

**MAYOR AND COUNCIL  
2017 REORGANIZATION MEETING  
Wednesday, January 4, 2017 @ 4:00 P.M.  
Borough Hall – 100 Church Street – Alpine, NJ  
(This meeting was recorded in its entirety)**

**CALL TO ORDER/ PUBLIC ANNOUNCEMENT**

The Mayor and Council, Borough of Alpine, convened for this Reorganization Meeting on Wednesday, January 4, 2017 at 4:05 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 held Wednesday, January 4, 2016 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.*

**Pledge of Allegiance** was conducted at the Sine Die meeting.

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

**Gayle Gerstein** for a three-year term as Councilwoman expiring December 31, 2019.

**John Halbreich** for a three-year term as Councilman expiring December 31, 2019.

**ROLL CALL OF THE MAYOR AND COUNCIL OF 2017**

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

**PUBLIC COMMENTS**

**Presentation.** Christina Cutone of Woodcliff Lake, President of WEDO (Women Empowered Democratic Organization) of Bergen County, a political group whose mission is to encourage, mentor and help women get elected on municipal, county, state and federal levels. Ms. Cutone presented a Certificate of Achievement to Councilwoman Gayle Gerstein for her dedication to municipal government and for encouraging other women to seek office and thank her for her hard work.

New Jersey Assemblyman Gordon Johnson, 37<sup>th</sup> District, congratulated Councilwoman Gerstein and Councilman Halbreich on their re-election and commended elected and appointed officials for what they've done for the people of Alpine. He reminded legislators including Senator Loretta Weinberg and Assemblywoman Valerie Vanieri-Huttie are available to help constituents maintain their quality of life and offer assistance at the State level.

**2017 ALPINE FIRE DEPARTMENT LINE OFFICERS** (Members will appear at the January 25<sup>th</sup> meeting.)

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

**Resolution #001:1'2017 Election of Council President: Vicki Frankel**

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

And approved by all at the 2017 reorganization meeting of the Mayor and Council of the Borough of Alpine to appoint **Vicki Frankel** as President of Council.

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

**MOTION APPROVED**

**Resolution #002:1'2017 Appointment of Council Committees Chairs, Members**

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

And approved by all at the 2017 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>
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<b>FINANCE:</b>	<i>Michael Cacouris</i>	<i>Larry Shadek</i>	<i>Arthur Frankel</i>
<b>ADMINISTRATION:</b>	<i>Larry Shadek</i>	<i>Arthur Frankel</i>	<i>John Halbreich</i>
<b>BUILDINGS:</b>	<i>John Halbreich</i>	<i>Vicki Frankel</i>	<i>Gayle Gerstein</i>
<b>D.P.W.:</b>	<i>Arthur Frankel</i>	<i>Gayle Gerstein</i>	<i>Larry Shadek</i>
<b>FIRE/AMB.:</b>	<i>Gayle Gerstein</i>	<i>Michael Cacouris</i>	<i>Vicki Frankel</i>
<b>POLICE:</b>	<i>Vicki Frankel</i>	<i>John Halbreich</i>	<i>Michael Cacouris</i>

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

**MOTION APPROVED**

**Resolution #003:1'2017 Appointment of Council Liaisons**

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

And approved by all at the 2017 reorganization meeting of the Mayor and Council of the Borough of Alpine to confirm the Mayor's appointment of the following Council members as Liaisons to Borough Boards and Commissions:

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

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

**MOTION APPROVED**

**Resolution #004:1'2017 Insurance Commissioner**

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

And approved by all those eligible to vote at the 2017 reorganization meeting of the Mayor and Council of the Borough of Alpine to confirm the Mayor's appointment of the following person to a one year term as the Insurance Commissioner

**Paul Tomasko**      1 year term expiring 12/31/2017

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

**MOTION APPROVED**

**Resolution #005:1'2017 American with Disabilities Act (ADA) Compliance Committee**

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

And approved by all those eligible to vote at the 2017 reorganization meeting of the Mayor and Council of the Borough of Alpine to confirm the Mayor's appointment of the following to the ADA Committee

**John Halbreich**      1 year term expiring 12/31/2017

**Nancy Wehmann, Correspondent**      1 year term expiring 12/31/2017

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

**MOTION APPROVED**

**Resolution #006:1'2017 Planning Board Class III member**

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

And approved by all those eligible to vote at the 2017 reorganization meeting of the Mayor and Council of the Borough of Alpine to appoint **Councilwoman Gayle Gerstein** as the Planning Board **Class III** member, a one year term expiring 12/31/2017.

