

MAYOR AND COUNCIL
2024 REORGANIZATION MEETING
January 4, 2024 @ 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 **January 4, 2024 at 4:02 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 MAYOR & COUNCIL The oath of office was administered to:

Councilman Arthur Frankel
Councilman David Kupferschmid

ROLL CALL OF THE MAYOR AND COUNCIL OF 2024

| | | | |
|----------------------------|---------|--------------------------------|---------|
| Paul Tomasko, Mayor | Present | Vicki Frankel, Councilwoman | Present |
| Scott Bosworth, Councilman | Present | Gayle Gerstein, Councilwoman | Present |
| Steven Cohen, Councilman | Present | David Kupferschmid, Councilman | Present |
| Arthur Frankel, Councilman | Present | | |

PUBLIC COMMENTS None

2024 ALPINE FIRE DEPARTMENT LINE OFFICERS The oath of office was administered to those present:

| | |
|----------------------------------|----------------------------|
| CHIEF: | Kyle Khorozian |
| ASSISTANT CHIEF: | Charles Hoffmann |
| CAPTAIN: | Scott Bosworth |
| 1st LIEUTENANT | H. Josh Schneeweiss |
| 2nd LIEUTENANT | Raffi Aynilian |
| 2nd LIEUTENANT | Andrew Kraus |

NEW BUSINESS

Resolution #001:1'2024 Election of Council President

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

And approved by all at the 2024 reorganization meeting of the Mayor and Council of the Borough of Alpine to appoint **Gayle Gerstein** as President of Council.

VOTE: Ayes: Bosworth, Cohen, Gerstein, A. Frankel, V. Frankel, Kupferschmid

MOTION APPROVED

Resolution #002:1'2024 Planning Board Class III Member

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

And approved by all at the 2024 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 12/31/2024.

VOTE: Ayes: Bosworth, Cohen, Gerstein, A. Frankel, V. Frankel, Kupferschmid

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 #003:1'2024 Planning Board members as follows:

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

And approved by all at the 2024 reorganization meeting of the Mayor and Council of the Borough of Alpine to confirm the Mayor's appointment as follows:

Class II: Lorraine Mattes 3-year term expiring 12/31/2026

Class IV: George Abad, Jr. 4-year term expiring 12/31/2027

Class IV: Joyce Sonpal 4-year term expiring 12/31/2027

Class IV: Carol Cochi 4-year term expiring 12/31/2027

Alternate I: Brandt Cybul 2-year term expiring 12/31/2025

VOTE: Ayes: Bosworth, Cohen, Gerstein, A. Frankel, V. Frankel, Kupferschmid

MOTION APPROVED

CONSENT AGENDA RESOLUTIONS

{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 #004:1'2024 Appointment of Council Committees Chairs, Members

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

And approved by all at the 2024 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> |
|------------------|--------------------|-------------------------|-------------------------|
| FINANCE: | Steven Cohen | David Kupferschmid | Arthur Frankel |
| ADMINISTRATION: | Scott Bosworth | Arthur Frankel | David Kupferschmid |
| BUILDINGS: | David Kupferschmid | Vicki Frankel | Gayle Gerstein |
| D.P.W.: | Arthur Frankel | Gayle Gerstein | Scott Bosworth |
| FIRE/AMB.: | Gayle Gerstein | Steven Cohen | Vicki Frankel |
| POLICE: | Vicki Frankel | Scott Bosworth | Steven Cohen |

VOTE: Ayes: Bosworth, Cohen, Gerstein, A. Frankel, V. Frankel, Kupferschmid

MOTION APPROVED

Resolution #005:1'2024 Appointment of Council Liaisons

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

And approved by all at the 2024 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:

| | |
|----------------------------------|---------------------------|
| BOARD OF EDUCATION: | <i>David Kupferschmid</i> |
| BOARD OF HEALTH: | <i>Scott Bosworth</i> |
| RECREATION COMMISSION: | <i>Steven Cohen</i> |
| ENVIRONMENTAL COMMISSION: | <i>Vicki Frankel</i> |
| BOARD OF ADJUSTMENT: | <i>Arthur Frankel</i> |

VOTE: Ayes: Bosworth, Cohen, Gerstein, A. Frankel, V. Frankel, Kupferschmid

MOTION APPROVED

Resolution #006:1'2024 Insurance Commissioner

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

And approved by all those eligible to vote at the 2024 reorganization meeting of the Mayor and Council of the Borough of Alpine to confirm the Mayor's appointment of the following persons to terms as the Insurance Commissioner: **Paul Tomasko** 1-year term expiring 12/31/2024

VOTE: Ayes: Bosworth, Cohen, Gerstein, A. Frankel, V. Frankel, Kupferschmid

MOTION APPROVED

Resolution #007:1'2024 American with Disabilities Act (ADA) Compliance Committee

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

And approved by all those eligible to vote at the 2024 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

