the subsequent solicitation of bids.

If the amount anticipated to be purchased from any one vendor will exceed the \$17,500.00 Pay to Play threshold, or a purchase will result in the vendor's total aggregate purchases to exceed \$17,500.00 within the calendar year, Administration must be notified to determine compliance with the existing law and Governing Body approval by resolution.

The Borough must comply with the NJ Prevailing Wage Act N.J.S.A. 34:11-56.25 et seq. for Public Works contracts exceeding \$16,263.00.

Requisitions will be processed daily.

PURCHASE ORDERS:

Purchase orders are processed and mailed to vendors.

The voucher copy is distributed to the respective department for further processing.

INVOICE/VOUCHER:

Upon obtaining an original invoice, the department verifies the accuracy of the goods received and/or the services rendered.

If problems exist with the goods received and/or the services rendered, the voucher cannot be approved for further processing.

The department resolves any issues, submits appropriate documentation and enters corrections, if any, on the voucher.

When the information is verified and confirmed, the department approves and submits the voucher together with the invoice and all supporting documentation to the accounts payable clerk for further processing.

The accounts payable clerk verifies the information submitted and enters the corrected information into the financial accounting system. If an obvious question arises, the department will be required to respond.

The accounts payable clerk mails the voucher to the vendor for the claimant's certification.

PAYMENTS/CHECKS:

Signed and completed voucher packages are processed for payment.

If the voucher package is determined not to be complete, the department will be informed and expected to resolve any issues prior to further processing.

If the voucher package is determined to be complete and accurate, the voucher package is processed for payment.

The accounts payable clerk prepares the bills list for governing body approval.

The accounts payable clerk prints the checks and mails the checks to the vendors.

CONFIRMING ORDERS/CHECK REQUESTS:

Confirming orders must be submitted with the proper documentation/justification and approved by the Borough Administrator prior to processing.

Confirming orders will only be processed for goods received and/or services rendered relating to emergency situations. An emergency certification form must be utilized for each occurrence (see attached).

Check requests will be processed for utility bills and progress payments for contracts previously encumbered.

Requisitions must be submitted as required.

REIMBURSEMENTS:

When determined absolutely necessary, reimbursements will be processed after approval by the Borough Administrator.

All original supporting documentation must be provided (receipts, invoices etc).

If an original receipt is not submitted, a cancelled check or other form of original proof of payment will be required prior to further processing.

Requisitions must be submitted as required.

BLANKET ORDERS:

All contracts awarded for goods and/or services must be encumbered.

Requests must be submitted for all progress payments required.

OPEN PURCHASE ORDERS:

Items purchased on a continuous basis from a single vendor may be processed utilizing an open purchase order on a monthly basis.

Quotes are required on an annual basis for the purchasing of goods and/or services that will exceed the quote threshold for that period. Similarly, a contract must be awarded if the bid threshold will be exceeded.

Requisitions must be submitted as required and are subject to approval for each open purchase order requested.

Vendors must be provided with the purchase order number for each and every purchase made from the open order.

The amount of goods and/or services received must not exceed the original amount encumbered. An additional amount must be encumbered prior to subsequent orders being placed.

The vendor must reference the purchase order number on the invoices submitted for payment.

Open purchase orders must be closed out on a monthly basis.

STATE CONTRACTS:

State contracts must be awarded by the governing body prior to purchase of goods and/or services.

When utilizing an approved state contract for the purchase of goods and/or services, all necessary state contract information must be included with the submission of the requisition.

REFUNDS:

As promulgated by the Division of Local Government Services, the following categories may be considered for utilization as refunds:

1. Refunds from an insurance company resulting from a claim.
2. Receipts of federal or state aid as reimbursement of prior expenditures.
3. Refunds from vendors, resulting from overcharges or duplicate payments.

OTHER ISSUES:

If any issues and/or questions arise that require consultation with the Borough Administrator, Qualified Purchasing Agent, Chief Financial Officer, Treasurer or Governing Body, they must be addressed prior to requesting a purchase.

