

**MAYOR AND COUNCIL
2018 REORGANIZATION MEETING
January 3, 2018 @ 4:00 P.M.
Borough Hall – 100 Church Street – Alpine, NJ
(This meeting was recorded in its entirety)**

CALL TO ORDER/ PUBLIC ANNOUNCEMENT

The Mayor and Council, Borough of Alpine, convened for this Reorganization Meeting on Wednesday, January 3, 2018 at 4:04 P.M. in the Alpine Borough Hall. The Public Announcement was read: *In accordance with the provisions of the New Jersey Open Public Meetings Law, the notice of this Reorganization meeting has met the requirements of the law by being e-mailed to The Record, posted on the bulletin board of the lobby in the Borough Hall and a copy filed in the office of the Borough Clerk.* The Pledge of Allegiance was conducted at the Sine Die meeting.

SWEARING-IN OF NEWLY ELECTED COUNCIL The oath of office was administered to:

Arthur Frankel three-year term as Councilman expiring December 31, 2020.
Laurence A. Shadek three-year term as Councilman expiring December 31, 2020.

ROLL CALL OF THE MAYOR AND COUNCIL OF 2018

Paul Tomasko, Mayor	Present	Vicki Frankel, Councilwoman	Present
Michael Cacouris, Councilman	Present	Gayle Gerstein, Councilwoman	Present
John Halbreich, Councilman	Present	Arthur Frankel, Councilman	Present
Laurence Shadek, Councilman	Present		

PUBLIC COMMENTS None

2018 ALPINE FIRE DEPARTMENT LINE OFFICERS

CHIEF: Kyle Khorozian **ASSISTANT CHIEF:** Charles Hoffmann **CAPTAIN:** H. Josh Schneeweiss
1st LIEUTENANT: Scott Bosworth **2nd Lieutenant:** Raffi Aynilian

The oath of office was administered to Scott Bosworth who was present. Remaining oaths will be administered at a later date. Mayor Tomasko expressed gratitude to the volunteer members of the Fire Department and recognized those members in attendance: Frank Rickenbaugh, Councilman Halbreich, Lt. Scott Bosworth and Hal Shaw III.

NEW BUSINESS

Resolution #001:1'2018 Election of Council President: Vicki Frankel

OFFERED BY: Councilwoman Gerstein **SECONDED BY:** Councilman Cacouris

And approved by all at the 2018 reorganization meeting of the Mayor and Council of the Borough of Alpine held on January 3, 2018 to appoint **Vicki Frankel** as President of Council.

VOTE: Ayes: Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadek **MOTION APPROVED**

Resolution #002:1'2018 Planning Board Class III member

OFFERED BY: Councilwoman Frankel **SECONDED BY:** Councilman Cacouris

And approved by all at the 2018 reorganization meeting of the Mayor and Council of the Borough of Alpine held on January 3, 2018 to appoint **Councilwoman Gayle Gerstein** as Planning Board **Class III** member, a one year term expiring 12/31/2018.

VOTE: Ayes: Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadek **MOTION APPROVED**

Mayor's Appointments: Other Planning Board members *Although a resolution for Council Confirmation is not required, the Mayor may ask if Council would like to affirm the following appointment(s) by resolution:*

Resolution #003:1'2018 Planning Board members as follows:

OFFERED BY: Councilwoman Frankel **SECONDED BY:** Councilman Gerstein

And approved by all at the 2018 reorganization meeting of the Mayor and Council of the Borough of Alpine held on January 3, 2018 to confirm the Mayor's appointment as follows:

Class II Lorraine Mattes 3-year term expiring 12/31/2020
(concurrent with Environmental Commission term).

Alternate I Jeffrey Fromm 2-year term expiring 12/31/2019

Alternate II Vacant unexp. portion 2-year term expiring 12/31/2018

These minutes have been approved by the Mayor and Council.

VOTE: Ayes: Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadek

MOTION APPROVED

BOROUGH STAFF POSITIONS 2018

THE FOLLOWING POSITIONS ARE FILLED BY TENURED EMPLOYEES:

FIRE SUB CODE OFFICIAL	Frank Rickenbaugh
CONSTRUCTION CODE OFFICIAL	Alden Blackwell
BUILDING INSPECTOR/SUBCODE OFFICIAL	Brian Frugis
TAX COLLECTOR	Marilyn Hayward

Resolution #004:1'2018 Borough Staff Positions (some require formal resolutions that follow)

OFFERED BY: Councilwoman Frankel **SECONDED BY:** Councilman Gerstein

And approved by all those eligible to vote at the 2018 reorganization meeting of the Mayor and Council of the Borough of Alpine to confirm the Mayor's appointment of the following persons to Borough Staff Positions. Terms are for 1 year expiring 12/31/2018 unless otherwise noted:

Nancy Wehmann	Deputy Borough Clerk
Marilyn Hayward	Treasurer, Tax Search Officer, Building & Construction Trust Account Manager, Municipal Alliance Coordinator
Alden Blackwell	Zoning Officer
Catherine Booth	Technical Assistant Building Department
Dilber Hussein, MD	Police Physician
Dawn Curatola	Municipal Court Administrator
Rebecca Overgaard	Qualified Purchasing Agent ¹
Frank Rickenbaugh	DPW Superintendent, Property Maintenance Official Clean Communities Coordinator
J. Stuart Davis	Recycling Coordinator
Stephanie Wehmann	Safety Committee Coordinator Recycling Administrative Assistant
Charles Hoffmann	Emergency Management Coordinator ² (3-year exp 12/31/2020)

VOTE: Ayes: Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadek

MOTION APPROVED

Resolution #005:1'2018 Emergency Management Coordinator

OFFERED BY: Councilwoman Frankel **SECONDED BY:** Councilman Gerstein

And approved by all those eligible to vote at the 2018 reorganization meeting of the Mayor and Council of the Borough of Alpine

WHEREAS, according to Directive #102 dated July 24, 1987 issued by the Division of State Police, Department of Law and Public Safety, the Borough must appoint an Emergency Management Coordinator for a three-year term.

