

**MAYOR AND COUNCIL**  
**2021 REORGANIZATION MEETING**  
**January 5, 2021 @ 4:00 PM**  
**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 Tuesday, January 5, 2021 at 4:06 P.M. in the Alpine Borough Hall. (Open Public Meetings Notice<sup>1</sup> and Pledge of Allegiance conducted at the Sine Die meeting immediately preceding this meeting.

**SWEARING-IN OF NEWLY ELECTED COUNCIL** The oath of office was administered to:  
**Arthur Frankel** three-year term as Councilman expiring December 31, 2023.  
**Laurence A. Shadek** three-year term as Councilman expiring December 31, 2023.

**ROLL CALL OF THE MAYOR AND COUNCIL OF 2021**

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**

**2021 ALPINE FIRE DEPARTMENT LINE OFFICERS** Oaths of office administered prior to this meeting.

CHIEF:	Kyle Khorozian
ASSISTANT CHIEF:	Charles Hoffmann
CAPTAIN:	H. Josh Schneeweiss
1 <sup>st</sup> LIEUTENANT	Scott Bosworth
2 <sup>nd</sup> Lieutenant	Raffi Aynilian
2 <sup>nd</sup> Lieutenant	Andrew Kraus

**NEW BUSINESS**

**Resolution #001:1'2021 Election of Council President: Vicki Frankel**

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

And approved by all at the 2021 reorganization meeting of the Mayor and Council of the Borough of Alpine to appoint **Vicki Frankel** as President of Council.

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

**Resolution #002:1'2021 Planning Board Class III member**

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

And approved by all at the 2021 reorganization meeting of the Mayor and Council of the Borough of Alpine to appoint **Councilwoman Gayle Gerstein** as Planning Board **Class III** member, a one-year term expiring 12/31/2021.

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

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<sup>1</sup> In accordance with the provisions of the Open Public Meetings Law, and the Governor's Emergency Declaration the notice of this Sine Die and Reorganization meeting of the Alpine Mayor and Council held on Tuesday, January 5, 2021 at 4:00 PM has met the requirements of the law by being published in The Record, posted on the Borough website and the bulletin board of the lobby of the Borough Hall and a copy filed in the office of the Borough Clerk. In addition, due to the current COVID-19 pandemic, instructions to the public on how to access this meeting by telephone have been posted in the Borough lobby and on the Borough website as part of the posted meeting agenda.

**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 #003:1'2021 Planning Board members as follows:**

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

And approved by all at the 2021 reorganization meeting of the Mayor and Council of the Borough of Alpine to confirm the Mayor's appointment as follows:

**Class III Lorraine Mattes** 3-year term expiring 12/31/2023

**Class IV Cathy McGuire** 4-year term expiring 12/31/2024

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

**CONSENT AGENDA RESOLUTIONS #004-#039:1'2021**

{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.}

**1. Resolution #004:1'2021 Appointment of Council Committees Chairs, Members**

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

And approved by all at the 2021 reorganization meeting of the Mayor and Council of the Borough of Alpine 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>
<b>FINANCE:</b>	<b>Michael Cacouris</b>	<b>Larry Shadek</b>	<b>Arthur Frankel</b>
<b>ADMINISTRATION:</b>	<b>Larry Shadek</b>	<b>Arthur Frankel</b>	<b>John Halbreich</b>
<b>BUILDINGS:</b>	<b>John Halbreich</b>	<b>Vicki Frankel</b>	<b>Gayle Gerstein</b>
<b>D.P.W.:</b>	<b>Arthur Frankel</b>	<b>Gayle Gerstein</b>	<b>Larry Shadek</b>
<b>FIRE/AMB.:</b>	<b>Gayle Gerstein</b>	<b>Michael Cacouris</b>	<b>Vicki Frankel</b>
<b>POLICE:</b>	<b>Vicki Frankel</b>	<b>John Halbreich</b>	<b>Michael Cacouris</b>

