

**MAYOR AND COUNCIL
2025 REORGANIZATION MEETING
January 6, 2025 @ 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 6, 2025 at 4 P.M.** in the Alpine Borough Hall. The Public Announcement was read: *In accordance with the provisions of the New Jersey Open Public Meetings Law, the notice of this Reorganization meeting has met the requirements of the law by being e-mailed to The Record, posted on the bulletin board of the lobby in the Borough Hall and a copy filed in the office of the Borough Clerk.* The Pledge of Allegiance was conducted at the Sine Die meeting.

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

**Steven Cohen, Councilman (2027)*
George Abad, Councilman (2027)**

*Councilman Cohen had made the Mayor and Council aware that he was unable to attend the meeting and will make arrangements to complete his oath.

ROLL CALL OF THE MAYOR AND COUNCIL OF 2025

Paul Tomasko, Mayor	Present	Steven Cohen, Councilman	Absent
Gayle Gerstein, Councilwoman	Present	David Kupferschmid, Councilman	Present
Arthur Frankel, Councilman	Present	George Abad, Councilman	Present
Scott Bosworth, Councilman	Present		

PUBLIC COMMENTS The meeting was opened to the public. Tracy Zur thanked those gathered on the dais for their service. The meeting was closed for public comment

2025 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	Max Gabay

NEW BUSINESS

Resolution #001:1'2025 Election of Council President

OFFERED BY: Councilman Kupferschmid **SECONDED BY:** Councilman Abad

And approved by all at the 2025 reorganization meeting of the Mayor and Council of the Borough of Alpine to appoint **Gayle Gerstein** as President of Council.

VOTE: Ayes: Abad, Bosworth, Frankel, Gerstein, Kupferschmid **Absent:** Cohen **MOTION APPROVED**

Resolution #002:1'2025 Planning Board Class III member

OFFERED BY: Councilman Kupferschmid **SECONDED BY:** Abad

And approved by all at the 2025 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 12/31/2025.

VOTE: Ayes: Abad, Bosworth, Frankel, Gerstein, Kupferschmid **Absent:** Cohen **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:

These minutes have been approved by the Mayor and Council.

Resolution #003:1'2025 Planning Board members as follows:

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

And approved by all at the 2025 reorganization meeting of the Mayor and Council of the Borough of Alpine to confirm the Mayor's appointment as follows:

Brandt Cybul, Class IV, 4-year term expiring 12/31/28

Sandra Nudelman, Class IV, unexpired portion of 4-year term expiring 12/31/27

Robert Policano, Class IV, unexpired portion of 4-year term expiring 12/31/26

Alternate I Keren Barbi, unexpired portion 2-year term expiring 12/31/2025

VOTE: Ayes: Abad, Bosworth, Frankel, Gerstein, Kupferschmid **Absent:** Cohen **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.}

1. Resolution #004:1'2025 Appointment of Council Committees Chairs, Members

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

And approved by all at the 2025 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	George Abad	Gayle Gerstein
D.P.W.:	George Abad	Gayle Gerstein	Scott Bosworth
FIRE/AMB.:	Gayle Gerstein	Steven Cohen	George Abad
POLICE:	Arthur Frankel	Scott Bosworth	Steven Cohen

VOTE: Ayes: Abad, Bosworth, Frankel, Gerstein, Kupferschmid **Absent:** Cohen **MOTION APPROVED**

2. Resolution #005:1'2025 Appointment of Council Liaisons

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

And approved by all at the 2025 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:	David Kupferschmid
BOARD OF HEALTH:	Scott Bosworth
RECREATION COMMISSION:	Steven Cohen
ENVIRONMENTAL COMMISSION:	Arthur Frankel
BOARD OF ADJUSTMENT:	George Abad

VOTE: Ayes: Abad, Bosworth, Frankel, Gerstein, Kupferschmid **Absent:** Cohen **MOTION APPROVED**

3. Resolution #006:1'2025 Insurance Commissioner(s) and Alternates

OFFERED BY: Councilwoman Gerstein **SECONDED BY:** Councilman Frankel And approved by all those eligible to vote at the 2025 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 and Alternates

Paul Tomasko 1-year term expiring 12/31/2025

VOTE: Ayes: Abad, Bosworth, Frankel, Gerstein, Kupferschmid **Absent:** Cohen **MOTION APPROVED**

4. Resolution #007:1'2025 American with Disabilities Act (ADA) Compliance Committee

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

And approved by all those eligible to vote at the 2025 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 12/31/2025