NOW, THEREFORE BE IT RESOLVED, Charles A. Hoffmann is hereby appointed to the position of Emergency Management Coordinator for a three-year term retroactive to January 1, 2018 and ending December 31, 2020; and

BE IT FURTHER IT RESOLVED, that copy of this resolution be forwarded to the Bergen County OEM Coordinator Lt. Matthew Tiedemann at the Bergen County Office of Emergency Services.

VOTE: Ayes: Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadek

MOTION APPROVED

Resolution #006:1'2018 Qualified Purchasing Agent

OFFERED BY: Councilwoman Frankel **SECONDED BY:** Councilman Gerstein

at the 2018 reorganization meeting of the Mayor and Council of the Borough of Alpine

WHEREAS, N.J.A.C. 5:34-5 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

WHEREAS, Rebecca Overgaard possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.;

¹ formal resolution follows

² formal resolution follows

NOW, BE IT RESOLVED, that the Mayor and Council hereby appoints Rebecca Overgaard as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 40A:11-2(30), with specific relevance to the authority, responsibility and accountability of the purchasing activity for the Borough of Alpine at an annual salary as per the salary ordinance term effective January 1, 2018 and expiring December 31, 2018; and

BE IT FURTHER RESOLVED, that the Mayor and Council of the Borough of Alpine, County of Bergen, State of New Jersey, hereby maintains its bid threshold at \$40,000.00 and quote threshold at \$6,000.00 or as adjusted pursuant to proper notification from the Division of Local Government Services; and

BE IT FURTHER RESOLVED, that in accordance with N.J.A.C. 5:34-5.2 the Borough Clerk is hereby authorized and directed to forward a certified copy of this resolution and a copy of Rebecca Overgaard’s certification to the Director of the Division of Local Government Services.

VOTE: Ayes: Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadek **MOTION APPROVED**

CONSENT AGENDA RESOLUTIONS #007:1’2018 through #035:1’2018

{All matters listed under Consent Agenda are considered to be routine and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.}

Resolution #007:1’2018 Appointment of Council Committees Chairs, Members

OFFERED BY: Councilwoman Frankel **SECONDED BY:** Councilman Gerstein

And approved by all at the 2018 reorganization meeting of the Mayor and Council of the Borough of Alpine held on January 3, 2018 to confirm the Mayor’s appointment of the following Council Committees:

<u>Committee</u>	<u>Chairperson</u>	<u>Committee Member</u>	<u>Committee Member</u>
FINANCE:	<i>Michael Cacouris</i>	<i>Larry Shadek</i>	<i>Arthur Frankel</i>
ADMINISTRATION:	<i>Larry Shadek</i>	<i>Arthur Frankel</i>	<i>John Halbreich</i>
BUILDINGS:	<i>John Halbreich</i>	<i>Vicki Frankel</i>	<i>Gayle Gerstein</i>
D.P.W.:	<i>Arthur Frankel</i>	<i>Gayle Gerstein</i>	<i>Larry Shadek</i>
FIRE/AMB.:	<i>Gayle Gerstein</i>	<i>Michael Cacouris</i>	<i>Vicki Frankel</i>
POLICE:	<i>Vicki Frankel</i>	<i>John Halbreich</i>	<i>Michael Cacouris</i>

VOTE: Ayes: Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadek **MOTION APPROVED**

Resolution #008:1’2018 Appointment of Council Liaisons

OFFERED BY: Councilwoman Frankel **SECONDED BY:** Councilman Gerstein

And approved by all at the 2018 reorganization meeting of the Mayor and Council of the Borough of Alpine held on January 3, 2018 to confirm the Mayor’s appointment of the following Council members as Liaisons to Borough Boards and Commissions:

BOARD OF EDUCATION:	<i>Larry Shadek</i>
BOARD OF HEALTH:	<i>John Halbreich</i>
RECREATION COMMISSION:	<i>Michael Cacouris</i>
ENVIRONMENTAL COMMISSION:	<i>Vicki Frankel</i>
BOARD OF ADJUSTMENT:	<i>Arthur Frankel</i>

VOTE: Ayes: Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadek **MOTION APPROVED**

Resolution #009:1’2018 Insurance Commissioner(s) and Alternates

OFFERED BY: Councilwoman Frankel **SECONDED BY:** Councilman Gerstein

And approved by all those eligible to vote at the 2018 reorganization meeting of the Mayor and Council of the Borough of Alpine held on January 3, 2018 to confirm the Mayor’s appointment of the following persons to terms as the Insurance Commissioner and Alternates

Paul Tomasko 1-year term expiring 12/31/2018

VOTE: Ayes: Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadek **MOTION APPROVED**

Resolution #010:1’2018 American with Disabilities Act (ADA) Compliance Committee

OFFERED BY: Councilwoman Frankel **SECONDED BY:** Councilman Gerstein

And approved by all those eligible to vote at the 2018 reorganization meeting of the Mayor and Council of the Borough of Alpine held on January 3, 2018 to confirm the Mayor's appointment of the following to the ADA Committee

John Halbreich 1-year term expiring 12/31/2018

Nancy Wehmann, Correspondent 1-year term expiring 12/31/2018

VOTE: Ayes: Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadek **MOTION APPROVED**

Resolution #011:1'2018 Zoning Board of Adjustment

OFFERED BY: Councilwoman Frankel **SECONDED BY:** Councilman Gerstein

And approved by all those eligible to vote at the 2018 reorganization meeting of the Mayor and Council of the Borough of Alpine held on January 3, 2018 to confirm the Mayor's appointments

Members Anthony Barbieri 4-year term expiring 12/31/2021

Jeffery Mayer unexpired portion 4-year term expiring 12/31/2020

Alternate Member I: George Abad, Jr. unexpired portion 2-year term expiring 12/31/2018

Alternate II position is currently vacant

VOTE: Ayes: Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadek **MOTION APPROVED**

Resolution #012:1'2018 Board of Health

OFFERED BY: Councilwoman Frankel **SECONDED BY:** Councilman Gerstein

And approved by all those eligible to vote at the 2018 reorganization meeting of the Mayor and Council of the Borough of Alpine held on January 3, 2018 to confirm the Mayor's appointments