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

**2. Resolution #005:1'2021 Appointment of Council Liaisons**

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

And approved by all at the 2021 reorganization meeting of the Mayor and Council of the Borough of Alpine to confirm the Mayor's appointment of the following Council members as Liaisons to Borough Boards and Commissions:

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

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

**3. Resolution #006:1'2021 Insurance Commissioner(s) and Alternates**

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

And approved by all those eligible to vote at the 2021 reorganization meeting of the Mayor and Council of the Borough of Alpine to confirm the Mayor's appointment of the following person to term as the Insurance Commissioner: **Paul Tomasko** 1-year term expiring 12/31/2021

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

**4. Resolution #007:1'2021 American with Disabilities Act (ADA) Compliance Committee**

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

And approved by all those eligible to vote at the 2021 reorganization meeting of the Mayor and Council of the Borough of Alpine to confirm the Mayor's appointment of the following to the ADA Committee: **John Halbreich** 1-year term expiring 12/31/2021

**Nancy Wehmann, Correspondent** 1-year term expiring 12/31/2021

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

**5. Resolution #008:1'2021 Zoning Board of Adjustment**

**OFFERED BY:** Councilwoman Frankel

**SECONDED BY:** Councilman Cacouris

And approved by all those eligible to vote at the 2021 reorganization meeting of the Mayor and Council of the Borough of Alpine to confirm the Mayor's appointments

**Members Richard Glazer** 4-year term expiring 12/31/2024

**Steve Cohen** 4-year term expiring 12/31/2024

**George Abad** 4-year term expiring 12/31/2024

**Alternate Member I: Elizabeth Herries** 2-year term expiring 12/31/2022

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

**6. Resolution #009:1'2021 Board of Health**

**OFFERED BY:** Councilwoman Frankel

**SECONDED BY:** Councilman Cacouris

And approved by all those eligible to vote at the 2021 reorganization meeting of the Mayor and Council of the Borough of Alpine to confirm the Mayor's appointments

**Member: Mary Ellen Snow** 4-year term expiring 12/31/2024

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

**7. Resolution #010:1'2021 Environmental Commission**

**OFFERED BY:** Councilwoman Frankel

**SECONDED BY:** Councilman Cacouris

And approved by all those eligible to vote at the 2021 reorganization meeting of the Mayor and Council of the Borough of Alpine to confirm the Mayor's appointments

**Member: Lorraine Mattes** portion 3-year term expiring 12/31/2023

**Mary Ellen Snow** portion 3-year term expiring 12/31/2023

**Valentina Arnold** portion 3-year term expiring 12/31/2023

**Alternate Member II Dr. Britta Pedersen** 2-year term ending 12/31/2022

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

**8. Resolution #011:1'2021 Recreation Commission**

**OFFERED BY:** Councilwoman Frankel

**SECONDED BY:** Councilman Cacouris

And approved by all those eligible to vote at the 2021 reorganization meeting of the Mayor and Council of the Borough of Alpine to confirm the Mayor's appointment

**Member: Linda Hobeika** 5-year term expiring 12/31/2025

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

**9. Resolution #012:1'2021 Alpine Swim & Racquet Club Recreation Subcommittee**

**OFFERED BY:** Councilwoman Frankel

**SECONDED BY:** Councilman Cacouris

And approved by all those eligible to vote at the 2021 reorganization meeting of the Mayor and Council of the Borough of Alpine to confirm the Mayor's appointments

**Members: Tom Haring, Brian Lubliner, Mary Kupferschmid, Anna Ferreira, Maria Fasano, Dr. Armand Fasano** 1-year terms expiring 12/31/2021.