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

**MOTION APPROVED**

**Mayor's Appointment:** *Although a resolution for Council Confirmation is not required, the Mayor asked if Council would like to affirm the following appointment by resolution:*

**Resolution #007:1'2017 Planning Board members as follows:**

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

And approved by all those eligible to vote at the 2017 reorganization meeting of the Mayor and Council of the Borough of Alpine to confirm the Mayor's appointment as follows:

**Class IV Cathy McGuire** to a 4 year term expiring 12/31/2020

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

**MOTION APPROVED**

**Resolution #008:1'2017 Zoning Board of Adjustment**

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

And approved by all those eligible to vote at the 2017 reorganization meeting of the Mayor and Council of the Borough of Alpine to confirm the Mayor's appointments

**Members Richard Glazer, Bob Burns, Steve Cohen** to 4 year terms expiring 12/31/2020

**Anthony Barbieri** to the unexpired portion of a four term ending 12/31/2017.

**Alternate Member I: Jeffrey Mayer** to a 2 year term expiring 12/31/2018

**Alternate Member II: George Abad, Jr.** to the unexpired portion of a 2 year term expiring 12/31/2017.

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

**MOTION APPROVED**

**Resolution #09:1'2017 Board of Health**

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

And approved by all those eligible to vote at the 2017 reorganization meeting of the Mayor and Council of the Borough of Alpine to confirm the Mayor's appointments

**Member Mary Ellen Snow** to a 4 year term expiring 12/31/2020

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

**MOTION APPROVED**

**Resolution #010:1'2017 Environmental Commission**

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

And approved by all those eligible to vote at the 2017 reorganization meeting of the Mayor and Council of the Borough of Alpine to confirm the Mayor's appointments

**Member: Mary Ellen Snow and Valentina Arnold** to 3 year terms expiring 12/31/2019

**Alternate Member I: Don Aibel** to the unexpired portion of a 2 year term expiring 12/31/2017

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

**MOTION APPROVED**

**Resolution #011:1'2017 Recreation Commission**

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

And approved by all those eligible to vote at the 2017 reorganization meeting of the Mayor and Council of the Borough of Alpine to confirm the Mayor's appointment

**Member: Alanna Friedberg Goldstein** to a 5 year term expiring 12/31/2021

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

**MOTION APPROVED**

**Resolution #012:1'2017 Alpine Swim & Racquet Club Recreation Subcommittee**

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

And approved by all those eligible to vote at the 2017 reorganization meeting of the Mayor and Council of the Borough of Alpine to confirm the Mayor's appointments

**Members: Tom Haring, Brian Lubliner, Mary Kupferschmid, Anna Ferreira, Maria Fasano, Dr. Armand Fasano** to 1 year terms expiring 12/31/2017.

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

**MOTION APPROVED**

**Resolution #013:1'2017 Deputy Emergency Management Coordinators**

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

And approved by all those eligible to vote at the 2017 reorganization meeting of the Mayor and Council of the Borough of Alpine that **Councilman John Halbreich** and **Patrolman Brian Bourke** are hereby appointed to the position of Deputy Emergency Management Coordinators for a one year term ending December 31, 2017; and

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

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

**MOTION APPROVED**

**BOROUGH STAFF POSITIONS 2017**

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

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

**Resolution #014:1'2017 Borough Staff Positions (some require formal resolutions that follow)**

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

And approved by all those eligible to vote at the 2017 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 12/31/2017 unless otherwise noted:

<b>Nancy Wehmann</b>	Deputy Borough Clerk, P.A.C.O <sup>1</sup> ,
<b>Marilyn Hayward</b>	Treasurer, Tax Search Officer, Building & Construction Trust Account Manager, Municipal Alliance Coordinator Chief Financial Officer (4 year expiring 12/31/2020) <sup>2</sup>
<b>Alden Blackwell</b>	Zoning Officer
<b>Catherine Booth</b>	Technical Assistant Building Department
<b>Dilber Hussein, MD</b>	Police Physician
<b>Dawn Curatola</b>	Municipal Court Administrator
<b>Rebecca Overgaard</b>	Deputy Financial Officer <sup>2</sup> , Qualified Purchasing Agent <sup>3</sup>
<b>Frank Rickenbaugh</b>	Acting DPW Superintendent Property Maintenance Official Clean Communities Coordinator Fire Official (2 year expiring 12/31/2018) <sup>4</sup>
<b>J. Stuart Davis</b>	Recycling Coordinator
<b>Stephanie Wehmann</b>	Safety Committee Coordinator Recycling Administrative Assistant