Alternate Member I: Anthony Inguaggiato, Sr. 2-year term expiring 12/31/2019

Alternate II position is currently vacant

VOTE: Ayes: Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadek **MOTION APPROVED**

Resolution #013:1'2018 Environmental Commission

OFFERED BY: Councilwoman Frankel **SECONDED BY:** Councilman Gerstein

And approved by all those eligible to vote at the 2018 reorganization meeting of the Mayor and Council of the Borough of Alpine held on January 3, 2018 to confirm the Mayor's appointments

Member: Lorraine Mattes 3 year term expiring 12/31/2020

Alternate Member I: Don Aibel 2 year term expiring 12/31/2019

Alternate II position is currently vacant

VOTE: Ayes: Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadek **MOTION APPROVED**

Resolution #014:1'2018 Recreation Commission

OFFERED BY: Councilwoman Frankel **SECONDED BY:** Councilman Gerstein

And approved by all those eligible to vote at the 2018 reorganization meeting of the Mayor and Council of the Borough of Alpine held on Wednesday, January 3, 2018 to confirm the Mayor's appointment

Member: John Kelly 5-year term expiring 12/31/2022

VOTE: Ayes: Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadek **MOTION APPROVED**

Resolution #015:1'2018 Alpine Swim & Racquet Club Recreation Subcommittee

OFFERED BY: Councilwoman Frankel **SECONDED BY:** Councilman Gerstein

And approved by all those eligible to vote at the 2018 reorganization meeting of the Mayor and Council of the Borough of Alpine held on Wednesday, January 3, 2018 to confirm the Mayor's appointments

Members: Tom Haring, Brian Lubliner, Mary Kupferschmid, Anna Ferreira, Maria Fasano, Dr. Armand Fasano 1-year terms expiring 12/31/2018.

VOTE: Ayes: Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadek **MOTION APPROVED**

Resolution #016:1'2018 Deputy Emergency Management Coordinators

OFFERED BY: Councilwoman Frankel **SECONDED BY:** Councilman Gerstein

And approved by all those eligible to vote at the 2018 reorganization meeting of the Mayor and Council of the Borough of Alpine held on Wednesday, January 3, 2018 that **Councilman John Halbreich**

and **Patrolman Brian Bourke** are hereby appointed to the position of Deputy Emergency Management Coordinators for one-year terms expiring December 31, 2018; and

BE IT FURTHER IT RESOLVED, that copy of this resolution be forwarded to Alpine Emergency Management Coordinator Charles A. Hoffmann and the Bergen County OEM Coordinator Lt. Matthew Tiedemann at the Bergen County Office of Emergency Services.

VOTE: Ayes: Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadek **MOTION APPROVED**

Resolution #017:1'2018 Appointment of Public Agency Compliance Officer – Affirmative Action

OFFERED BY: Councilwoman Frankel **SECONDED BY:** Councilman Gerstein

at the 2018 reorganization meeting of the Mayor and Council of the Borough of Alpine held on January 3, 2018

WHEREAS, N.J.A.C. 17:27-1.1 provides that no public work contracts can be awarded nor any monies paid until the prospective contractor has agreed to contract performance which complies with an approved affirmative action program; and

WHEREAS, N.J.A.C. 17:27-3.5 provides that each public agency shall annually designate an officer or employee to serve as its public agency compliance officer;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Alpine, County of Bergen, State of New Jersey that **Nancy Wehmann**, Deputy Borough Clerk be appointed as the Public Agency Compliance Officer for a one-year term ending December 31, 2018, and

BE IT RESOLVED that a copy of this resolution be sent to the N.J.S. Department of Treasury, Division of Public Contracts Equal Opportunity Compliance; P.O. Box 209, Trenton, NJ 08625 by January 10, 2018.

VOTE: Ayes: Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadek **MOTION APPROVED**

Resolution #018:1'2018 2018 Professional Services Agreements: Municipal Court Prosecutor, Alternate & Public Defender {Awarded pursuant to the Non Fair and Open Process}

OFFERED BY: Councilwoman Frankel **SECONDED BY:** Councilman Gerstein

And approved by all those eligible to vote at the 2018 reorganization meeting of the Mayor and Council of the Borough of Alpine held on Wednesday, January 3, 2018 to confirm the Mayor's appointments as follows and authorizing the Mayor and Borough Clerk to execute the following agreements for one-year terms:

Name	Town,State	Services	Amount Estimated Not to exceed	Term For the Year
Mark Fierro	Fort Lee, NJ	Prosecutor Pursuant to N.J.S.A. 2B:25-4a	\$10,000	2018
Douglas Doyle	Teaneck, NJ	Alternate Prosecutor Pursuant to N.J.S.A. 2B:25-4a	\$10,000	2018
Jordan Yuelys	Hackensack, NJ	Public Defender Pursuant to N.J.S.A. 2B:24-3	\$10,000	2018

VOTE: Ayes: Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadek **MOTION APPROVED**

Resolution #019"1'2018 - 2018 Other Professional Services Agreements

{Awarded pursuant to the Non Fair and Open Process}

OFFERED BY: Councilwoman Frankel **SECONDED BY:** Councilman Gerstein

At this 2018 Reorganization Meeting of the Alpine Mayor and Council held on January 3, 2018

WHEREAS, the Borough of Alpine requires certain professional services of a type as listed in the table below; and

WHEREAS, the Mayor and Council have determined, based on professional experience, expertise and reputation, to award contracts for such services as noted below pursuant to N.J.S.A. 19:44A-20.4 and/or 20.5 as other than a "Fair and Open" contract as defined therein; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) authorizes the award of such professional services contracts without competitive bidding; and

WHEREAS, in any instance where it is anticipated that the expenditure for each professional service will exceed the sum of \$17,500 for said calendar year, the professionals have completed, submitted and filed an Affirmation of Compliance with Borough Ordinance 725 "Regulation of Contract Awards", a Business Entity Disclosure certificate and a Political Contribution Disclosure Form certifying that the firm has not made or will make any reportable contributions that would bar the award of this contract under the provisions of N.J.S.A. 19:44A-1 et seq. and Borough of Alpine Ordinance 725, and