Scott Bosworth 1-year term expiring 12/31/2024

Stephanie Wehmann, Correspondent 1-year term expiring 12/31/2024

VOTE: Ayes: Bosworth, Cohen, Gerstein, A. Frankel, V. Frankel, Kupferschmid

MOTION APPROVED

Resolution #008:1'2024 Zoning Board of Adjustment

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

And approved by all those eligible to vote at the 2024 reorganization meeting of the Mayor and Council of the Borough of Alpine to confirm the Mayor's appointments

Member: Anthony Clores 4-year term expiring 12/31/2027

Member: Richard Bonhomme 4-year term expiring 12/31/2027

Alternate II Member: Bruce Pomerantz, 2-year term expiring 12/31/2025

VOTE: Ayes: Bosworth, Cohen, Gerstein, A. Frankel, V. Frankel, Kupferschmid

MOTION APPROVED

Resolution #009:1'2024 Board of Health

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

And approved by all those eligible to vote at the 2024 reorganization meeting of the Mayor and Council of the Borough of Alpine to confirm the Mayor's appointments

Member: Dr. Stephen Laifer 4-year term expiring 12/31/2027

Member: Dr. Armand Fasano 4-year term expiring 12/31/2027

Alternate I Member: Anthony Inguaggiato, Sr. 2-year term expiring 12/31/2025

VOTE: Ayes: Bosworth, Cohen, Gerstein, A. Frankel, V. Frankel, Kupferschmid

MOTION APPROVED

Resolution #010:1'2024 Environmental Commission

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

And approved by all those eligible to vote at the 2024 reorganization meeting of the Mayor and Council of the Borough of Alpine to confirm the Mayor's appointments

Member: Lorraine Mattes 3-year term expiring 12/31/2026

Member: Mary Ellen Snow 3-year term expiring 12/31/2026

Member: Valentina Arnold 3-year term expiring 12/31/2026

Alternate I Member: Marie Bosworth 2-year term expiring 12/31/2025

VOTE: Ayes: Bosworth, Cohen, Gerstein, A. Frankel, V. Frankel, Kupferschmid

MOTION APPROVED

Resolution #011:1'2024 Recreation Commission

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

And approved by all those eligible to vote at the 2024 reorganization meeting of the Mayor and Council of the Borough of Alpine to confirm the Mayor's appointment

Member: Galina Glazebnik 5-year term expiring 12/31/2028

Member: Vanessa Barrera 5-year term expiring 12/31/2028

VOTE: Ayes: Bosworth, Cohen, Gerstein, A. Frankel, V. Frankel, Kupferschmid

MOTION APPROVED

Resolution #012:1'2024 Alpine Swim Club Recreation Subcommittee

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

And approved by all those eligible to vote at the 2024 reorganization meeting of the Mayor and Council of the Borough of Alpine to confirm the Mayor's appointments

Members: Scott Bosworth, Maria DiBiase, Lane Goldstein, Sara Reeves, Andrew Schlesinger, Anna Ferreira

All 1-year terms expiring 12/31/2024.

VOTE: Ayes: Bosworth, Cohen, Gerstein, A. Frankel, V. Frankel, Kupferschmid

MOTION APPROVED

Resolution #013:1'2024 Borough Staff Positions (some require formal resolutions that follow)

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

And approved by all those eligible to vote at the 2024 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 December 31, 2024 unless otherwise noted:

Stephanie Wehmann

Marilyn Hayward

Keith Dalton

Catherine Booth

Hackensack University Medical Center-

Corporate Wellness

Erik Lenander

J. Stuart Davis

Greg Zaremba

Safety Committee Coordinator,

Treasurer, Tax Search Officer

Building & Construction Trust Account Manager

Zoning Officer

Technical Assistant Building Department

Police Physician Services

Qualified Purchasing Agent¹,

Public Agency Compliance Officer²

Recycling Coordinator

DPW Superintendent (reappointment confers tenure)*,

Property Maintenance Official, Clean Communities Coordinator

¹ formal resolution follows

² formal resolution follows

THE FOLLOWING POSITIONS ARE FILLED BY TENURED EMPLOYEES:

| | |
|---------------------------------------|---|
| MUNICIPAL CLERK | Stephanie Wehmann per resolution 1/3/19 & N.J.S.A.40A:9-133.7 |
| TAX COLLECTOR/CHIEF FINANCIAL OFFICER | Marilyn Hayward per resolution 1/5/21 & N.J.S.A 40A:9-140.8 |
| TAX ASSESSOR | William Yirce per resolution 6/24/2020) & N.J.A.C. 18:17-3.2 |
| MUNICIPAL COURT ADMINISTRATOR | Dawn Curatola per N.J.S.A. 2A:8-13.1 |
| PLUMBING INSPECTOR/SUBCODE OFFICIAL | David Nizborski per resolution 7/26/23 & UCC section52:27D-126 |
| FIRE INSPECTOR/SUBCODE OFFICIAL | Keith Dalton per resolution 7/26/23 & UCC section52:27D-126 |
| DPW SUPERINTENDENT* | Greg Zaremba per N.J.S.A. 40A:9-154.6 |

VOTE: Ayes: Bosworth, Cohen, Gerstein, A. Frankel, V. Frankel, Kupferschmid **MOTION APPROVED**

Resolution #014:1'2024 Qualified Purchasing Agent

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

at the 2024 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, Erik Lenander 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 Erik Lenander 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, 2024 and expiring December 31, 2024; 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 Erik Lenander’s certification to the Director of the Division of Local Government Services.