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

**MOTION APPROVED**

**Resolution #015:1'2017 Appointment of Public Agency Compliance Officer – Affirmative Action**

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

And approved by all those eligible to vote at the 2017 reorganization meeting of the Mayor and Council of the Borough of Alpine held on January 4, 2017

**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

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<sup>1</sup> formal resolution follows  
<sup>2</sup> formal resolution follows  
<sup>3</sup> formal resolution follows  
<sup>4</sup> formal resolution follows

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

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Alpine, County of Bergen, State of New Jersey that **Nancy Wehmann**, Deputy Borough Clerk be appointed as the Public Agency Compliance Officer for a one year term ending December 31, 2017, 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, 2017.

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

**MOTION APPROVED**

**Resolution #016:1'2017 Chief Financial Officer & Deputy Financial Officer**

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

And approved by all those eligible to vote at the 2017 reorganization meeting of the Mayor and Council of the Borough of Alpine held on January 4, 2017

**WHEREAS**, Rebecca Overgaard has been certified as a Chief Financial Officer since June 19, 1989 and was duly appointed and confirmed to the position of Chief Financial Officer for the Borough of Alpine on November 1, 2008 for a four (4) year term in accordance with N.J.S.A. 40A:9-140.13 et seq. and attained tenure pursuant to N.J.S.A. 40A:9-140.8 et seq. by reappointment by resolution dated January 4, 2012 as confirmed by resolution dated April 25, 2012; and

**WHEREAS**, notwithstanding the above, Rebecca Overgaard agreed that upon successful completion and receipt of certification by the N.J. Division of Local Government Services certifying Marilyn Hayward as a Chief Financial Officer, Rebecca Overgaard would relinquish the position of Chief Financial Officer so that Ms. Hayward could be appointed to that position in accordance with N.J.S.A. 40A:9-141-2; and

**WHEREAS**, Ms. Hayward received her certification June 1, 2015; and

**WHEREAS**, the Mayor and Council of the Borough of Alpine is very appreciative of the service Rebecca Overgaard has provided and her willingness to continue her employment under the title Deputy Financial Officer;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Alpine, County of Bergen, State of New Jersey that in accordance with NJ Statute 40A:9-140.10, Marilyn Hayward is hereby appointed to service as the Chief Financial Officer for a four-term expiring December 31, 2020 at a salary as specified in the salary ordinance; and

**BE IT FURTHER RESOLVED** by the Mayor and Council of the Borough of Alpine, County of Bergen, State of New Jersey hereby appoint Rebecca Overgaard as Deputy Financial Officer for a one year term expiring December 31, 2017. Salary for the position of Deputy Chief Financial Officer is \$6,500.00 and for Qualified Purchasing Agent is \$2,000.00 the total of which is less than current salary ordinance for both positions combined.

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

**MOTION APPROVED**

**Resolution #017:1'2017 Qualified Purchasing Agent**

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

And approved by all those eligible to vote at the 2017 reorganization meeting of the Mayor and Council of the Borough of Alpine held on Wednesday, January 4, 2017

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

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

**NOW, BE IT RESOLVED**, that the Mayor and Council hereby appoints Rebecca Overgaard as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 40A:11-2(30), with specific relevance to the authority, responsibility and accountability of the purchasing activity for the Borough of Alpine at an annual salary as per the salary ordinance term effective January 1, 2017 and expiring December 31, 2017; and

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

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

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

**MOTION APPROVED**

**Resolution #018:1’2015 Fire Official**

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

And approved by all those eligible to vote at the 2017 Reorganization meeting of the Mayor and Council of the Borough of Alpine,

**BE IT RESOLVED**, that the Mayor and Council of the Borough of Alpine, pursuant to the Division of Fire Safety and Borough Ordinance 119, appoints Frank Rickenbaugh to serve as Fire Official for a two-year term expiring December 31, 2018.

A copy of this resolution will be sent to the N.J.S. Division of Fire Safety, P.O. Box 809, Trenton, NJ 08625.