CERTIFICATION OF REQUEST FOR EMERGENCY PURCHASES
TO BE FILED WITH CONTRACTING AGENT OR DEPUTY

The undersigned department head (or designated agent) certifies as follows:

1. An emergency condition exists in the (_____).
2. This condition constitutes an emergency affecting the immediate health, safety, or welfare of the public.
3. Description of the condition and how it affects the public health, safety, or welfare:

4. This emergency occurred on (Date) _____ / at (Location) _____.
5. It is necessary to invoke N.J.S.A. 40A:11-6 (emergency purchases and contracts) in order to obtain the immediate delivery of the materials, supplies, or the performance of the service(s) described in the attached Requisition # _____. The estimated cost of furnishing the materials(s), supplies, or service(s) is \$ _____.
6. It is requested that a Purchase Order be issued without public advertisement for bids, pursuant to the above cited statute.
7. I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements are willfully false, I am subject to punishment.

Department Head

Name Printed

Department

Date

For Purchasing Authority use only:

1. Qualified Purchasing Agent / Borough Administrator: Approved _____ Denied _____
2. If approval is granted, record the purchase order(s) issued pursuant to the emergency: _____
3. The maximum amount that may be expended under this emergency is \$ _____

LOCAL FINANCE NOTICECHRISTINE TODD WHITMAN
GOVERNORJANE M. KENNY
COMMISSIONERBETH GATES
DIRECTOR**ATTACHMENT 2****REVISION TO TECHNICAL ACCOUNTING DIRECTIVE NO. 85-2
THRESHOLD FOR NONEXPENDABLE, TANGIBLE PERSONAL PROPERTY**

The threshold for "nonexpendable, tangible personal property," as defined in Technical Accounting Directive Number 85-2, "Accounting for Governmental Fixed Assets," has been revised from \$1,000 to \$5,000 for both municipalities and counties. This change takes effect January 1, 1997. This brings our threshold to that established by the federal government.

A local unit may establish a capitalization level other than the revised threshold, provided it does not exceed \$5,000 per unit, regardless of whether or not such assets were acquired with federal funds. Nonexpendable, tangible personal property is to have a useful life of *at least five years at least one year*.

Federal OMB Circular No. A-87 Cost Principles for State, Local and Indian Tribal Governments has defined equipment and other capital expenditures for the purpose of grant reporting and reimbursement. If a local unit's capitalization policy differs from federal guidelines, it may be necessary to maintain separate records (worksheets, ledgers, etc.) for a particular grant(s).

Chief Financial Officers are asked to share this Notice with the Chief Administrative Officer, risk managers, and any other appropriate local officials. If you have any questions regarding this matter, please call the Bureau of Financial Regulation and Assistance at (609) 292-4806.



Beth Gates, Director
Division of Local Government Services

Distribution:

Municipal and County Chief Financial Officers
Registered Municipal Accountants

Note: Change above in strikeout and italic made after publication of original Notice.

Director's Office
(609) 292-6613

Local Government
Research
(609) 292-6110

Financial Regulation
and Assistance
(609) 292-4806

Local Finance
Board
(609) 292-4537

Local Management
Services
(609) 292-7842

Authority Regulation
(609) 984-0133

Fax
(609) 984-7388

ATTACHMENT 3

BOROUGH OF MONTVALE

SURPLUS POLICY

The Surplus Policy of the Borough is intended to provide guidance in determining the level of surplus that should be maintained to support municipal operations.

In general, the Borough should not utilize/anticipate more surplus, for the support of municipal operations, than can be reasonably expected to be replenished/regenerated.

Specifically, the Borough will employ the following policies to aid in the maintenance of surplus annually:

1. The Reserve for Uncollected Taxes should be calculated based on a collection percentage at least 1.75 less than the prior year actual collection percentage.
2. A historical analysis of surplus will be maintained to provide data to help determine the factors involved in the annual increase or decrease of the ending balance.
3. The status of grant reimbursements will be monitored throughout the year.
4. Old reserve/liability balances will be reviewed annually for cancellation.
5. Non-recurring revenues should not be used to support on-going operating expenses. The non-recurring revenues should be limited to one-time expenditures or utilized to the extent that replacement revenue will be available.

Based on the policies in place, the Borough's goals are as follows:

1. The surplus utilized should be replenished annually.
2. The surplus utilized should be approximately 15% - 20% of the succeeding year's adopted budget.
3. The Borough should maintain a surplus balance as follows:
 - a) The ending surplus balance should be between 20% and 25% of the succeeding year's projected budget, but not less than \$4,000,000.
 - b) The ending surplus balance should be between 8% and 10% of the succeeding year's projected tax levy, but not less than \$4,000,000.

This policy should be reviewed periodically and revised, if and when it is determined necessary, based on the multitude of factors that contribute to the Borough's financial position.