VOTE: Ayes: Bosworth, Cohen, Gerstein, A. Frankel, V. Frankel, Kupferschmid **MOTION APPROVED**

Resolution #015:1'2024 Public Agency Compliance Officer – Affirmative Action

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

at the 2024 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 the Qualified Purchasing Agent, **Erik Lenander** be appointed as the Public Agency Compliance Officer for a one-year term ending December 31, 2024, 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, 2024.

VOTE: Ayes: Bosworth, Cohen, Gerstein, A. Frankel, V. Frankel, Kupferschmid **MOTION APPROVED**

Resolution #016:1'2024 Emergency Management Coordinator & Deputy Emergency Management Coordinators

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

And approved by all those eligible to vote at the 2024 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, that Assistant Fire Chief **Charles A. Hoffmann** is hereby appointed to the Emergency Management Coordinator for a three-year term retroactive to **January 1, 2024 to December 31, 2026**

BE IT FURTHER IT RESOLVED, that Fire Department Captain **Scott Bosworth** and Patrolman **Brian Bourke** are both hereby appointed to the positions of Deputy Emergency Management Coordinators, each for three-year terms expiring December 31, 2026; 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 Captain Matthew Tiedemann at the Bergen County Office of Emergency Services.

VOTE: Ayes: Bosworth, Cohen, Gerstein, A. Frankel, V. Frankel, Kupferschmid

MOTION APPROVED

Resolution #017:1'2024 2024 Professional Services Agreements: Municipal Court Prosecutor, Alternate & Public Defender {Awarded pursuant to the Non-Fair and Open Process}

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

And approved by all those eligible to vote at the 2024 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 | 2024 |
| Douglas Doyle Elsbeth Crusius | Teaneck, NJ Hackensack, NJ | Alternate Prosecutor Additional Alternate Prosecutor Pursuant to N.J.S.A. 2B:25-4a | \$10,000 | 2024 2024 |
| Jordan Yuelys | Hackensack, NJ | Public Defender Pursuant to N.J.S.A. 2B:24-3 | \$10,000 | 2024 |

VOTE: Ayes: Bosworth, Cohen, Gerstein, A. Frankel, V. Frankel, Kupferschmid

MOTION APPROVED

Resolution #018:1'2024 - 2024 Other Professional Services Agreements

{Awarded pursuant to the Non-Fair and Open Process}

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

At this 2024 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 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

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 2024 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 |
|---|--|---------------------------------|-------------------|
| Levi J. Kool, Esq. Huntington Bailey, LLP Westwood, NJ | Borough Attorney, Labor Attorney, Special Counsel & Affordable Housing Related Development Apps | \$125,000 | 2024 |
| Perry Frenzel, PE Azzolina & Feury Engineering, Inc. Paramus, NJ | Borough Engineer | \$60,000 | 2024 |
| Edward J. Buzak, Esq. Surenian, Edwards, Buzak & Nolan LLC Montville/Point Pleasant Beach, NJ | Special Counsel & Affordable Housing Related Development Apps | \$40,000 | 2024 |
| Jeffrey C. Bliss, CPA Lerch, Vinci & Bliss, LLP Fair Lawn, NJ | Borough Accountant | \$42,000 | 2024 |
| Robert McNerney McNerney & Associates, Inc. Glen Rock, NJ | Appraisal | \$21,000 | 2024 |
| Doug Neumetzger Dart Computer Services, Inc. River Vale, NJ | Information Technology Services | \$25,000 | 2024 |
| Jennifer Roselle, Esq. Genova Burns, LLC Newark, NJ | Special Labor Counsel | \$10,000 | 2024 |
| Steven L Rogut, Esq Rogut McCarthy LLC Cranford, NJ | Bond Counsel | \$10,000 | 2024 |
| Brian Eifert Eifert, French & Co., Inc. Tenafly, NJ | Risk Management | \$10,000 | 2024 |
| Valley Health Medical Group Paramus, NJ | CDL Random Alcohol & Drug Testing | \$10,000 | 2024 |
| Laura Mongello TKLD Consulting LLC Paramus, NJ | Administration of Affordable Housing | \$10,000 | 2024 |

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: Bosworth, Cohen, Gerstein, A. Frankel, V. Frankel, Kupferschmid **MOTION APPROVED**

Resolution #019:1’2024 Appointing Tax Assessor and Borough Attorney for Tax Appeal Matters

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

at the 2024 reorganization meeting of the Mayor and Council of the Borough of Alpine

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: Bosworth, Cohen, Gerstein, A. Frankel, V. Frankel, Kupferschmid

MOTION APPROVED

Resolution #020:1'2024 Regular Meeting Dates

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

at the 2024 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: **3rd Monday, November 18th and 3rd Wednesday, December 18th.**