WHEREAS, those professionals or business entities, whose services will or may exceed the aggregate threshold pursuant to N.J.S.A. 10-5-31 et seq. and N.J.A.C. 17:27-5.2, have either provided or will provide prior to execution of their agreements an

Acknowledgement of Compliance with Mandatory Equal Employment Opportunity Language and either a Certificate of Employee Information Report Form AA302 or Letter of Federal Affirmative Action Plan Approval, and

WHEREAS, these contracts for professional services are subject to the Chief Financial Officer of the Borough of Alpine, County of Bergen, State of New Jersey, having first ascertained that there are available sufficient appropriations in the year 2018 Temporary Current Fund Budget to award said contracts for services of a technical and professional nature in compliance with N.J.A.C. 5:30-5.4 and/or other applicable regulations;

Name	Firm/ Town,State	Services	Amount Estimated Not to exceed	Term For the Year
Russell R. Huntington, Esq.	Huntington Bailey LLP Westwood, NJ	Borough Attorney, Labor Attorney, Special Counsel & Affordable Housing Related Development Apps	\$56,000	2018
Gary Vander Veer, PE	Azzolina & Feury Engineering, Inc. Paramus, NJ	Borough Engineer	\$50,000	2018
Jeffrey C. Bliss, CPA	Lerch, Vinci & Higgins, LLP Fair Lawn, NJ	Borough Accountant	\$38,000	2018
Robert McNerney	McNerney & Associates Glen Rock, NJ	Appraisal	\$21,000	2018
Robert A. Kasuba, Esq.	Bisgaier Hoff Haddonfield, NJ	Affordable Housing: Administrative Agent	\$10,000	2018
Mark S. Ruderman, Esq.	Ruderman & Glickman, PC Springfield, NJ	Special Labor Counsel	\$10,000	2018
Lisa A. Gorab, Esq.	Wilentz, Goldman & Spitzer Woodbridge, NJ	Bond Counsel	\$10,000	2018
Doug Neumetzger	Dart Computer Services, Inc. River Vale, NJ	Information Technology Services	\$10,000	2018
Brian Eifert	Eifert, French & Co., Inc. Tenafly, NJ	Risk Management	\$10,000	2018
	Valley Health Medical Group Paramus, NJ	CDL Random Alcohol & Drug Testing	\$10,000	2018

NOW THEREFORE, BE IT RESOLVED that the Council of the Borough of Alpine authorizes the Mayor and Borough Clerk to execute agreements for each; and

BE IT FURTHER RESOLVED that the Municipal Clerk is hereby authorized to cause notice to be published once in The Record newspaper stating the nature, duration, service and amount of the contract and that the resolution and contracts are on file and available for public inspection in the Borough Clerk's office.

VOTE: Ayes: Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadek **MOTION APPROVED**

Resolution #020:1'2018 Regular Meeting Dates

OFFERED BY: Councilwoman Frankel **SECONDED BY:** Councilman Gerstein

at the 2018 reorganization meeting of the Mayor and Council of the Borough of Alpine held on Wednesday, January 3, 2018 to schedule the regular meeting dates of the Mayor and Council at 7:30 p.m. on the fourth Wednesday of every month with the following exceptions making allowances for holiday observances: 3rd Wednesday, December 19.

VOTE: Ayes: Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadek **MOTION APPROVED**

Resolution #021:1'2018 Rules of Order

OFFERED BY: Councilwoman Frankel **SECONDED BY:** Councilman Gerstein

at the 2018 reorganization meeting of the Mayor and Council of the Borough of Alpine held on January 3, 2018 to abide by the Roberts Rules of Order and Rules of Order as previously adopted by the Borough of Alpine.

VOTE: Ayes: Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadek **MOTION APPROVED**

Resolution #022:1'2018 Cash Management Plan

OFFERED BY: Councilwoman Frankel **SECONDED BY:** Councilman Gerstein

at the 2018 reorganization meeting of the Mayor and Council of the Borough of Alpine held on January 3, 2018

WHEREAS, N.J.S. 40A:5-14 et. seq. Local Fiscal Affairs Law, requires that each municipality adopt a Cash Management Plan designed to assure the deposit, investment and proper disbursement of local funds that shall be approved annually

NOW, THEREFORE BE IT RESOLVED, that the Mayor and Council of the Borough of Alpine does hereby adopt a Cash Management Plan a copy of which is attached to these minutes.

VOTE: Ayes: Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadek **MOTION APPROVED**

Resolution #023:1'2018 Official Newspapers

OFFERED BY: Councilwoman Frankel **SECONDED BY:** Councilman Gerstein

at the 2018 reorganization meeting of the Mayor and Council of the Borough of Alpine held on Wednesday, January 3, 2018 to approve the following as the Official Newspaper(s): THE RECORD & THE STAR LEDGER

VOTE: Ayes: Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadek **MOTION APPROVED**

Resolution #024:1'2018 Authorizing Service Charge for Returned Checks

OFFERED BY: Councilwoman Frankel **SECONDED BY:** Councilman Gerstein

at the 2018 reorganization meeting of the Mayor and Council of the Borough of Alpine held on Wednesday, January 3, 2018

WHEREAS, P.L. 1990, Chapter 105, supplementing Title 50 of the New Jersey State Revised Statutes has been enacted, allowing a municipality to impose a service charge to be added on an account which was by a check or other written instrument returned for insufficient funds; and

WHEREAS, whenever an account is owing a municipality for a tax or special assessment, the service charge authorized by this section shall be included on whatever list of delinquent accounts is prepared for the enforcement of the lien;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Alpine, County of Bergen, State of New Jersey, that the Borough Treasurer/Tax Collector be authorized to charge the abovementioned fee at a rate of \$20.00, or the maximum statutory amount allowed, whichever is greater, per check or other written instrument for all checks returned for insufficient funds during 2018; and,

BE IT FINALLY RESOLVED, that a certified copy of this Resolution be forwarded to the Borough Treasurer/Tax Collector.