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

**MOTION APPROVED**

**Resolution #019:1’2017 2017 Professional Services Agreements: Municipal Court Prosecutor, Alternate & Public Defender** {Awarded pursuant to the Non Fair and Open Process}

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

And approved by all those eligible to vote at the 2017 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	Firm/ Town,State	Services	Amount Estimated Not to exceed	Term For the Year
Mark Fierro	Fort Lee, NJ	Prosecutor Pursuant to N.J.S.A. 2B:25-4a	\$10,000	2017
Douglas Doyle	Teaneck, NJ	Alternate Prosecutor Pursuant to N.J.S.A. 2B:25-4a	\$10,000	2017
Jordan Yuelys	Hackensack, NJ	Public Defender Pursuant to N.J.S.A. 2B:24-3	\$10,000	2017

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

**MOTION APPROVED**

**Resolution #020:1’2017 - 2017 Other Professional Services Agreements**

{Awarded pursuant to the Non Fair and Open Process}

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

At this 2017 Reorganization Meeting of the Alpine Mayor and Council held on January 5, 2017

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

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

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

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

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

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

**WHEREAS**, these contracts for professional services are subject to the Chief Financial Officer of the Borough of Alpine, County of Bergen, State of New Jersey, having first ascertained that there are available sufficient appropriations in the year 2017 Temporary Current Fund Budget to award said contracts for services of a technical and professional nature in compliance with N.J.A.C. 5:30-5.4 and/or other applicable regulations;

Name	Firm/ Town,State	Services	Amount Estimated Not to exceed	Term For the Year
Russell R. Huntington, Esq.	Huntington Bailey LLP Westwood, NJ	Borough Attorney, Labor Attorney, Special Counsel & Affordable Housing Related Development Apps	\$56,000	2017
Gary Vander Veer, PE	Azzolina & Feury Engineering, Inc. Paramus, NJ	Borough Engineer	\$50,000	2017
Jeffrey C. Bliss, CPA	Lerch, Vinci & Higgins, LLP Fair Lawn, NJ	Borough Accountant	\$38,000	2017
Robert McNerney	McNerney & Associates Glen Rock, NJ	Appraisal	\$21,000	2017
Robert A. Kasuba, Esq.	Bisgaier Hoff Haddonfield, NJ	Affordable Housing: Administrative Agent	\$10,000	2017
Mark S. Ruderman, Esq.	Ruderman & Glickman, PC Springfield, NJ	Special Labor Counsel	\$10,000	2017
Lisa A. Gorab, Esq.	Wilentz, Goldman & Spitzer Woodbridge, NJ	Bond Counsel	\$10,000	2017
Doug Neumetzger	Dart Computer Services, Inc. River Vale, NJ	Information Technology Services	\$10,000	2017
Brian Eifert	Eifert, French & Co., Inc. Tenafly, NJ	Risk Management	\$10,000	2017
	Valley Health Medical Group Paramus, NJ	CDL Random Alcohol & Drug Testing	\$10,000	2017

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

**MOTION APPROVED**

**CONSENT AGENDA RESOLUTIONS**

**Consent Agenda Resolutions #021:1'2017 - #036:1'2017**

**Resolution #021:1'2017 Regular Meeting Dates**

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

at the 2017 reorganization meeting of the Mayor and Council of the Borough of Alpine held on Wednesday, January 4, 2017 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

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

**MOTION APPROVED**

**Resolution #022:1'2017 Rules of Order**

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

at the 2017 reorganization meeting of the Mayor and Council of the Borough of Alpine held on Wednesday, January 4, 2017 to abide by the Roberts Rules of Order and Rules of Order as previously adopted by the Borough of Alpine.

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

**MOTION APPROVED**

**Resolution #023:1'2017 Cash Management Plan**

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

at the 2017 reorganization meeting of the Mayor and Council of the Borough of Alpine held on Wednesday, January 4, 2017

**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 the Cash Management Plan a copy of which is attached to these minutes.