VOTE: Ayes: Bosworth, Cohen, Gerstein, A. Frankel, V. Frankel, Kupferschmid

MOTION APPROVED

Resolution #021:1'2024 Rules of Order

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

at the 2024 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: Bosworth, Cohen, Gerstein, A. Frankel, V. Frankel, Kupferschmid

MOTION APPROVED

Resolution #022:1'2024 Cash Management Plan

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

at the 2024 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: Bosworth, Cohen, Gerstein, A. Frankel, V. Frankel, Kupferschmid

MOTION APPROVED

Resolution #023:1'2024 Official Newspapers

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

at the 2024 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 & THE JERSEY JOURNAL

VOTE: Ayes: Bosworth, Cohen, Gerstein, A. Frankel, V. Frankel, Kupferschmid

MOTION APPROVED

Resolution #024:1'2024 Authorizing Service Charge for Returned Checks

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

at the 2024 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 2024; and,

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

VOTE: Ayes: Bosworth, Cohen, Gerstein, A. Frankel, V. Frankel, Kupferschmid

MOTION APPROVED

Resolution #025:1'2024 Interest Rate on Delinquent Taxes

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

at the 2024 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: Bosworth, Cohen, Gerstein, A. Frankel, V. Frankel, Kupferschmid

MOTION APPROVED

Resolution #026:1'2024 Establishing Temporary Budget Appropriations For 2024

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

at the 2024 reorganization meeting of the Mayor and Council of the Borough of Alpine

WHEREAS, N.J.S. 40:4-19 provides that where contracts, commitments or payments are to be made prior to final adoption of the 2024 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 2024**, and

WHEREAS, said total temporary appropriations are limited to 26.25% of the total appropriations in the **2023** budget exclusive of any appropriations made for debt service, capital improvement fund and public assistance in the said 2023 Budget.

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

VOTE: Ayes: Bosworth, Cohen, Gerstein, A. Frankel, V. Frankel, Kupferschmid
(Temporary Budget appended to these minutes)

MOTION APPROVED

Resolution #027:1'2024 Approving Purchase Order to re-open Petty Cash Account

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

at the 2024 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: Bosworth, Cohen, Gerstein, A. Frankel, V. Frankel, Kupferschmid

MOTION APPROVED

Resolution #028:1'2024 Authorizing Contract for 2024 Child Health Conference Services

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

at the 2024 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 2024, for a cost not to exceed **\$350.00** for the annual fee and \$35 for each visit; and

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Alpine that the President of the Alpine Board of Health, or the Mayor and/or Municipal Clerk as designee 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.

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 2024 temporary and/or adopted budget.

VOTE: Ayes: Bosworth, Cohen, Gerstein, A. Frankel, V. Frankel, Kupferschmid

MOTION APPROVED

Resolution #29:1'2024: Authorizing Interlocal Services Agreement Mutual Aid Plan & Rapid Deployment Force (Police Dept.)**OFFERED BY:** Councilwoman Gerstein **SECONDED BY:** Councilman Cohen

at the 2024 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 Commissioners, the County Prosecutor, and all municipalities in the County of Bergen**VOTE: Ayes:** Bosworth, Cohen, Gerstein, A. Frankel, V. Frankel, Kupferschmid**MOTION APPROVED****Resolution: #030:1'2024 Recognizing Closter Volunteer Ambulance & Rescue Corps, Inc. as the Primary Emergency Medical Service Agency for the Borough of Alpine****OFFERED BY:** Councilwoman Gerstein **SECONDED BY:** Councilman Cohen

at the 2024 reorganization meeting of the Mayor and Council of the Borough of Alpine

WHEREAS, the Borough of Alpine requires emergency medical services to address the needs of the community; and**WHEREAS**, the Closter Volunteer Ambulance & Rescue Corps, Inc. has provided satisfactory evidence to the EMS Council of New Jersey that they are qualified to render emergency medical services;**WHEREAS**, the EMS Council of New Jersey has recognized the Closter Volunteer Ambulance & Rescue Corps, Inc. as a qualified agency to render emergency medical services and as a Class A Member in good standing;**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Alpine that the Closter Volunteer Ambulance & Rescue Corps, Inc. is recognized as the primary agency for the provision of Emergency Medical Services to the Borough of Alpine; and**BE IT FURTHER RESOLVED**, by the Mayor and Council of the Borough of Alpine that the members of the Closter Volunteer Ambulance & Rescue Corps, Inc. are further recognized and appreciated for their steadfast dedication and spirit of volunteerism in delivering exemplary emergency medical services to the Borough of Alpine.**VOTE: Ayes:** Bosworth, Cohen, Gerstein, A. Frankel, V. Frankel, Kupferschmid**MOTION APPROVED****Resolution #031:1'2024: Authorization to Apply for Tonnage Grant****OFFERED BY:** Councilwoman Gerstein **SECONDED BY:** Councilman Cohen

at the 2024 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 2023 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 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: Bosworth, Cohen, Gerstein, A. Frankel, V. Frankel, Kupferschmid **MOTION APPROVED**

Resolution #032:1'2024: Authorization for Municipal Clerk to Administer Licenses for Games of Chance

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

at the 2024 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 2024 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: Bosworth, Cohen, Gerstein, A. Frankel, V. Frankel, Kupferschmid **MOTION APPROVED**

Resolution #033:1'2024: 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 Gerstein **SECONDED BY:** Councilman Cohen

at the 2024 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.