VOTE: Ayes: Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadek **MOTION APPROVED**

Resolution #025:1'2018 Interest Rate on Delinquent Taxes

OFFERED BY: Councilwoman Frankel **SECONDED BY:** Councilman Gerstein

at the 2018 reorganization meeting of the Mayor and Council of the Borough of Alpine held on Wednesday, January 3, 2018

WHEREAS, N.J.S.A. 54:4-67 authorizes a municipality to charge interest on delinquencies under \$1,500 at the rate of 8% and 18% for delinquencies over \$1,500; and

WHEREAS, this legislation is permissive in nature and requires the adoption of a resolution by the governing body imposing the penalty for delinquencies in the municipality; and

WHEREAS, the Municipal Council of the Borough of Alpine determine that it would be in the best interests of the Borough of Alpine to authorize the imposition of such a penalty;

NOW, THEREFORE, BE IT RESOLVED, by the Municipal Council of the Borough of Alpine that in accordance with the amendment to N.J.S.A. 54:4-67 the Tax Collector for the Borough of Alpine is hereby authorized to impose a penalty of 6% on any delinquent taxes and municipal charges in excess of \$10,000 in addition to the interest charges set forth above.

BE IT FINALLY RESOLVED, that a certified copy of this Resolution be forwarded to the Borough Treasurer/Tax Collector.

VOTE: Ayes: Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadek **MOTION APPROVED**

Resolution #026:1'2018 Establishing Temporary Budget Appropriations For 2018**OFFERED BY:** Councilwoman Frankel **SECONDED BY:** Councilman Gerstein

at the 2018 reorganization meeting of the Mayor and Council of the Borough of Alpine held on Wednesday, January 3, 2018

WHEREAS, N.J.S. 40:4-19 provides that where contracts, commitments or payments are to be made prior to final adoption of the 2018 Budget, temporary appropriations should be made for the purposes and amounts required in the manner and time therein provided, and

WHEREAS, the date of this resolution is within the first thirty (30) days of January 2018, and

WHEREAS, said total temporary appropriations are limited to 26.25% of the total appropriations in the 2017 budget exclusive of any appropriations made for debt service, capital improvement fund and public assistance in the said 2017 Budget.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Alpine, that the following appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for the Borough's records.

VOTE: Ayes: Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadek **MOTION APPROVED**

(Temporary Budget appended to these minutes)

Resolution #027:1'2018 Approving Purchase Order to re-open Petty Cash Account**OFFERED BY:** Councilwoman Frankel **SECONDED BY:** Councilman Gerstein

at the 2018 reorganization meeting of the Mayor and Council of the Borough of Alpine held on Wednesday, January 3, 2018

to approve a Purchase Order in the amount of \$500.00 to replenish the Petty Cash account already established under N.J.S.A. 40A:5-21 by resolution dated January 28, 2004.

BE IT FINALLY RESOLVED, that a certified copy of this Resolution be forwarded to the Borough Treasurer.

VOTE: Ayes: Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadek **MOTION APPROVED**

Resolution #028:1'2018 Authorizing Contract for 2018 Child Health Conference Services**OFFERED BY:** Councilwoman Frankel **SECONDED BY:** Councilman Gerstein

at the 2018 reorganization meeting of the Mayor and Council of the Borough of Alpine held on January 3, 2018

WHEREAS, there exists a need for the Borough of Alpine Health Department to provide Child Health Conference services in compliance with the New Jersey State Department of Health and Senior Services guidelines

WHEREAS, the Hillsdale Board of Health can provide duly qualified personnel to carry out these child health services; and

WHEREAS, the Hillsdale Board of Health has agreed to provide child health services through a contract agreement with the Borough of Alpine Health Department for the Calendar year 2018, for a cost not to exceed \$125 and \$35 for each visit

WHEREAS, it has been certified that this meets the statutes and regulations concerning the award of said contract:

1. **NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Alpine that the President of the Alpine Board of Health, Mayor and/or Municipal Clerk are hereby authorized and directed to execute an agreement with the Hillsdale Board of Health to perform child health services as outlined in the contract.

2. This contract is awarded without competitive bidding in accordance with N.J.S.A. 40A:11-5(2); and

BE IT FURTHER RESOLVED, that the Chief Financial Officer has certified, in accordance with N.J.A.C. 5:30 14.5 that sufficient legally appropriated funds will be available for this purpose subject to appropriation of funds in the 2018 temporary and/or adopted budget.

VOTE: Ayes: Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadek **MOTION APPROVED**

Resolution #029:1'2018 Cleaning Services Contract

OFFERED BY: Councilwoman Frankel **SECONDED BY:** Councilman Gerstein

at the 2018 reorganization meeting of the Mayor and Council of the Borough of Alpine held on January 3, 2018

IT IS HEREBY RESOLVED by the Mayor and Council of the Borough of Alpine that the Mayor and/or Municipal Clerk be authorized to sign an agreement with JMH Cleaning, LLC for Cleaning Services for the Borough Hall for a term of one year at a cost of \$13,391.72 commencing January 1, 2018 and terminating December 31, 2018 which cost is to be shared equally with the United States Postal Service pursuant to the terms of the lease agreement between the Borough of Alpine and the United States Postal Service, which will pay Alpine its share of the cost as part of its rent.

VOTE: Ayes: Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadek **MOTION APPROVED**

Resolution #030:1'2018 Continuing Interboro Mutual Aid Group Agreement (Fire Dept.)

OFFERED BY: Councilwoman Frankel **SECONDED BY:** Councilman Gerstein

at the 2018 reorganization meeting of the Mayor and Council of the Borough of Alpine held on January 3, 2018

WHEREAS, the undersigned municipalities, its fire departments and respective fire companies have entered into a mutual aid and assistance program pursuant to and required by law as set forth in N.J.A.C. 5:7A-2.2; and

WHEREAS, this agreement is and shall be by and between the following boroughs, towns, municipalities, fire departments and fire companies and the parties who agree to be bound thereby:

Alpine	Dumont	Norwood
Bergenfield	Harrington Park	Old Tappan
Closter	Haworth	Rockleigh
Cresskill	New Milford	Tenafly
Demarest	Northvale	

WHEREAS, the Borough of Alpine wishes to continue to participate in said program

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Alpine hereby affirm their intent to continue as participants in the Interboro Mutual Aid Group Agreement, the details of which are in the possession of the respective Fire Chiefs of the Fire Departments included in the Interboro Mutual Aid and as detailed by this Resolution;

BE IT FURTHER RESOLVED, that copy of this Resolution be forwarded to the Alpine Fire Chief and to the Borough Clerks for the Mayor and Councils of the aforementioned municipalities.