Stephanie Wehmann, Correspondent 1-year term expiring 12/31/2025

VOTE: Ayes: Abad, Bosworth, Frankel, Gerstein, Kupferschmid **Absent:** Cohen **MOTION APPROVED**

5. Resolution #008:1'2025 Zoning Board of Adjustment

OFFERED BY: Councilwoman Gerstein **SECONDED BY:** Councilman Frankel And approved by all those eligible to vote at the 2025 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 12/31/2028

Robert Policano 4-year term expiring 12/31/2028

Alternate Member I: Bruce Pomerantz, 2-year term expiring 12/31/2026

Alternate Member II: Richard Steier unexpired portion of 2-year term expiring 12/31/25

VOTE: Ayes: Abad, Bosworth, Frankel, Gerstein, Kupferschmid **Absent:** Cohen **MOTION APPROVED**

6. Resolution #009:1'2025 Board of Health

OFFERED BY: Councilwoman Gerstein **SECONDED BY:** Councilman Frankel And approved by all those eligible to vote at the 2025 reorganization meeting of the Mayor and Council of the Borough of Alpine to confirm the Mayor's appointments

Members: Mary Ellen Snow 4-year term expiring 12/31/2028

VOTE: Ayes: Abad, Bosworth, Frankel, Gerstein, Kupferschmid **Absent:** Cohen **MOTION APPROVED**

7. Resolution #010:1'2025 Environmental Commission

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

And approved by all those eligible to vote at the 2025 reorganization meeting of the Mayor and Council of the Borough of Alpine to confirm the Mayor's appointments

Member: June Kalajian Froncillo 3-year term expiring 12/31/2027

Evelyn Passante 3-year term expiring 12/31/2027

Nancy Dhulipala 3-year term expiring 12/31/2027

Dr. Britta Pedersen 3-year term expiring 12/31/2027

Alternate Member II Dineen Policano 2-year term expiring 12/31/26

VOTE: Ayes: Abad, Bosworth, Frankel, Gerstein, Kupferschmid **Absent:** Cohen **MOTION APPROVED**

8. Resolution #011:1'2025 Recreation Commission

OFFERED BY: Councilwoman Gerstein **SECONDED BY:** Councilman Frankel And approved by all those eligible to vote at the 2025 reorganization meeting of the Mayor and Council of the Borough of Alpine to confirm the Mayor's appointment

Members: Amy Lerner 5-year term expiring 12/31/2029

Jim Schwartz 5-year term expiring 12/31/2029

VOTE: Ayes: Abad, Bosworth, Frankel, Gerstein, Kupferschmid **Absent:** Cohen **MOTION APPROVED**

9. Resolution #012:1'2025 Alpine Swim Club Recreation Sub-committee

OFFERED BY: Councilwoman Gerstein **SECONDED BY:** Councilman Frankel And approved by all those eligible to vote at the 2025 reorganization meeting of the Mayor and Council of the Borough of Alpine to confirm the Mayor's appointments

Members: Scott Bosworth, Maria DiBiase (Fasano), Lane Goldstein, Sara Reeves, Andrew Schlesinger for 1-year terms expiring 12/31/2025.

VOTE: Ayes: Abad, Bosworth, Frankel, Gerstein, Kupferschmid **Absent:** Cohen **MOTION APPROVED**

These minutes have been approved by the Mayor and Council.

10. Resolution #013:1'2025 Borough Staff Positions (some require formal resolutions that follow)
OFFERED BY: Councilwoman Gerstein **SECONDED BY:** Councilman Frankel

And approved by all those eligible to vote at the 2025 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 12/31/2025 unless otherwise noted:

Stephanie Wehmann	Safety Committee Coordinator, Recycling Administrative Assistant
Marti Francis	Deputy Borough Clerk ¹
Judith Curran	Treasurer, Tax Search Officer Building & Construction Trust Account Manager
Keith Dalton	Zoning Officer
Catherine Booth	Technical Assistant Building Department
Hackensack University Medical Center- Corporate Wellness	Police Physician Services
Dawn Curatola	Municipal Court Administrator
Erik Lenander	Qualified Purchasing Agent ² , Public Agency Compliance Officer ³
J. Stuart Davis	Recycling Coordinator
Greg Zarembo	Property Maintenance Official Clean Communities Coordinator
Laura Mongello	Municipal Housing Liaison ⁴

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 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
FIRE INSPECTOR/SUBCODE OFFICIAL	Keith Dalton per resolution 7/26/23 & UCC section52:27D-126
DPW SUPERINTENDENT	Greg Zarembo per N.J.S.A. 40A:9-154.6

VOTE: Ayes: Abad, Bosworth, Frankel, Gerstein, Kupferschmid **Absent:** Cohen **MOTION APPROVED**

11. Resolution: #014:1'2025 Deputy Borough Clerk Appointment

OFFERED BY: Councilwoman Gerstein **SECONDED BY:** Councilman Frankel
at the 2025 reorganization meeting of the Mayor and Council of the Borough of Alpine January 6, 2025.