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

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: Bosworth, Cohen, Gerstein, A. Frankel, V. Frankel, Kupferschmid **MOTION APPROVED**

End of Consent Agenda

COMMUNICATIONS Councilwoman Gerstein wished everyone a happy and healthy new year. Councilman Frankel, as echoed by Councilwomen Frankel, Gerstein and Attorney Kool, expressed appreciation for Mayor Tomasko's excellent job over many years. Alpine is fortunate to have someone as dedicated and capable as the Mayor and hopefully he will continue to serve for many more years. The Mayor responded it is his privilege to serve the town alongside them.

Mayor Tomasko reported as invited he attended Bergenfield's Reorganization meeting and Oradell's Sine Die meeting to honor outgoing officials. He thanks all for attending and putting forth their best efforts over the past year, especially the volunteers on the Fire Department, Boards, Commissions and elected Council.

In 2024 the municipal tax rate remains stable. They faced up to and resolved intense pressure for a high density housing project on the former Frick Estate which ended up being much less dense, we designated a new police chief to replace the one who retired, for the 7th 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 from all of us.

We wonder if our Governor and State Legislature will improve upon:

- (1) the least efficient and most costly approach to affordable housing imaginable which is now what we have;
- (2) the monstrous burden OPRA has become on municipalities;
- (3) energy tax receipts owed to municipalities; and
- (4) unfunded mandates such as the latest round of stormwater management regulations.

We know that 2024 will be a very challenging budget year insofar as higher interest rates still make borrowing for capital improvements very expensive and because of the many higher than cap increases such as the cost of insurance, employee health care and pensions and because of the draw down of budget reserves to pay for police overtime. Nevertheless if we continue to work together to do basically what we've done last year throughout this new year, our town will remain relatively free of discord and we will once again succeed in keeping Alpine the wonderful town it is in which to live, work and/or own a home.

Finally, it has been my pleasure to name one 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 11 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, Alden Blackwell, again Nancy Wehmann and Chris Belcolle.

Employee of the Year: For 2023 I am delighted to designate DPW superintendent, **Greg Zaremba**, as our Employee of the Year. In addition to being the head of our superb DPW, Greg has spent many hours this year helping to save the Borough money such as by the installation of a drainage line on Cassandra Drive that an outside contractor would have charged much more to do. Greg, thanks for your devotion to your work for us and for the residents of Alpine. We are happy to recognize you. Congratulations!

Councilwoman Gertstein wished to add her thanks for the Police and Fire Departments for all their assistance this year.

ADJOURNMENT Upon a motion by Councilman Cohen, seconded by Councilwoman Gerstein and approved by all, the **2024 reorganization** meeting of the Mayor and Council of the Borough of Alpine adjourned at **4:21 PM**.

Respectfully submitted,
Stephanie Wehmann, Municipal Clerk

CASH MANAGEMENT PLAN 2024

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 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.