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

**10. Resolution #013:1'2021 Borough Staff Positions (some require formal resolutions that follow)**

**OFFERED BY:** Councilwoman Frankel

**SECONDED BY:** Councilman Cacouris

And approved by all those eligible to vote at the 2021 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 12/31/2021 unless otherwise noted:

- Stephanie Wehmann** Safety Committee Coordinator,  
Recycling Administrative Assistant
- Nancy Wehmann** Deputy Borough Clerk
- Marilyn Hayward** Treasurer, Tax Search Officer  
Building & Construction Trust Account  
Manager  
Municipal Alliance Coordinator

<b>Brian Frugis</b>	Chief Financial Officer (4 year – confers tenure) see formal resolution below
<b>Catherine Booth</b>	Zoning Officer
<b>Dilber Hussein, MD</b>	Technical Assistant Building Department
<b>Dawn Curatola</b>	Police Physician
<b>Rebecca Overgaard</b>	Municipal Court Administrator
<b>J. Stuart Davis</b>	Qualified Purchasing Agent <sup>2</sup>
<b>Greg Zaremba</b>	Recycling Coordinator DPW Superintendent, Property Maintenance Official, Clean Communities Coordinator

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

**11. Resolution #14: 1'2021 Chief Financial Officer**

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

at the 2021 reorganization meeting of the Mayor and Council of the Borough of Alpine **WHEREAS**, by resolution dated January 4, 2017 Marilyn Hayward was appointed Chief Financial Officer for a four-year term expiring December 31 2020; and

**WHEREAS**, Marilyn Hayward has consistently satisfied the continuing education requirements and performed the duties of her office in an exemplary manner.

**NOW, THEREFORE, BE IT RESOLVED**, that **Marilyn Hayward** be re-appointed as Chief Financial Officer effective January 1, 2021 for a four-year term expiring December 31, 2024 which appointment is understood to confer tenure pursuant to N.J.S.A. 40A:9-140.8 et seq.

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

**THE FOLLOWING POSITIONS ARE FILLED BY TENURED EMPLOYEES:**

CONSTRUCTION CODE OFFICIAL	<b>Alden Blackwell</b>
BUILDING INSPECTOR/SUBCODE OFFICIAL	<b>Brian Frugis</b>
MUNICIPAL CLERK	<b>Stephanie Wehmann</b>
TAX COLLECTOR/CHIEF FINANCIAL OFFICER	<b>Marilyn Hayward</b>

**12. Resolution #015:1'2021 Qualified Purchasing Agent**

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

at the 2021 reorganization meeting of the Mayor and Council of the Borough of Alpine held on Tuesday, January 5, 2021

**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.;

**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, 2021 and expiring December 31, 2021; 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 \$44,000.00 and quote threshold at \$6,600.00 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**

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<sup>2</sup> formal resolution follows

**13. Resolution #016:1'2021 Fire Official****OFFERED BY:** Councilwoman Frankel**SECONDED BY:** Councilman Cacouris

And approved by all those eligible to vote at the 2021 reorganization meeting of the Mayor and Council of the Borough of Alpine held on January 5, 2021.

**WHEREAS** pursuant to the Division of Uniform Fire Safety Act N.J.S.A. 52:27D-192 et seq. and Borough Ordinance 119, the Borough must appoint a Fire Official for a two-year term; and

**WHEREAS**, the Chief of the Alpine Fire Department has recommended Keith Dalton

**NOW, THEREFORE BE IT RESOLVED, Keith Dalton** is hereby appointed to the position of Fire Official for a two-year term expiring December 31, 2022 at compensation per the salary ordinance.

**BE IT FURTHER RESOLVED** that this appointment is subject to the approval by the Department of Community Affairs and that a copy of this resolution is to be forwarded to the N.J.S. Division of Fire Safety, P.O. Box 809, Trenton, NJ 08625 for that purpose.

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

**14. Resolution #017:1'2021 Emergency Management Coordinator****OFFERED BY:** Councilwoman Frankel**SECONDED BY:** Councilman Cacouris

And approved by all those eligible to vote at the 2021 reorganization meeting of the Mayor and Council of the Borough of Alpine held on January 5, 2021.