NOW, THEREFORE, BE IT RESOLVED, that current Office Assistant to the Borough Clerk, Marti Francis, is hereby promoted to the position of Deputy Borough Clerk pursuant to N.J.S.A. 40A:9-135 and Borough Code 38-16, for a one-year term effective January 1, 2025 through December 31, 2025 and shall receive a \$5,000.00 salary increase.

VOTE: Ayes: Abad, Bosworth, Frankel, Gerstein, Kupferschmid **Absent:** Cohen **MOTION APPROVED**

12. Resolution: #015:1'2025 Qualified Purchasing Agent

OFFERED BY: Councilwoman Gerstein **SECONDED BY:** Councilman Frankel at the 2025 reorganization meeting of the Mayor and Council of the Borough of Alpine January 6, 2025.

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

¹ formal resolution follows

² formal resolution follows

³ formal resolution follows

⁴ formal resolution follows

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, 2025 and expiring December 31, 2025; 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: Abad, Bosworth, Frankel, Gerstein, Kupferschmid **Absent:** Cohen **MOTION APPROVED**

13. Resolution: #016:1'2025 Appointment of Public Agency Compliance Officer – Affirmative Action

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

at the 2025 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, 2025, 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, 2025.

VOTE: Ayes: Abad, Bosworth, Frankel, Gerstein, Kupferschmid **Absent:** Cohen **MOTION APPROVED**

14. Resolution: #017:1'2025 Municipal Housing Liaison Appointment

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

at the 2025 reorganization meeting of the Mayor and Council of the Borough of Alpine

WHEREAS, pursuant to P.L. 2024, c.2, the Borough of Alpine is required to appoint a Municipal Housing Liaison for the oversight of administration of the Borough's affordable housing program to enforce the requirements of the law and N.J.A.C. 5:80-26.1 et.seq.; and

WHEREAS, this appointment is made pursuant to Borough Code 60-17 to provide for the appointment of a Municipal Housing Liaison to administer the Borough's affordable housing program.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Alpine, County of Bergen, State of New Jersey that Laura Mongello is hereby appointed as the Municipal Housing Liaison for the administration of the affordable housing program pursuant to Borough Code 60-17. This position is part-time without benefits at a salary of \$15,000 to be incorporated into the 2025 salary ordinance.

VOTE: Ayes: Abad, Bosworth, Frankel, Gerstein, Kupferschmid **Absent:** Cohen **MOTION APPROVED**

15. Resolution #018:1'2025 Appointment of Fire Official

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

And approved by all those eligible to vote at the 2025 reorganization meeting of the Mayor and Council of the Borough of Alpine held on January 6, 2025.

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, 2026 at compensation per the salary ordinance.

BE IT FURTHER RESOLVED that this appointment is subject to the approval by the Department of Community

These minutes have been approved by the Mayor and Council.

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: Abad, Bosworth, Frankel, Gerstein, Kupferschmid **Absent:** Cohen **MOTION APPROVED**

16. Resolution #019:1'2025 Appointment of Representative to the County Public Safety Communications Advisory Board

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

at the 2025 reorganization meeting of the Mayor and Council of the Borough of Alpine held January 6, 2025

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 Mathew Kent has served as the Borough's representative to the Advisory Board since February 22, 2023;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Alpine reaffirms Chief Kent's appointment as the Borough of Alpine's representative and reappoints Chief Kent to the Advisory Board for a two (2) year term commencing January 1, 2025 and ending December 31, 2026.

VOTE: Ayes: Abad, Bosworth, Frankel, Gerstein, Kupferschmid **Absent:** Cohen **MOTION APPROVED**

17. Resolution #020:1'2025 2025 Professional Service Agreement: Municipal Court Judge

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

And approved by all those eligible to vote at the 2025 reorganization meeting of the Mayor and Council of the Borough of Alpine to confirm the Mayor's appointment of **Robert J. Cohan** as Municipal Court Judge and authorizing the Mayor and Borough Clerk to execute a professional services agreement for a three-year term to that effect.