BOROUGH OF ALPINE
Temporary Budget Appropriations for 2024

| | | | |
|---------------------------------------|---------|--------------------------------------|------------------|
| CURRENT FUND | | CURRENT FUND (continued) | |
| General Government | | General Government (continued) | |
| Municipal Clerk | | Health and Human Services | |
| Salaries and Wages | 41,375 | Board of Health | |
| Other Expenses | 5,933 | Salaries and Wages | 2,337 |
| Financial Administration | | Other Expenses | 853 |
| Salaries and Wages | 27,300 | Other Expenses – Contractual | 5,198 |
| Other Expenses | 4,700 | Environmental Commission | |
| Audit Services | 11,000 | Other Expenses | |
| Assessment of Taxes | | Animal Control Services | |
| Salaries and Wages | 4,700 | Other Expenses | 132 |
| Other Expenses | 420 | Municipal Alliance Coordinator | |
| Revenue Administration | | Salaries and Wages | |
| Salaries and Wages | 6,038 | OSHA | |
| Other Expenses | 6,538 | Other Expenses | 368 |
| Computer Data Processing | | Parks and Recreation Functions | |
| Other Expenses | 7,875 | Parks and Playgrounds | |
| Legal Services and Costs | | Other Expenses | 525 |
| Other Expenses | 39,500 | Swim Pool Committee | |
| Engineering Services and Costs | | Other Expenses | 1,000 |
| Other Expenses | 8,000 | Celebration of Public Events | |
| Municipal Land Use Law (NJS 40:55D-1) | | Other Expenses | 500 |
| Planning Board | | Education Function | |
| Salaries and Wages | 1,970 | Municipal Court | |
| Other Expenses | 1,000 | Salaries and Wages | 6,038 |
| Zoning Board of Adjustment | | Other Expenses | 1,000 |
| Salaries and Wages | 1,850 | Public Defender | |
| Other Expenses | 1,800 | Salaries and Wages | 644 |
| Insurance | | Code Enforcement and Administration | |
| Group Insurance for Employees | 148,248 | Building Inspector | |
| Other Insurance -Liability | 49,000 | Salaries and Wages | 30,000 |
| Workers' Compensation | 42,000 | Other Expenses | 2,890 |
| Employee Health Insurance Waivers | 3,170 | Plumbing Inspector | |
| Public Safety | | Salaries and Wages | 3,255 |
| Police | | Electrical Inspector | |
| Salaries and Wages | 556,190 | Salaries and Wages | 3,807 |
| Other Expenses | 18,375 | Zoning Official | |
| Acquisition of Police Vehicles | 2,700 | Salaries and Wages | 3,700 |
| Police Dispatch 911 | | Unclassified | |
| Other Expenses | 6,495 | Utilities | |
| Emergency Management Services | | Electric | 10,500 |
| Salaries and Wages | 1,129 | Street Lighting | 12,075 |
| Other Expenses | 788 | Gasoline | 12,350 |
| Fire | | Telephone | 6,560 |
| Salaries and Wages | 1,220 | Natural Gas | 2,495 |
| Other Expenses | 8,800 | Water | 1,707 |
| Fire Hydrant | 19,688 | Deferred Charges & Statutory Expend. | |
| Fire Prevention/Uniform Fire Code | | Contrib.to Social Sec. System (OASI) | 28,940 |
| Salaries and Wages | 1,590 | Police & Fireman's Retirement Sys | 232,280 |
| Other Expenses | 1,575 | Public Employees Retirement Sys | 107,198 |
| Prosecutor | | Defined Contribution Retirement Plan | 157 |
| Contractual | 1,930 | Length of Service Awards Program | 8,400 |
| Public Works Function | | TOTAL | <u>1,672,304</u> |
| Road Repairs and Maintenance | | | |
| Salaries and Wages | 94,500 | | |
| Other Expenses | 13,650 | | |
| Public Buildings and Grounds | | | |
| Other Expenses | 14,700 | | |
| Solid Waste Collection | | | |
| Salaries and Wages | 2,048 | | |
| Other Expenses | 29,600 | | |

BERGEN COUNTY MUNICIPAL JOINT INSURANCE FUND

CLAIMANT INFORMATION

Name: _____ Telephone: _____
 Address: _____ Date of Birth: _____
 _____ Email: _____

ATTORNEY INFORMATION (If Applicable)

Name: _____ Telephone: _____
 Address: _____ Fax: _____
 _____ File No.: _____
 _____ Email: _____

Send Notices to: YClaimant YAttorney

GENERAL INSTRUCTIONS: Pursuant to the provisions of the New Jersey Tort Claims Act, this Notice of Tort Claim form has been adopted as the official form for the filing of claims against the .

The questions are to be answered to the extent of all information available to the Claimant or to his or her attorneys, agents, servants, and employees, under oath. The fully completed Claim Form and the documents requested shall be returned to the:

Borough of Alpine
100 Church Street
PO Box 1095
Alpine, NJ 07620

and

JIF Claims, LLC
373 Kinderkamack Road
Westwood, NJ 07675

NOTE CAREFULLY: Your claim will not be considered filed as required under the New Jersey Tort Claims Act until this completed form has been filed with the municipality. Failure to provide the information requested, including such responses as “to Be Provided” or “Under Investigation” will result in the claim being treated as not being properly filed.

Timely Notices of Claim must be filed within 90 days after the incident giving rise to the claim.

This form is designed as a general form for use with respect to all claims. Some of the questions may not be applicable to your particular claim. For example, if your claim does not arise out of an automobile accident, questions regarding road conditions might not be applicable. In that event, please indicate “Not Applicable.”

If you are unable to answer any questions because of a lack of information available to you, specify the reason the information is not available to you. If a question asks that you identify a document, it will be sufficient to furnish true and legible copies. Where a question asks that you “identify all persons,” provide the name, address and telephone number of the person.

If you need more space to provide a full answer, attach supplementary pages, identifying the continuation of the answer with the number of the applicable question.

DEFINITIONS:

“Claimant” shall refer to the person or persons on whose behalf the Notice of Claim has been filed with the Township.

“Documents” shall refer to any written, photographic, or electronic representation, and any copy thereof, including, but not limited to, computer tapes and/or disks, videotapes and other material relating to the subject matter of the claim.

“Person” shall include in its meaning a partnership, joint venture, corporation, association, trust or any other kind of entity, as well as a natural person.

“Public Entity” shall refer to the along with any agent, official, or employee of the against whom a claim is asserted by the Claimant.

NOTE: That the questions are divided into sections relating to the claimant, the claim, property damage, personal injury and the basis for the claim against the public entity or public employee.

If the claim involves only property damage, the portion on personal injuries need not be answered. If the claim involves no property damage, then the portion on property damage need not be answered.

INFORMATION ON THE CLAIMANT

1. Provide the following information with respect to the Claimant:

Y Any other name by which the claimant is known.