VOTE: Ayes: Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadek **MOTION APPROVED**

Resolution#031:1'2018: Authorizing Interlocal Services Agreement Mutual Aid Plan & Rapid Deployment Force (Police Dept.)

OFFERED BY: Councilwoman Frankel **SECONDED BY:** Councilman Gerstein

at the 2018 reorganization meeting of the Mayor and Council of the Borough of Alpine held on January 3, 2018

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., man-made causes, civil, unrest, and civil disobedience such as riot, 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:14-1S6, N.J.S.A 40A:14-156.1, N.J.S.A. 40A:14-156.4 and N.J.S.A.A pp. 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 Alpine to participate in a Mutual Aid Plan and Rapid Deployment Force in accordance with the Plan as submitted by the Bergen County Police Chiefs Association

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Alpine that the Police Department of the Borough of Alpine, 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, and

BE IT FURTHER RESOLVED that a copy of the Resolution be forwarded to the Alpine Police Chief, County Executive, the Board of Chosen Freeholders, the County Prosecutor, and all municipalities in the County of Bergen

VOTE: Ayes: Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadek **MOTION APPROVED**

Resolution #032:1'2018: Authorization to Apply for Tonnage Grant

OFFERED BY: Councilwoman Frankel **SECONDED BY:** Councilman Gerstein

at the 2018 reorganization meeting of the Mayor and Council of the Borough of Alpine held on January 3, 2018

WHEREAS, the Mandatory Source Separation and Recycling Act., P.L. 1987. C. 102., has established a recycling fund from which tonnage grant may be made to municipalities in order to encourage local source separation and recycling programs; and

WHEREAS, it is the intent and the spirit of the Mandatory Source Separation and Recycling Act to use the tonnage grants to develop new municipal recycling programs and to continue and to expand existing programs; and

WHEREAS, the New Jersey Department of Environmental Protection is promulgating recycling regulations to implement the Mandatory Source Separation and Recycling Act; and

WHEREAS, the recycling regulations impose on municipalities certain requirements as a condition for applying for tonnage grants, including but not limited to, making and keeping accurate, verifiable records or materials collected and claimed by the municipality; and

WHEREAS, a Resolution authorizing the Borough of Alpine to apply for such tonnage grants for calendar year 2017 will memorialize the commitment of the Borough of Alpine to recycling and to indicate the consent of the Mayor and Council of the Borough of Alpine to the efforts undertaken by the Borough and the requirements contained in the Recycling Act and recycling regulations; and

WHEREAS, such a Resolution should designate the individual authorized to ensure the applications is properly completed and timely filed,

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Alpine that the Borough of Alpine hereby endorses the submission of the recycling tonnage grant application to the New Jersey Department of Environmental Protection and designates Mark Vangieri on behalf J. Stuart Davis to ensure that the application is properly filed; and

BE IT FURTHER RESOLVED, that the monies received from the recycling tonnage grant be deposited in a dedicated recycling trust fund to be used solely for the purposes of recycling.

VOTE: Ayes: Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadek **MOTION APPROVED**

Resolution #033:1'2018: Authorization to Enter into an Interlocal Service Agreement with the Bergen County Utilities Authority to Submit the Annual Recycling Tonnage Report

OFFERED BY: Councilwoman Frankel **SECONDED BY:** Councilman Gerstein

at the 2018 reorganization meeting of the Mayor and Council of the Borough of Alpine held on Wednesday, January 3, 2018

WHEREAS, the NJ DEP requires submission of a mandated Annual Recycling Tonnage Report as required by the New Jersey Recycling Enhancement Act (REA) P.L. 2008, Chapter 6 which must be signed by a Certified Recycling Professional; and

WHEREAS, Alpine's Recycling Coordinator will prepare the report but is not currently certified as a Certified Recycling Professional; and

WHEREAS, the Bergen County Utilities Authority offers the service of submitting the prepared report at no cost to the municipality as part of their Certified Recycling Professional Tonnage Grant Assistance Program to ensure that all Bergen County municipalities receive their share of the NJ DEP's tonnage grant.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council, Borough of Alpine, County of Bergen to authorize the Mayor and the Borough Clerk to enter into an interlocal agreement service agreement with the Bergen County Utilities Authority for the services of a Certified Recycling Professional to submit the 2017 Annual Recycling Tonnage Report as prepared by the Borough's Recycling Coordinator. The term of this agreement will be for one year commencing March 1, 2018.

VOTE: Ayes: Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadek **MOTION APPROVED**

Resolution #034:1'2018: Authorization for Municipal Clerk to Administer Licenses for Games of Chance

OFFERED BY: Councilwoman Frankel **SECONDED BY:** Councilman Gerstein

at the 2018 reorganization meeting of the Mayor and Council of the Borough of Alpine held on Wednesday, January 3, 2018

BE IT RESOLVED by the Mayor and Council of the Borough of Alpine that the Municipal Clerk is hereby authorized to administer, sign and execute all Games of Chance Licenses for the year 2018 contingent that applicants have met all State and Borough requirements and all fees have been paid.

BE IT FURTHER RESOLVED that a copy of this resolution be sent to the Legalized Games of Chance Control Commission.

VOTE: Ayes: Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadek **MOTION APPROVED**

Resolution #035:1'2018: Governor's Council On Alcoholism And Drug Abuse Fiscal Grant Cycle July 2014 – June 2019

OFFERED BY: Councilwoman Frankel **SECONDED BY:** Councilman Gerstein

at a regular meeting of the Mayor and Council of the Borough of Alpine held on Wednesday, January 3, 2018.