Name	Town,State	Services	Amount Estimated Not to exceed	Term For the Years
Robert J. Cohan	NJ	Magistrate Pursuant to N.J.S.A. 2B:12-4.	\$10,000	2025-2027

VOTE: Ayes: Abad, Bosworth, Frankel, Gerstein, Kupferschmid **Absent:** Cohen **MOTION APPROVED**

18. Resolution #021:1'2025 2025 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 Frankel And approved by all those eligible to vote at the 2025 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	2025
Douglas Doyle Elsbeth Crusius	Teaneck, NJ Hackensack, NJ	Alternate Prosecutor Additional Alternate Prosecutor Pursuant to N.J.S.A. 2B:25-4a	\$10,000	2025 2025
Jordan Yuelys	Hackensack, NJ	Public Defender Pursuant to N.J.S.A. 2B:24-3	\$10,000	2025

These minutes have been approved by the Mayor and Council.

VOTE: Ayes: Abad, Bosworth, Frankel, Gerstein, Kupferschmid **Absent:** Cohen **MOTION APPROVED**

19. Resolution #022:1'2025 2025 Other Professional Services Agreements {Awarded pursuant to the Non Fair and Open Process}

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

At this 2025 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 2025 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 or the Year
Levi J. Kool, Esq. Cleary Giacobbe Alfieri Jacobs, LLC Oakland, NJ	Borough Attorney, Labor Attorney, Special Counsel & Affordable Housing Related Development Apps	\$125,000	2025
Perry Frenzel, PE Azzolina & Feury Engineering, Inc. Paramus, NJ	Borough Engineer	\$60,000	2025
Edward J. Buzak, Esq. Surenian Edwards Buzak & Nolan, LLC Montville, NJ	Special Counsel & Affordable Housing Related Development Apps	\$40,000	2025
Jeffrey C. Bliss, CPA Lerch, Vinci & Higgins, LLP Fair Lawn, NJ	Borough Accountant	\$45,000	2025
Robert McNerney McNerney & Associates, Inc. Glen Rock, NJ	Appraisal	\$21,000	2025
Doug Neumetzger Dart Computer Services, Inc. River Vale, NJ	Information Technology Services	\$30,000	2025
Dermot J. Doyle, Esq. David S. Lafferty, Esq.	Special/Conflict Counsel	\$10,000	2025

These minutes have been approved by the Mayor and Council.

Huntington Bailey LLP Westwood, NJ			
Jennifer Roselle, Esq. PEM Law LLP West Orange, NJ	Special Labor Counsel	\$10,000	2025
Steven L. Rogut, Esq Rogut McCarthy LLC Cranford, NJ	Bond Counsel	\$10,000	2025
Brian Eifert Eifert, French & Co., Inc. Tenafly, NJ	Risk Management	\$10,000	2025
Valley Health Medical Group Paramus, NJ	CDL Random Alcohol & Drug Testing	\$10,000	2025
Laura Mongello TKLD Consulting LLC Maywood, NJ	Administration of Affordable Housing	\$10,000	2025

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: Abad, Bosworth, Frankel, Gerstein, Kupferschmid **Absent:** Cohen **MOTION APPROVED**

20. Resolution #023:1'2025 Appointing Tax Assessor and Borough Attorney for Tax Appeal Matters

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

at the 2025 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: Abad, Bosworth, Frankel, Gerstein, Kupferschmid **Absent:** Cohen **MOTION APPROVED**

21. Resolution #024:1'2025 Regular Meeting Dates

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

at the 2025 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 17 and 3rd Wednesday, December 17.

VOTE: Ayes: Abad, Bosworth, Frankel, Gerstein, Kupferschmid **Absent:** Cohen **MOTION APPROVED**

22. Resolution #025:1'2025 Rules of Order

OFFERED BY: Councilwoman Gerstein **SECONDED BY:** Councilman Frankel at the 2025 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.

These minutes have been approved by the Mayor and Council.