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

**MOTION APPROVED**

**Resolution #024:1'2017 Official Newspaper**

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

at the 2017 reorganization meeting of the Mayor and Council of the Borough of Alpine held on Wednesday, January 4, 2017 to approve the following as the Official Newspaper(s): THE RECORD

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

**MOTION APPROVED**

**Resolution #025:1'2017 Authorizing Service Charge for Returned Checks**

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

at the 2017 reorganization meeting of the Mayor and Council of the Borough of Alpine held on Wednesday, January 4, 2017

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

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

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Alpine, County of Bergen, State of New Jersey, that the Borough Treasurer/Tax Collector be authorized to charge the abovementioned fee at a rate of \$20.00, or the maximum statutory amount allowed, whichever is greater, per check or other written instrument for all checks returned for insufficient funds during 2017; and,

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

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

**MOTION APPROVED**

**Resolution #026:1'2017 Interest Rate on Delinquent Taxes**

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

at the 2017 reorganization meeting of the Mayor and Council of the Borough of Alpine held on Wednesday, January 4, 2017

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

**MOTION APPROVED**



**Resolution #027:1'2017 Establishing Temporary Budget Appropriations For 2017****OFFERED BY:** Councilwoman Frankel      **SECONDED BY:** Councilwoman Gerstein

at the 2017 reorganization meeting of the Mayor and Council of the Borough of Alpine held on Wednesday, January 4, 2017

**WHEREAS**, N.J.S. 40:4-19 provides that where contracts, commitments or payments are to be made prior to final adoption of the 2017 Budget, temporary appropriations should be made for the purposes and amounts required in the manner and time therein provided, and

**WHEREAS**, this resolution will take effect on the first day of January, 2017, and

**WHEREAS**, said total temporary appropriations are limited to twenty - six and one quarter percent of the total appropriations in the 2016 budget exclusive of any appropriations made for debt service, capital improvement fund and public assistance in the said 2016 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. *(Temporary Budget appended to these minutes)*

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

**MOTION APPROVED****Resolution #028:1'2017 Approving Purchase Order to re-open Petty Cash Account****OFFERED BY:** Councilwoman Frankel      **SECONDED BY:** Councilwoman Gerstein

at the 2017 reorganization meeting of the Mayor and Council of the Borough of Alpine held on Wednesday, January 4, 2017

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

**MOTION APPROVED****Resolution #029:1'2017 Authorizing Contract for 2017 Child Health Conference Services****OFFERED BY:** Councilwoman Frankel      **SECONDED BY:** Councilwoman Gerstein

at the 2017 reorganization meeting of the Mayor and Council of the Borough of Alpine held on Wednesday, January 4, 2017

**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 2017, for a cost not to exceed \$125 and \$35 for each visit

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

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

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

**BE IT FURTHER RESOLVED**, that the Chief Financial Officer has certified, in accordance with N.J.A.C. 5:30 14.5 that sufficient legally appropriated funds will be available for this purpose subject to appropriation of funds in the 2017 temporary and/or adopted budget.

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

**MOTION APPROVED**

**Resolution #030:1'2017 Cleaning Services Contract**

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

at the 2017 reorganization meeting of the Mayor and Council of the Borough of Alpine held on Wednesday, January 4, 2017

**WHEREAS**, Henry Liegeois has requested his prior agreement expiring February 2017 be terminated effective December 31, 2016 and a new agreement be executed in the name of JMH Cleaning, LLC.

**IT IS HEREBY RESOLVED** by the Mayor and Council of the Borough of Alpine that the prior agreement with Henry Liegeois will terminate effective December 31, 2016 and that the Mayor and/or Municipal Clerk be authorized to sign an agreement with JMH Cleaning, LLC for Cleaning Services for the Borough Hall for a term of one year at a cost of \$13,391.72 commencing January 1, 2017 and terminating December 31, 2017 which cost is to be shared equally with the United States Postal Service pursuant to the terms of the lease agreement between the Borough of Alpine and the United States Postal Service, which will pay Alpine its share of the cost as part of its rent.

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

**MOTION APPROVED**

**Resolution #031:1'2017 Continuing Interboro Mutual Aid Group Agreement (Fire Dept.)**

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

at the 2017 reorganization meeting of the Mayor and Council of the Borough of Alpine held on Wednesday, January 4, 2017

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

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

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

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

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

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

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

**MOTION APPROVED**

**Resolution#032:1'2017: Authorizing Interlocal Services Agreement Mutual Aid Plan & Rapid Deployment Force (Police Dept.)**

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

at a reorganization meeting of the Mayor and Council of the Borough of Alpine held on Tuesday, Wednesday, January 4, 2016