**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, 2021 and ending December 31, 2023; and

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

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

**15. Resolution #018:1'2021 Deputy Emergency Management Coordinators****OFFERED BY:** Councilwoman Frankel**SECONDED BY:** Councilman Cacouris

And approved by all those eligible to vote at the 2021 reorganization meeting of the Mayor and Council of the Borough of Alpine 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, 2021; 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 Sgt. Matthew Tiedemann at the Bergen County Office of Emergency Services.

**VOTE: Ayes:** Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shaddek

**MOTION APPROVED**

**16. Resolution #019:1'2021 Appointment of Public Agency Compliance Officer – Affirmative Action****OFFERED BY:** Councilwoman Frankel**SECONDED BY:** Councilman Cacouris

at the 2021 reorganization meeting of the Mayor and Council of the Borough of Alpine

**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, 2021, 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, 2021.

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

**17. Resolution #020:1'2021 Appointment of Representative to the County Public Safety Communications Advisory Board**

**OFFERED BY:** Councilwoman Frankel

**SECONDED BY:** Councilman Cacouris

at the 2021 re-organization meeting of the Mayor and Council of the Borough of Alpine held January 5, 2021

**WHEREAS,** the County Executive, with approval of the Board of Commissioners, has created a Public Safety Advisory Board which is comprised of Police, Fire, and EMS professionals, including representatives from each of the communities for which dispatching service is provided; and

**WHEREAS,** the Board is charged with the mission of assisting the Director of the Division of Communications and the Office of the County Executive in providing the very best in services to the communities served for Police, Fire and EMS dispatch; and

**WHEREAS,** Alpine **Police Chief Christopher Belcolle** has served as the Borough's representative to the Advisory Board since its inception in 2016;

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Alpine reaffirms Chief Belcolle's appointment as the Borough of Alpine's representative and reappoints Chief Belcolle to the Advisory Board for a two (2) year term commencing January 1, 2021 and ending December 31, 2022.

**VOTE: Ayes:** Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shaddek

**MOTION APPROVED**

**18. Resolution #021:1'2021 2021 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 Cacouris

And approved by all those eligible to vote at the 2021 reorganization meeting of the Mayor and Council of the Borough of Alpine 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 of Dimin Fierro LLC	Fort Lee, NJ	Prosecutor Pursuant to N.J.S.A. 2B:25-4a	\$10,000	2021
Douglas Doyle	Teaneck, NJ	Alternate Prosecutor Pursuant to N.J.S.A. 2B:25-4a	\$10,000	2021
Jordan Yuelys	Hackensack, NJ	Public Defender Pursuant to N.J.S.A. 2B:24-3	\$10,000	2021

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

**19. Resolution #022:1'2021 - 2021 Other Professional Services Agreements**

{Awarded pursuant to the Non Fair and Open Process}

**OFFERED BY:** Councilwoman Frankel

**SECONDED BY:** Councilman Cacouris

At this 2021 Reorganization Meeting of the Alpine Mayor and Council

**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 2021 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	2021
Perry Frenzel, PE Azzolina & Feury Engineering, Inc. Paramus, NJ	Borough Engineer	\$60,000	2021
Jeffrey C. Bliss, CPA Lerch, Vinci & Higgins, LLP Fair Lawn, NJ	Borough Accountant	\$38,000	2021
Robert McNerney McNerney & Associates, Inc. Glen Rock, NJ	Appraisal	\$21,000	2021
Doug Neumetzger Dart Computer Services, Inc. River Vale, NJ	Information Technology Services	\$20,000	2021
Mark S. Ruderman, Esq. Ruderman Roth LLC Springfield, NJ	Special Labor Counsel	\$10,000	2021
Lisa A. Gorab, Esq Wilentz, Goldman & Spitzer Woodbridge, NJ	Bond Counsel	\$10,000	2021
Brian Eifert Eifert, French & Co., Inc. Tenafly, NJ	Risk Management	\$10,000	2021
Valley Health Medical Group Paramus, NJ	CDL Random Alcohol & Drug Testing	\$10,000	2021