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

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

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

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

NOW, THEREFORE BE IT RESOLVED, that the Mayor and Council of the Borough of Alpine, County of Bergen, State of New Jersey hereby recognizes the following:

1. The Mayor and Council does hereby authorize submission of a strategic plan for the Alpine Municipal Alliance grant for fiscal year 2019 in the amount of:

DEDR	\$9,520.00
Cash Match	\$2,380.00
In-Kind	\$7,140.00

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

3. **VOTE: Ayes:** Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadek **MOTION APPROVED**

End of Consent Agenda

COMMUNICATIONS

Mayor Tomasko made the following comments:

- Welcome to NJS Assemblywoman Valerie Vanieri-Huttle and thanked her for her efforts on behalf of the residents during the past year.
- Special thanks for those who volunteer on the Fire Department, Boards and to serve as elected officials.
- Despite the fierce politicking at the national level this past year and several neighboring towns Alpine enjoyed another quiet uncontested election and were able to keep attention focused on the business of the town. The municipal tax rate remained stable, the most senior employee Bill Galdi retired and, much to our sorrow, subsequently passed away, Patrolman Robert Colussi was promoted to Sergeant, and a challenge to our quality of life in the form of a proposed assisted

living center on our border arose and, as usual, our residents continue to receive the high-quality services they've come to expect of all of us. This year brings a new Governor who we hope will make things better rather than worse for us here at the municipal level. So far there has been some disquieting signals. If we in this room and the rest of our team work together to do basically what we did last year throughout the new year our town will remain quiet and we will once again succeed in keeping the wonderful single-family residential town it is in which to live, work and / or own a home.

- **Employee of the Year** Each year an employee or professional receives this recognition based on their performance in the prior year(s). Since we began doing this we've designated: Bill Galdi, Gail Warming-Tanno, Nancy Wehmann, Gary Vander Veer, Marilyn Hayward, Ralph Wehmann and Catherine Booth. For 2017, it is my deep pleasure and delight to designate **Frank Rickenbaugh** as our Employee of the Year. In addition to overseeing our highly efficient and competent DPW, Frank has made a seamless transition from the decades long leadership of Ralph Wehmann and conducted himself with class and professionalism. Thank you to Frank for his devotion to his work for the governing body and the residents of Alpine. Frank thanked the governing body for this honor.

Assemblywoman Valerie Vanieri-Huttle made the following comments:

She wished all a happy healthy new year and know that as a member of this legislative district she is available. Alpine is quiet jewel in the district. She hopes with governor-elect Murphy they will see some civility restored back in politics. As ambassador that was one of the key components of his personality: civility and peaceful ways of agreeing or agreeing to disagree. So far he has selected a wonderful team and we expect great things that she hopes transcend to the district and to Alpine. Her door is always open. She also noted Mayor Tomasko also calls whenever there is an issue.

Councilwoman Frankel thanked the Mayor for his service noting they expect a long reign for him.

ADJOURNMENT Upon a motion by Councilman Shadek, seconded by Councilwoman Gerstein and approved by all, the 2018 Reorganization meeting of the Mayor and Council of the Borough of Alpine adjourned at 4:23 PM.

Respectfully submitted

Stephanie Wehmann
Municipal Clerk

CASH MANAGEMENT PLAN for 2018

A. DESIGNATION OF OFFICIAL DEPOSITORIES:

The following financial institutions are designated as official depositories:

Bank of New Jersey

All depositories must conform to the Governmental Unit Deposit Protection Act ("GUDPA"), and shall provide Notification of Eligibility from the State of New Jersey, Department of Banking, on a semi-annual basis. Said notices must be available for annual audit. In addition, designated depositories shall maintain maximum FDIC or FSLIC coverage of all Borough funds on deposit.

B. DEPOSIT OF FUNDS:

All funds shall be deposited within forty-eight (48) hours of receipt, in accordance with N.J.S. 40A:5-15, into appropriate fund operating accounts.

Where compensating balances are required by any designated depository to offset the cost of services provided, an agreement between the Borough and the depository shall be executed, specifying the charge for each service and the balance required to offset each charge. Said agreement shall be reviewed on an annual basis.

Operating funds shall be deposited into interest bearing accounts to maximize interest earnings. Non-Interest bearing accounts shall be regularly monitored for the availability of funds for investment. Capital and Debt service funds may be deposited into interest bearing accounts. Trust funds, payroll, Developer's Escrow deposits and other agency funds, which represent funds of individuals and other organizations held by the Borough, shall be deposited into interest bearing accounts, in accordance with State and Federal statutes regulating such funds, unless applicable State statutes direct otherwise.

C. INVESTMENT INSTRUMENTS AND PROCEDURES:

The Borough may purchase those investments permitted in N.J.S. 40A:5-15.1 which include:

- United States Treasury Bonds, Notes and Bills
- United States Government Agency and Instrumentality Obligations
- Bonds and other obligations of the Borough of Alpine
- Bonds and other obligations of the Alpine Board of Education
- Commercial Bank Deposits and Certificates of Deposit
- Savings Bank Deposits and Certificates of Deposit
- Repurchase Agreements
- State of New Jersey Cash Management Fund

Investments shall be limited to a maturity of not more than one year unless a longer term is permitted by applicable Federal or State regulations. Allowable investments with maturities which extend beyond the end of the Borough's fiscal year shall be permitted only if interest accrued on the investment is credited to the Borough at the end of the fiscal year for the purpose of realizing budgetary revenue.

The purchase of Certificates of Deposit shall be made based on the availability of funds for investment and the analysis of projected cash flows. Bids for certificates of deposit will be solicited of at least three designated depositories only if the amount available for investment is \$100,000 or greater. Telephone bids will be solicited by the Chief Financial Officer, or designated staff member. Bidders shall specify the principal amount, interest rate and maturity of the investment. A check or wire transfer will be made available to the winning bidder on the same business day the bid is awarded.

Interest paid shall be from the date the bid was awarded to the day of maturity. All bidders may request the results of the bid after the bid is formally awarded. Each quotation shall be documented to record the date, the parties in the discussion, the instrument(s), maturities and rates. A bid form of the Borough may be used.