VOTE: Ayes: Abad, Bosworth, Frankel, Gerstein, Kupferschmid **Absent:** Cohen **MOTION APPROVED**

23. Resolution #026:1'2025 Cash Management Plan

OFFERED BY: Councilwoman Gerstein **SECONDED BY:** Councilman Frankel at the 2025 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: Abad, Bosworth, Frankel, Gerstein, Kupferschmid **Absent:** Cohen **MOTION APPROVED**

24. Resolution #027:1'2025 Official Newspapers

OFFERED BY: Councilwoman Gerstein **SECONDED BY:** Councilman Frankel at the 2025 reorganization meeting of the Mayor and Council of the Borough of Alpine to approve the following as Official Newspaper(s): THE RECORD, THE SURBURBANITE

VOTE: Ayes: Abad, Bosworth, Frankel, Gerstein, Kupferschmid **Absent:** Cohen **MOTION APPROVED**

25. Resolution #028:1'2025 Authorizing Service Charge for Returned Checks

OFFERED BY: Councilwoman Gerstein **SECONDED BY:** Councilman Frankel at the 2025 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 2025; and,

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

VOTE: Ayes: Abad, Bosworth, Frankel, Gerstein, Kupferschmid **Absent:** Cohen **MOTION APPROVED**

26. Resolution #029:1'2025 Interest Rate on Delinquent Taxes

OFFERED BY: Councilwoman Gerstein **SECONDED BY:** Councilman Frankel at the 2025 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: Abad, Bosworth, Frankel, Gerstein, Kupferschmid **Absent:** Cohen **MOTION APPROVED**

27. Resolution #030:1'2025 Establishing Temporary Budget Appropriations For 2025

OFFERED BY: Councilwoman Gerstein **SECONDED BY:** Councilman Frankel at the 2025 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 2022 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 2025, and

WHEREAS, said total temporary appropriations are limited to 26.25% of the total appropriations in the 2024 budget exclusive of any appropriations made for debt service, capital improvement fund and public assistance in the said 2024 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: Abad, Bosworth, Frankel, Gerstein, Kupferschmid **Absent:** Cohen **MOTION APPROVED**
(Temporary Budget appended to these minutes)

28. Resolution #031:1'2025 Approving Purchase Order to re-open Petty Cash Account

OFFERED BY: Councilwoman Gerstein **SECONDED BY:** Councilman Frankel at the 2025 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: Abad, Bosworth, Frankel, Gerstein, Kupferschmid **Absent:** Cohen **MOTION APPROVED**

29. Resolution#032:1'2025: Authorizing Interlocal Services Agreement Mutual Aid Plan & Rapid Deployment Force (Police Dept.)

OFFERED BY: Councilwoman Gerstein **SECONDED BY:** Councilman Frankel at the 2025 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: Abad, Bosworth, Frankel, Gerstein, Kupferschmid **Absent:** Cohen **MOTION APPROVED**

30. Resolution: #033:1'2025 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 Frankel

at the 2025 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 men and women 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: Abad, Bosworth, Frankel, Gerstein, Kupferschmid **Absent:** Cohen **MOTION APPROVED**

31. Resolution #034:1'2025: Authorization to Apply for Tonnage Grant

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

at the 2025 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 2024 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: Abad, Bosworth, Frankel, Gerstein, Kupferschmid **Absent:** Cohen **MOTION APPROVED**

32. Resolution #035:1'2025: Authorization for Municipal Clerk to Administer Licenses for Games of Chance

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

at the 2025 reorganization meeting of the Mayor and Council of the Borough of Alpine

These minutes have been approved by the Mayor and Council.

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 2025 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: Abad, Bosworth, Frankel, Gerstein, Kupferschmid **Absent:** Cohen **MOTION APPROVED**

33. Resolution #036:1'2025: 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 Frankel

at the 2025 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 attached hereto and made a part hereof.

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: Abad, Bosworth, Frankel, Gerstein, Kupferschmid **Absent:** Cohen **MOTION APPROVED**

End of Consent Agenda

COMMUNICATIONS The Mayor thanked everyone for being present and for their best efforts on behalf of the residents. He especially thanked the volunteers and spoke of the loss in 2024 of Councilwoman Frankel. He spoke of the positive factors of 2024 including a stable tax rate, the hire of new staff members to replace people who retired, the hiring of a new Police officer. He ensured all that we will continue to work together to make Alpine the wonderful place it is. Finally, the Mayor named Stuart Davis the employee of the year.