**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, Shaddek **MOTION APPROVED**

**20. Resolution #023:1'2021 Appointing Tax Assessor and Borough Attorney for Tax Appeal Matters**

**OFFERED BY:** Councilwoman Frankel

**SECONDED BY:** Councilman Cacouris

at a regular meeting of the Mayor and Council of the Borough of Alpine, held on January 5, 2021:

**WHEREAS,** there is a need for the Borough Tax Assessor and the Borough Attorney to take certain actions regarding tax appeals with the Borough of Alpine; and

**WHEREAS,** the Mayor and Council of the Borough of Alpine have authorized the Borough Tax Assessor and the Borough Attorney to take such certain action;

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

The Mayor and Council of the Borough of Alpine confirm the authority of the Borough Tax Assessor and the Borough Attorney to take certain actions regarding tax appeals including the following:

- Commencement of actions seeking to raise assessments;
- Settlement of pending appeals;
- Retention of expert witnesses; and
- Such other actions incidental to the above as may be needed.

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

**21. Resolution #024:1'2021 Regular Meeting Dates**

**OFFERED BY:** Councilwoman Frankel

**SECONDED BY:** Councilman Cacouris

at the 2021 reorganization meeting of the Mayor and Council of the Borough of Alpine 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: 4<sup>th</sup> Monday November 22 and 3<sup>rd</sup> Wednesday, December 15.

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

**22. Resolution #025:1'2021 Rules of Order****OFFERED BY:** Councilwoman Frankel**SECONDED BY:** Councilman Cacouris

at the 2021 reorganization meeting of the Mayor and Council of the Borough of Alpine 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****23. Resolution #026:1'2021 Cash Management Plan****OFFERED BY:** Councilwoman Frankel**SECONDED BY:** Councilman Cacouris

at the 2021 reorganization meeting of the Mayor and Council of the Borough of Alpine

**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****24. Resolution #027:1'2021 Official Newspapers****OFFERED BY:** Councilwoman Frankel**SECONDED BY:** Councilman Cacouris

at the 2021 reorganization meeting of the Mayor and Council of the Borough of Alpine to approve the following as Official Newspaper(s): THE RECORD, THE SURBURBANITE & THE STAR LEDGER.

**VOTE: Ayes:** Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadek **MOTION APPROVED****25. Resolution #028:1'2021 Authorizing Service Charge for Returned Checks****OFFERED BY:** Councilwoman Frankel**SECONDED BY:** Councilman Cacouris

at the 2021 reorganization meeting of the Mayor and Council of the Borough of Alpine

**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 \$25.00, or the maximum statutory amount allowed, whichever is greater, per check or other written instrument for all checks returned for insufficient funds during 2021; 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****26. Resolution #029:1'2021 Interest Rate on Delinquent Taxes****OFFERED BY:** Councilwoman Frankel**SECONDED BY:** Councilman Cacouris

at the 2021 reorganization meeting of the Mayor and Council of the Borough of Alpine

**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, Shadec **MOTION APPROVED**

**27. Resolution #030:1'2021 Establishing Temporary Budget Appropriations For 2021**

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

at the 2021 reorganization meeting of the Mayor and Council of the Borough of Alpine held on January 5, 2021

**WHEREAS**, N.J.S. 40:4-19 provides that where contracts, commitments or payments are to be made prior to final adoption of the 2021 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 2021, and

**WHEREAS**, said total temporary appropriations are limited to 26.25% of the total appropriations in the 2020 budget exclusive of any appropriations made for debt service, capital improvement fund and public assistance in the said 2020 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, Shadec **MOTION APPROVED**  
*(Temporary Budget appended to these minutes)*

**28. Resolution #031:1'2021 Approving Purchase Order to re-open Petty Cash Account**

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

at the 2021 reorganization meeting of the Mayor and Council of the Borough of Alpine

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, Shadec **MOTION APPROVED**

**29. Resolution #032:1'2021 Authorizing Contract for 2021 Child Health Conference Services**

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

at the 2021 reorganization meeting of the Mayor and Council of the Borough of Alpine