When the return on a proposed investment does not exceed the cost of making such investment, the Chief Financial Officer will not make the investment. The Chief Financial Officer shall have the discretion to award an investment to the depository wherein the funds reside, should that institution's quoted interest rate be less than other quoted rates, and the differential in interest rates is not more than twenty-five (25) basis points (0.25%), providing that the term of the investment is thirty (30) days or less. The Chief Financial Officer shall have the discretion to reject all bids.

D. DISBURSEMENT OF FUNDS:

All funds shall be disbursed as authorized and directed by the Borough Council.

The Chief Financial Officer shall, at the beginning of the fiscal year, present to the Borough Council a schedule of debt service principal and interest payments and, when available, a schedule of School Tax payments for the upcoming fiscal year. Upon approval of the schedules of payments by the Borough Council, the Chief Financial Officer shall then have the authority to make the following disbursements:

- School Taxes
- County Taxes
- Interfunds
- Purchase of Investments

Debt Service
Salary and Wages
Postage
Insurance

Disbursements shall be executed via electronic wire transfer by the Chief Financial Officer, or designated staff member, when that method of payment will result in a financial benefit to the Borough in the form of increased investment income.

E. PETTY CASH FUND:

The petty cash fund shall be maintained in accordance with N.J.S. 40A:5-21. The petty cash fund shall be maintained by the Treasurer's Office in the amount of \$500. Reimbursements for expenditures through the petty cash fund shall not exceed \$175 per occurrence.

F. BONDING:

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

Chief Financial Officer/Tax Collector/Treasurer

All staff members of other Borough office's shall be covered by the JIF blanket crime coverage bond.

G. COMPLIANCE:

The Cash Management Plan of the Borough of Alpine shall be subject to the approval of the Borough's Legal Counsel, and shall be subject to the annual audit conducted pursuant to N.J.S. 40A:5-4.

As stated in N.J.S. 40A:5-14, the official(s) charged with the custody of Borough funds shall deposit them as instructed by this Cash Management Plan, and shall thereafter be relieved of any liability or loss due to the insolvency or closing of any designated depository.

H. REPORTING PROCEDURES:

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

Monthly Reporting: A detailed listing of all investments purchased in the prior month, specifying the amount, interest percent per annum, number of days, period of investment and maturity date, interest amount at maturity and financial institutions with which investment is placed. This report shall be broken down by fund.

Quarterly Reporting: A detailed summary analysis of all investments by fund specifying the quarterly interest rate earned, quarterly interest earned on checking and savings accounts and Year-to-date total interest earnings.

The Chief Financial Officer shall prepare a schedule of outstanding investments for the independent auditors as of December 31st of each year and at other such times as required by the auditors.

The Tax Assessor shall notify the Chief Financial Officer and the Governing Body of all tax appeals upon filing, but no later than June 1st of each year.

I. DIVERSIFICATION REQUIREMENTS:

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

J. CONTROLS:

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

If, at any time, this Cash Management Plan conflicts with any regulation of the State of New Jersey, or any department thereof, the applicable State regulations shall apply.

Adopted: January 3, 2018

BOROUGH OF ALPINE
Temporary Budget Appropriations for 2018

CURRENT FUND			CURRENT FUND (continued)		
General Government			General Government (continued)		
Municipal Clerk			Health and Human Services		
Salaries and Wages	31,950		Board of Health		
Other Expenses	8,200		Salaries and Wages	1,350	
Financial Administration			Other Expenses	855	
Salaries and Wages	24,500		Health Officer – Contractual	4,150	
Other Expenses	4,500		Environmental Commission		
Audit Services	9,750		Other Expenses	350	
Assessment of Taxes			Animal Control Services		
Salaries and Wages	4,500		Other Expenses	135	
Other Expenses	550		Municipal Alliance Coordinator		
Revenue Administration			Salaries and Wages	500	
Salaries and Wages	5,700		OSHA		
Other Expenses	5,700		Other Expenses	350	
Legal Services and Costs			Parks and Recreation Functions		
Other Expenses	43,000		Parks and Playgrounds		
Engineering Services and Costs			Other Expenses	525	
Other Expenses	12,000		Swim Pool Committee		
Municipal Land Use Law (NJS 40:55D-1)			Other Expenses	2,000	
Planning Board			Celebration of Public Events		
Salaries and Wages	1,800		Other Expenses	1,575	
Other Expenses	1,250		Education Function		
Zoning Board of Adjustment			Cresskill Library Fee	395	
Salaries and Wages	2,200		Municipal Court		
Other Expenses	1,750		Salaries and Wages	8,500	
Insurance			Other Expenses	1,400	
Group Insurance for Employees	122,680		Public Defender		
Other Insurance -Liability	18,595		Salaries and Wages	685	
Workers' Compensation	18,000		Code Enforcement and Administration		
Public Safety			Building Inspector		
Police			Salaries and Wages	25,300	
Salaries and Wages	468,700		Other Expenses	2,900	
Other Expenses	17,500		Plumbing Inspector		
Acquisition of Police Vehicles	4,000		Salaries and Wages	3,650	
Police Dispatch 911			Electrical Inspector		
Other Expenses	5,850		Salaries and Wages	3,500	
Emergency Management Services			Zoning Official		
Salaries and Wages	1,000		Salaries and Wages	3,700	
Other Expenses	800		Unclassified		
Fire			Utilities		
Other Expenses	8,800		Electric	9,000	
Fire Hydrant	19,700		Street Lighting	6,500	
Fire Prevention/Uniform Fire Code			Gasoline	13,700	
Salaries and Wages	4,150		Telephone	6,300	
Other Expenses	970		Natural Gas	3,675	
Prosecutor			Water	1,575	
Contractual	1,760		Deferred Charges & Statutory Expend.		
Public Works Function			Contrib.to Social Sec. System (OASI)	26,000	
Road Repairs and Maintenance			Police & Fireman's Retirement Sys	223,522	
Salaries and Wages	85,500		Public Employees Retirement Sys	82,489	
Other Expenses	11,300		Defined Contribution Retirement Plan	140	
Public Buildings and Grounds			Length of Service Awards Program	7,000	
Other Expenses	10,500		TOTAL	<u>1,410,096</u>	
Solid Waste Collection					
Salaries and Wages	1,970				
Other Expenses	9,250				