**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.5.A 40A:14-156.1, N J.S.A. 40A:14-156.4 and N.J.S.A.A pp. A:9-40.6, and

**WHEREAS** this Plan will provide a uniform procedure for the coordination of the requesting, dispatching, and utilization of law enforcement personnel and equipment whenever a local law enforcement agency

requires mutual aid assistance from any other jurisdiction, both contiguous and non-contiguous in the event of an emergency, riot or disorder, in order to protect life and property, and

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

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

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

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

**MOTION APPROVED**

**Resolution #033:1'2017: Authorization to Apply for Tonnage Grant**

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

at a reorganization meeting of the Mayor and Council of the Borough of Alpine held on Wednesday, January 4, 2017;

**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 2016 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 Ralph Wehmann 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:** V. Frankel, Cacouris, Gerstein, Halbreich, A. Frankel, Shadek

**MOTION APPROVED**

**Resolution #034:1'2017: Authorization for Municipal Clerk to Administer Licenses for Games of Chance**

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

at a reorganization meeting of the Mayor and Council of the Borough of Alpine held on Wednesday, January 4, 2017;

**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 2017 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:** V. Frankel, Cacouris, Gerstein, Halbreich, A. Frankel, Shadek

**MOTION APPROVED**

**Resolution #035:1'2017: Governor's Council On Alcoholism And Drug Abuse Fiscal Grant Cycle July 2014 – June 2019**

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

at a regular meeting of the Mayor and Council of the Borough of Alpine held on Wednesday, January 4, 2017.

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

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

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

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

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

1. The Mayor and Council does hereby authorize submission of a strategic plan for the Alpine Municipal Alliance grant for fiscal year 2018 in the amount of:

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

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

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

**MOTION APPROVED**

**Resolution #036:1'2017: Authorizing Interlocal Agreement With Borough Of Edgewater To Share Services Of Respective Municipal Court Administrators As Needed In Event Of Absence**

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

at the 2017 Reorganization meeting of the Mayor and Council of the Borough of Alpine, held on January 4, 2017

**WHEREAS,** pursuant to N.J.S.A. 2B:12-10 the Borough of Alpine and the Borough of Edgewater are required to provide for a Municipal Court Administrator; and

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

**WHEREAS,** in accordance with N.J.S.A. 2B:12-1(c) Borough of Alpine and the Borough of Edgewater consent and agree to share the professional services of the Municipal Court Administrator on a provisional basis to undertake the duties of the absent Municipal Court Administrator during scheduled and/or unscheduled leaves, within the two respective municipalities; and

**WHEREAS,** the rate of pay shall be commensurate with the Borough of Alpine's yearly salary ordinance as per N.J.S.A. 2B:12-10(b).

**NOW THEREFORE BE IT RESOLVED,** this 4<sup>th</sup> day of January of 2017, that the Borough of Alpine and the Borough of Edgewater consent to the above agreement.

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

**MOTION APPROVED**

*End of Consent Agenda*

**NEW BUSINESS** - None

**COMMUNICATIONS**

Councilwoman Frankel especially thanked Municipal Clerk Stephanie Wehmann and Deputy Borough Clerk Nancy Wehmann for coming through on so much they did notwithstanding the difficulties they had and Acting DPW Superintendent Frank Rickenbaugh coming forth with his help when they needed it. She also wished to thank Councilman John Halbreich for the gorgeous photos highlighting the Alpine Fire Department currently on display in the lobby. Residents enjoy seeing them and she asked him to leave them up for a long time. Councilwoman Frankel also thanked Mayor Paul Tomasko as he is always helpful doing everything.

Mayor Tomasko thanked everyone for attending and especially for their best efforts on behalf of our residents this past year. His special thanks to those who volunteer their time to our town, our volunteer firemen, three of whom are present: former Fire Chief Frank Rickenbaugh, Hal Shaw and Councilman John Halbreich. He also thanked the people who volunteer their time to serve as elected officials on Council and the volunteers who serve on all the other Boards. Despite the intense politicking at the national level and in some neighboring towns as well, Alpine had another quiet, uncontested election and was able to keep their attention focused on the business of this town. Among other things our municipal tax rate remained stable. Our most senior employee, DPW Superintendent Ralph Wehmann and another senior employee, Police Lieutenant Michael Kavanagh retired. A new fire truck arrived. Residents continue to receive the high quality municipal services they've come to expect of us. This year, the office of Governor and every seat in the legislature will be on the ballot in addition to our two Alpine Council seats. I think if we in this room and the rest of our team continue to work together to do basically what we've done last year throughout this coming year our town will remain quiet politically and we will once again in succeed in keeping Alpine the wonderful single-family residential town it is in which to live, work and / or own a home.