**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 2021, for a cost not to exceed 250 and \$35 for each visit; and

**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 2021 temporary and/or adopted budget.

**VOTE: Ayes:** Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadec

**MOTION APPROVED**

**30. Resolution #033:1'2021 Resolution to Authorize the Execution of an Agreement with JMH Cleaning, LLC for Cleaning Services**

**OFFERED BY:** Councilwoman Frankel

**SECONDED BY:** Councilman Cacouris

at the 2021 reorganization meeting of the Mayor and Council of the Borough of Alpine

**BE IT RESOLVED** by the Mayor and Council of the Borough of Alpine that the Mayor and/or Municipal Clerk be authorized to enter into agreements with JMH Cleaning, LLC for Cleaning Services for the Borough Hall and a space shared with the Post Office for a term of January 1, 2021 to December 31, 2021. Per the Post Office agreement, they will reimburse the Borough for their share of common area cleaning costs.

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

**31. Resolution #033:1'2021 Continuing Interboro Mutual Aid Group Agreement (Fire Dept.)**

**OFFERED BY:** Councilwoman Frankel

**SECONDED BY:** Councilman Cacouris

at the 2021 reorganization meeting of the Mayor and Council of the Borough of Alpine

**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**

**32. Resolution#034:1'2021: Authorizing Interlocal Services Agreement Mutual Aid Plan & Rapid Deployment Force (Police Dept.)**

**OFFERED BY:** Councilwoman Frankel

**SECONDED BY:** Councilman Cacouris

at the 2021 reorganization meeting of the Mayor and Council of the Borough of Alpine

**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 Commissioners, the County Prosecutor, and all municipalities in the County of Bergen

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

**33. Resolution #035:1'2021: Authorization to Apply for Tonnage Grant**

**OFFERED BY:** Councilwoman Frankel

**SECONDED BY:** Councilman Cacouris

at the 2021 reorganization meeting of the Mayor and Council of the Borough of Alpine

**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 2020 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**

**34. Resolution #036:1'2021: 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 Cacouris

at the 2021 reorganization meeting of the Mayor and Council of the Borough of Alpine

**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 2020 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, 2021.

**Vote: Ayes:** Cacouris, A. Frankel, V. Frankel, Gerstein, Halbreich, Shadek

**MOTION APPROVED**

**35. Resolution #037:1'2021: Authorization for Municipal Clerk to Administer Licenses for Games of Chance**

**OFFERED BY:** Councilwoman Frankel

**SECONDED BY:** Councilman Cacouris

at the 2021 reorganization meeting of the Mayor and Council of the Borough of Alpine

**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 2021 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**

**36. Resolution #038:1'2021: Introduction of Ordinance 801: Amending Chapter 169 of the Municipal Code Entitled Property Maintenance**

**OFFERED BY:** Councilwoman Frankel

**SECONDED BY:** Councilman Cacouris

at the 2021 reorganization meeting of the Mayor and Council of the Borough of Alpine

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Alpine, in the County of Berge and State of New Jersey, that an Ordinance entitled:

**AN ORDINANCE AMENDING CHAPTER 169 OF THE MUNICIPAL CODE OF THE BOROUGH OF ALPINE ENTITLED "PROPERTY MAINTENACE" CLARIFYING ROLE AND AUTHORITY OF PROPERTY MAINTENANCE OFFICER**

pass on first reading and remain on file with the Clerk for public inspection until public hearing thereon and further consideration thereof, which hearing shall be held in the Borough Hall, Alpine, New Jersey on Wednesday, January 27, 2021 at 7:30 p.m. prevailing time, or as soon thereafter as the matter can be heard, at which time and place all persons interested in said Ordinance will be heard.

The Borough Clerk is hereby directed to publish a summary of said Ordinance ten days prior to the date fixed for further consideration for final passage together with the Notice of Hearing thereon in The Record according to law.