Y Address at the time of the incident giving rise to the claim.

Y Marital Status (at the time of the incident and current).

Y Identify each person residing with the claimant and the relationship, if any, of the person to the Claimant.

2. Provide all addresses of the Claimant for the last 10 years, the dates of the residence, the persons residing at the addresses at the same time as the Claimant resided at the address and the relation, of any of the persons to the Claimant.

INFORMATION ON ALL CLAIMS

3. Provide the exact date, time and place of the incident forming the basis of the claim and the weather conditions prevailing at the time.
4. Provide the Claimant's complete version of the events the form the basis of the claim.
5. List any and all individuals who were witnesses to or who have knowledge of the facts of the incident which gives rise to the claim. Provide the full name and address of each individual.
6. Identify all public entities or public employees (by name and position) alleged to have caused the injury or property damage and specify as to each public entity or employee the exact nature of the act or omission alleged to have caused the injury or property damage.
7. If you claim that the injury or property damage was caused by a dangerous condition of property under the control of the public entity, specify the nature of the alleged dangerous condition, and the manner in which you claim the condition caused the injury.
8. If you allege a dangerous condition of public property, state the specific basis on which you claim that the public entity was responsible for the condition and the specific basis and date on which you claim that the public entity was given notice of the alleged dangerous condition. **Statements such as "should have known" and "common knowledge" are insufficient.**
9. If you or any other party or witness consume any alcoholic beverages, drugs or medications within twelve hours before the incident forming the basis of the Claim, identify the person consuming the same and for each person (a) what was consumed, (b) the quantity thereof, (c) where consumed, (d) the names and addresses of all persons present.

10. If you have received any money or thing of value for your injuries or damages from any person, firm or corporation, state the amounts received, the dates, names and addresses of the payers. Specifically list any policies of insurance, including policy number and claim number, from which benefits have been paid to you or to any person of your behalf, including doctors, hospitals or any person repairing damage to property.

11. If any photographs, sketches, charts, or maps were made with respect to anything which is the subject matter of the Claim, state the date thereof, the names and addresses of the persons making the maps and of the persons who have present possession thereof. Attach copies of any photographs, sketched, charts or maps.

12. If you or any of the parties to this action or any of the witnesses made any statements or admissions, set forth what was said; by whom said; the date and place where said; and in whose presence, giving names and addresses of any persons having knowledge thereof.

13. State the total amount of your claim and the basis on which you calculated the amount claimed.

14. Provide copies of all documents, memoranda, correspondence, reports (including police reports), etc. Which discuss, mention or pertain to the subject matter of this claim.

15. Provide the names and addresses of all persons or entities against whom claims have been made for injuries or damages arising out of the incident forming the basis of this claim and give the basis for the claim against each.

PROPERTY DAMAGE CLAIM

16. If your claim is for property damage, attach a description of the property and an estimate of the cost of repair. If your claim does not involve any claim for property damage, enter "None."

Note: If your claim is for property damage only, initial here and proceed directly to the certification section on the next to last page of this form.

☐ Initials: _____

PERSONAL INJURY CLAIMS

17. Was any complaint made to the public entity or to any official or employee of the public entity. State the time and place of the complaint and the person or persons to whom the complaint was made.

18. Describe in detail the nature, extent and duration of any and all injuries.

19. Describe in detail any injury or condition claimed to be permanent.

20. If confined to any hospital, state name and address of each and the dates of admissions and discharge. Include all hospital admissions prior to and subsequent to the alleged injury and give the reason for each admission.

21. If x-rays were taken, state (a) the address of the place where each was taken, (b) the name and address of the person who took them, (c) the date when each was taken, (d) what each disclosed, (e) where and in whose possession they now are. Include all x-rays, whether prior to or subsequent to the alleged injury forming the basis of the claim.

22. If treated by doctors, including psychiatrist or psychologist, state (a) the name and present address of each doctor, (b) the dates and places where treatments were treatments are continuing, the schedule of continuing treatments. Provide true copies of all written reports rendered to you or about you by any doctor whom you propose to have testify on your behalf.

23. If you have any physical impairment which you allege is caused by the injury forming the basis of your claim and which is affecting your ordinary movement, hearing or sight, state in detail, the nature and extent of the impairment and what corrective appliances, support or device you use to overcome or alleviate the impairment.

24. If you claim that a previous injury has been aggravated or exacerbated, describe the injury and give the name and present address of each doctor who treated you for the condition, the period during which treatment was received and the cause of the previous injury. Specifically list any impairment, including use of eyeglasses, hearing aid or similar device, which existed at the time of the injury forming the basis of the claim.

25. If any treatments, operations, or other form of surgery in the future has been recommended to alleviate any injury or condition resulting from the incident which forms the basis of the claim, state in detail (a) the nature and extent of the treatment, operation, or surgery, (b) the purpose thereof and the results anticipated or expected, (c) the name and address of the doctor who recommended the treatments operations or surgery, (d) the name and address of doctor who will administer or perform the same, (e) the estimated medical expenses to be incurred, (f) the estimated length of time of treatments, operation or surgery, period of hospitalization and period of convalescence, (g) all other losses or expenditure anticipated as a result of the treatment, operations or surgery, (h) further if it is your intention to undergo the treatments, operation or surgery, please give an approximate date.