ADJOURNMENT Upon a motion by Councilwoman Gerstein, seconded by Councilman Frankel and approved by all, the 2025 reorganization meeting of the Mayor and Council of the Borough of Alpine adjourned at 4:25 PM

Respectfully submitted,

Stephanie Wehmann, Municipal Clerk

CASH MANAGEMENT PLAN 2025

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 2025

CURRENT FUND		CURRENT FUND (continued)	
General Government		General Government (continued)	
Municipal Clerk		Health and Human Services	
Salaries and Wages	43,580	Board of Health	
Other Expenses	5,933	Salaries and Wages	2,360
Financial Administration		Other Expenses	850
Salaries and Wages	29,930	Other Expenses – Contractual	5,380
Other Expenses	4,700	Animal Control	
Audit Services	11,320	Other Expenses	130
Assessment of Taxes		OSHA	
Salaries and Wages	4,860	Other Expenses	370
Other Expenses	420	Parks and Recreation Functions	
Revenue Administration		Parks and Playgrounds	
Salaries and Wages	6,300	Other Expenses	790
Other Expenses	6,540	Swim Pool Committee	
Computer Data Processing		Other Expenses	1,260
Other Expenses	7,875	Celebration of Public Events	
Legal Services and Costs		Other Expenses	580
Other Expenses	42,130	Municipal Court Function	
Engineering Services and Costs		Municipal Court Administration	
Other Expenses	8,000	Salaries and Wages	6,300
Municipal Land Use Law (NJS 40:55D-1)		Other Expenses	1,000
Planning Board		Public Defender	
Salaries and Wages	2,310	Salaries and Wages	660
Other Expenses	1,000	Code Enforcement and Administration	
Zoning Board of Adjustment		State Uniform Construction Code	
Salaries and Wages	2,040	Building Inspector	
Other Expenses	1,800	Salaries and Wages	32,060
Insurance		Other Expenses	5,250
Group Insurance for Employees	144,240	Plumbing Inspector	
Other Insurance - Liability	54,560	Salaries and Wages	3,410
Workers' Compensation	48,730	Electrical Inspector	
Employee Health Insurance Waivers	1,700	Salaries and Wages	3,940
Public Safety		Zoning Official	
Police		Salaries and Wages	3,840
Salaries and Wages	547,100	Other Expenses	420
Other Expenses	21,000	Unclassified	
Acquisition of Police Cars (Leases)	8,820	Utilities	
Police Dispatch 911		Electric	11,030
Other Expenses	6,500	Street Lighting	12,080
Emergency Management Services		Gasoline	14,190
Salaries and Wages	1,180	Telephone	6,560
Other Expenses	790	Natural Gas	2,550
Fire		Water	1,710
Salaries and Wages	1,260	Deferred Charges & Statutory Expend.	
Other Expenses	9,190	Contrib.to Social Sec. System (OASI)	29,920
Fire Hydrant	19,690	Police & Fireman's Retirement Sys NJ	241,222
Fire Prevention/Uniform Fire Code		Public Employees Retirement Sys	110,175
Salaries and Wages	1,670	Defined Contribution Retirement Plan	260
Other Expenses	1,050	Length of Service Awards Program	8,400
Prosecutor		TOTAL	<u>1,725,715</u>
Contractual	1,890		
Public Works Function			
Road Repairs and Maintenance			
Salaries and Wages	97,390		
Other Expenses	13,910		
Public Buildings and Grounds			
Other Expenses	15,360		
Solid Waste Collection (Recycling)			
Salaries and Wages	2,130		
Other Expenses	42,120		

These minutes have been approved by the Mayor and Council.

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: Claimant Attorney

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.

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

Bergen JIF Claims LLC
373 Kinderkamack Road
Westwood, NJ 07675
dawn@jifclaims.com

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:

Υ Any other name by which the claimant is known.

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

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

Υ 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 from employment, giving dates, (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

PATIENT NAME:

DATE OF BIRTH:

ADDRESS:

SOCIAL SECURITY NO.:

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 style="text-align: center;"><i>All dates of examination and treatment</i></p>
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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:

- | | |
|--|---|
| <p><u>XX</u> Problem List</p> <p><u>XX</u> Medication List</p> <p><u>XX</u> List of Allergies</p> <p><u>XX</u> Immunization Record</p> | <p><u>XX</u> Laboratory Results</p> <p><u>XX</u> Consultation Reports</p> <p><u>XX</u> X-Ray and Imaging Reports</p> <p><u>XX</u> Personal contact with the provider of</p> |
| <p>service</p> <p><u>XX</u> Most recent history & physical</p> <p>_____</p> <p><u>XX</u> Most recent discharge summary</p> | <p><u>XX</u> Other: <u>Bills</u></p> |

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.