**BE IT FURTHER RESOLVED**, that a copy of said Ordinance shall be posted on the bulletin board in the lobby of the Borough Hall and copies shall be made available to the members of the public who shall request the same.

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

**37. Resolution #039:1'2021: Adopting a Form Required to be Used for the Filing of Notices of Tort Claims Against the Borough of Alpine in Accordance with the Provisions of the New Jersey Tort Claims Act, N.J.S.A. 59:8-6**

**OFFERED BY:** Councilwoman Frankel

**SECONDED BY:** Councilman Cacouris

at the 2021 reorganization meeting of the Mayor and Council of the Borough of Alpine

**WHEREAS**, the New Jersey Tort Claims Act N.J.S.A. 59:8-6 provides that a public entity may adopt a form to be completed by claimants seeking to file a Notice of Tort Claim against the public entity; and

**WHEREAS**, the Borough of Alpine is a public entity covered by the provisions of the New Jersey Tort Claims Act; and

**WHEREAS**, the Borough of Alpine deems it advisable, necessary, and in the public interests to adopt a Notice of Tort Claim form in the form set forth in paragraphs 1 and 2 herein.

1. **NOW, THEREFORE, BE IT RESOLVED**, by the governing body of the Borough of Alpine, that the attached Notice of Tort Claim form be and hereby is adopted as the official Notice of Tort Claim form for the Borough of Alpine; and

2. **BE IT FURTHER RESOLVED**, that all persons making claims against the Borough of Alpine, pursuant to the New Jersey Tort Claims Act, N.J.S.A. 59:8-1 et seq., be required to complete the form herein adopted as a condition of compliance with the notice requirement of the New Jersey Tort Claims Act.

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

*{Form on file in Municipal Clerk's office}*

End of Consent Agenda

*These minutes have been approved by the Mayor and Council.*

**COMMUNICATIONS****Mayor's Remarks:**

Mayor Tomasko wished to thank all those in attendance and especially for their best efforts on behalf of our residents this past year with particular thanks to those who volunteer their time to the town: Fire Department, Boards and Commissions and Elected Officials.

"This year was dominated by increased political polarization at the national level and by the pandemic at the local levels which resulted in major alterations to the way the business of our town is done. Despite the foregoing Alpine had another quiet uncontested election, the municipal tax rate remained stable, they faced up to ever intensifying development pressures, negotiated an open space acquisition, for the fourth consecutive year we received a substantial DOT Municipal Aid Grant for road resurfacing, and as usual our residents continued to receive the high-quality services, they've come to expect of all of us.

We wonder if our Governor and State Legislature are listening and will ever do anything about: 1) the least efficient approach to affordable housing imaginable which is what we have now, 2) reduction of the burden that OPRA has become on municipalities, 3) return of more energy tax receipts to municipalities, and 4) elimination of unfunded mandates such as the stormwater management resolution we were hit with three years ago. Irrespective of what Trenton does or doesn't do, I think that if we on this call and the rest of our team continue to work together to do basically what we've done last year throughout this new year, our town will remain quiet politically and we will once again succeed in keeping Alpine the wonderful town it is in which to live, work and/or own a home."

**EMPLOYEE OF THE YEAR** "It has been my pleasure to name an employee or professional on our team who seems most worthy of recognition based upon his or her performance the prior year or years. Since we began doing this, those designated have been: the late Bill Galdi, Gail Warming-Tanno, Nancy Wehmann, Gary Vander Veer, Ralph Wehmann, Marilyn Hayward, Catherine Booth, Frank Rickenbaugh, Stephanie Wehmann and Alden Blackwell. It is a tough decision because we have so many fine and wonderful and hard working and conscientious employees. But for 2020 I am delighted to designate Patrolman and Deputy Officer of Emergency Management Coordinator Brian Bourke as our Employee of the Year. In addition to being a part of our superb police force Brian has spent many hours this year in pursuit of the Borough's reimbursement under the Care Act working in close concert with our Municipal Clerk, Stephanie Wehmann. Thanks for your devotion to your work for us and for the residents of Alpine. We are happy to recognize you. Job well done. Congratulations."