26. Itemize any and all expense incurred for hospital, doctors, nurses, x-rays, medicines, care and appliances and indicate which expenses were paid by any insurance coverage.

27. If employed at the time of the alleged injury forming the basis of the claim state (a) the name and address of the employer, (b) position held and the nature of the work performed, (c) average weekly wages for the year prior to the injury, (d) period of time lost form employment, giving dated, (e) amount of wages lost, if any. List any sources of income continuation or replacement, including, but not limited to, workers' compensation, disability income, social security and income continuation insurance.

28. If other loss of income, profit or earnings is claimed, state (a) total amount of loss, (b) give a complete detailed computation of the loss, (c) the nature and dates of the loss.

29. If you are claiming lost wages state (a) the date that the employment began, (b) the name and address of the employer, (c) the position held and the nature of the work performed, (d) the average weekly wages. Attach copies of pay stubs or other complete payroll record for all wages received during the year.

DOCUMENT REQUEST: Provide all documents identified in your answers to the above questions.

CERTIFICATION: I hereby certify that the information provided is the truth and is the full and complete response to the questions, to the best of my knowledge.

Signature of Claimant: _____

[Date]

Authorization for Release of Employment Records

Date: _____

To: _____

Re: _____
Employee's Name

Address

Social Security Number

Claim Number

You are hereby authorized and requested to disclose, make available and furnish to:

Approximate date of lost time:

A photocopy of this release form, bearing a photocopy of my signature shall constitute you authorization for the release of the information in accordance with the request made to you.

Signature: _____ Date: _____

AUTHORIZATION TO DISCLOSE HEALTH INFORMATION

PATIENTNAME:

DATE OFBIRTH:

ADDRESS:

SOCIAL SECURITYNO.:

- 1. I do hereby consent and authorize the use and/or disclosure of my health information as described below.
- 2. The following individual or organization is authorized to make the disclosure.

| | |
|--|--|
| | <p>Specific date(s) of treatment and/or admission:</p> <p><i>All dates of examination and treatment</i></p> |
|--|--|

- 3. The type and amount of information to be used or disclosed is as follows:

MY ENTIRE MEDICAL CHART FOR ALL DATES OF SERVICE INCLUDING:

- | | |
|--|--|
| <ul style="list-style-type: none"> <u>XX</u> Problem List <u>XX</u> Medication List <u>XX</u> List of allergies <u>XX</u> Immunization Record <u>XX</u> Most recent history & physical <u>XX</u> Most recent discharge summary | <ul style="list-style-type: none"> <u>XX</u> Laboratory Results <u>XX</u> Consultation Reports <u>XX</u> X-Ray and Imaging Reports <u>XX</u> Personal contact with the provider of service <u>XX</u> Other: Bills |
|--|--|

I understand that the information in my health record may include information related to sexually transmitted disease, acquired immunodeficiency syndrome (AIDS), or human immunodeficiency virus (HIV). It may also include information about behavioral, psychiatric or mental health services and treatment for alcohol and drug abuse or genetic information. I authorize the release of this information.

This information may be disclosed to and used by the following individual or organization or any of the attorneys or authorized representative thereof for the purpose of legal representation, or to provide copies of my records to opposing parties in litigation, which I have commenced.

I understand I have the right to revoke this authorization at any time. I understand that if I revoke this authorization I must do so in writing and present my written revocation to the health information management department. I understand the revocation will not apply to my insurance company when the law provides my insurer the right to contest a claim under my policy. If I fail to specify an expiration date, event or condition, this authorization will expire at the conclusion of the litigation between_____

I understand the disclosure of this health information is voluntary. I can refuse to sign this authorization. I need not sign this form in order to assure treatment. I understand that I may inspect or copy the information to be used or disclosed, as provided in CFR 164.524. I understand any disclosure of information carries with it the potential for an unauthorized re-disclosure and the information may not be protected by federal confidentiality rules. If I have questions about disclosures of my health information, I can contact the HIM director or privacy officer for information.

I understand that this consent shall operate as a complete release of liability to the hospital, medical provider, and to their employees for the release of the information specified above. I have read and understand the terms of this Authorization and I have had an opportunity to ask questions about the use and disclosure of my health information. I hereby, knowingly and voluntarily, authorize the provider of medical services to disclose my health information in the matter described above.

Signature of Patient/Legal Representative

Date

***** NOTICE OF RECIPIENT OF INFORMATION *****

Each disclosure made with the patient's consent may be accompanied by the written statement reproduced below. This information has been disclosed to you from records protected by Federal confidentiality rules 42 C.F.R. Part 2. The Federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent from the person to whom it pertains or as otherwise permitted by 42 C.F.R. Part 2. A general authorization for the release of medical or other information is not sufficient for this purpose. The Federal Rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.