Patrolman Brian Bourke thanked the Mayor for this honor. It was noted Police Chief Belcolle was also in attendance at this meeting.

**ADJOURNMENT** Upon a motion by Mr. Shadek, seconded by Councilwoman Frankel and approved by all, the 2021 Reorganization meeting of the Mayor and Council of the Borough of Alpine adjourned at 4:17 pm.

Respectfully submitted,

Stephanie Wehmann, Municipal Clerk

**CASH MANAGEMENT PLAN**

A. DESIGNATION OF OFFICIAL DEPOSITORIES:

The following financial institutions are designated as official depositories:

**Connect One Bank**

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 31<sup>st</sup> 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 1<sup>st</sup> 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.

**BOROUGH OF ALPINE**  
**Temporary Budget Appropriations for 2021**

CURRENT FUND		CURRENT FUND (continued)	
General Government		General Government (continued)	
Municipal Clerk		Health and Human Services	
Salaries and Wages	33,160	Board of Health	
Other Expenses	6,100	Salaries and Wages	2,810
Financial Administration		Other Expenses	875
Salaries and Wages	24,730	Health Officer – Contractual	4,750
Other Expenses	5,000	Environmental Commission	
Audit Services	10,000	Other Expenses	325
Assessment of Taxes		Animal Control Services	
Salaries and Wages	4,390	Other Expenses	125
Other Expenses	420	Municipal Alliance Coordinator	
Revenue Administration		Salaries and Wages	570
Salaries and Wages	5,870	OSHA	
Other Expenses	5,700	Other Expenses	350
Legal Services and Costs		Parks and Recreation Functions	
Other Expenses	37,500	Parks and Playgrounds	
Engineering Services and Costs		Other Expenses	500
Other Expenses	12,000	Swim Pool Committee	
Municipal Land Use Law (NJS 40:55D-1)		Other Expenses	1,250
Planning Board		Celebration of Public Events	
Salaries and Wages	1,840	Other Expenses	1,600
Other Expenses	5,250	Education Function	
Zoning Board of Adjustment		Cresskill Library Fee	375
Salaries and Wages	2,260	Municipal Court	
Other Expenses	1,750	Salaries and Wages	7,300
Insurance		Other Expenses	1,375
Group Insurance for Employees	105,500	Public Defender	
Other Insurance -Liability	18,950	Salaries and Wages	710
Workers' Compensation	18,800	Code Enforcement and Administration	
Public Safety		Building Inspector	
Police		Salaries and Wages	24,240
Salaries and Wages	499,800	Other Expenses	2,750
Other Expenses	16,250	Plumbing Inspector	
Acquisition of Police Vehicles	11,200	Salaries and Wages	3,280
Police Dispatch 911		Electrical Inspector	
Other Expenses	6,185	Salaries and Wages	3,580
Emergency Management Services		Zoning Official	
Salaries and Wages	1,070	Salaries and Wages	3,450
Other Expenses	750	Unclassified	
Fire		Utilities	
Other Expenses	7,960	Electric	8,750
Fire Hydrant	18,750	Street Lighting	8,750
Fire Prevention/Uniform Fire Code		Gasoline	9,600
Salaries and Wages	2,410	Telephone	6,250
Other Expenses	950	Natural Gas	2,250
Prosecutor		Water	1,500
Contractual	1,830	Deferred Charges & Statutory Expend.	
Public Works Function		Contrib.to Social Sec. System (OASI)	26,750
Road Repairs and Maintenance		Police & Fireman's Retirement Sys	292,822
Salaries and Wages	84,140	Public Employees Retirement Sys	82,240
Other Expenses	12,100	Defined Contribution Retirement Plan	150
Public Buildings and Grounds		Length of Service Awards Program	6,640
Other Expenses	10,750	TOTAL	<u>1,509,042</u>
Solid Waste Collection			
Salaries and Wages	2,060		
Other Expenses	27,700		