**Employee of the Year**

Mayor Tomasko continued, "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 six years ago, Bill Galdi, Gail Warming-Tanno, Nancy Wehmann, Gary Vander Veer, Ralph Wehmann and Marilyn Hayward have been so designated."

"For 2016 I am delighted to designate **Cathy Booth** as our Employee of the Year. In addition to coordinating our complex and bustling building department, Cathy has assisted in two personnel changes and conducted herself with class and professionalism. Cathy, thanks for your devotion to your work for us and for the residents of Alpine. We congratulate you and are happy to recognize you.

**ADJOURNMENT** Upon a motion by Councilwoman Frankel, seconded by Councilman Shadedek and approved by all, the 2017 Reorganization meeting of the Mayor and Council of the Borough of Alpine adjourned at 4:31 PM.

Respectfully submitted,

Stephanie Wehmann  
Municipal Clerk

**BOROUGH OF ALPINE  
CASH MANAGEMENT PLAN 2017**

A. DESIGNATION OF OFFICIAL DEPOSITORIES:

The following financial institutions are designated as official depositories:

**Bank of New Jersey**

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

B. DEPOSIT OF FUNDS:

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

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

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

C. INVESTMENT INSTRUMENTS AND PROCEDURES:

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

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

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

The purchase of Certificates of Deposit shall be made based on the availability of funds for investment and the analysis of projected cash flows. Bids for certificates of deposit will be solicited of at least three designated depositories only if the amount available for investment is

\$100,000 or greater. Telephone bids will be solicited by the Chief Financial Officer, or designated staff member. Bidders shall specify the principal amount, interest rate and maturity of the investment. A check or wire transfer will be made available to the winning bidder on the same business day the bid is awarded.

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

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

D. DISBURSEMENT OF FUNDS:

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

- School Taxes
- County Taxes
- Interfunds
- Purchase of Investments
- Debt Service
- Salary and Wages
- Postage
- Insurance

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

E. PETTY CASH FUND:

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

F. BONDING:

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

Chief Financial Officer/Tax Collector/Treasurer

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

G. COMPLIANCE:

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

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

H. REPORTING PROCEDURES:

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

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

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

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

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

I. DIVERSIFICATION REQUIREMENTS:

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

J. CONTROLS:

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

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

**Adopted:** January 4, 2017



**BOROUGH OF ALPINE**  
**Temporary Budget Appropriations for 2017**

CURRENT FUND			CURRENT FUND (continued)		
General Government			General Government (continued)		
Municipal Clerk			Health and Human Services		
Salaries and Wages	30,400		Board of Health		
Other Expenses	6,000		Salaries and Wages	2,700	
Financial Administration			Other Expenses	700	
Salaries and Wages	22,500		Health Officer – Contractual	1,750	
Other Expenses	7,000		Environmental Commission		
Audit Services	9,200		Other Expenses	350	
Assessment of Taxes			Animal Control Services		
Salaries and Wages	5,100		Other Expenses	150	
Other Expenses	550		Municipal Alliance Coordinator		
Revenue Administration			Salaries and Wages	475	
Salaries and Wages	5,350		OSHA		
Other Expenses	3,300		Other Expenses	350	
Legal Services and Costs			Parks and Recreation Functions		
Other Expenses	41,250		Parks and Playgrounds		
Engineering Services and Costs			Other Expenses	500	
Other Expenses	10,000		Swim Pool Committee		
Municipal Land Use Law (NJS 40:55D-1)			Other Expenses	1,250	
Planning Board			Celebration of Public Events		
Salaries and Wages	1,700		Other Expenses	1,500	
Other Expenses	1,250		Education Function		
Zoning Board of Adjustment			Cresskill Library Fee	400	
Salaries and Wages	2,050		Municipal Court		
Other Expenses	1,750		Salaries and Wages	6,700	
Insurance			Other Expenses	1,400	
Group Insurance for Employees	125,000		Public Defender		
Other Insurance -Liability	16,150		Salaries and Wages	650	
Workers' Compensation	18,300		Code Enforcement and Administration		
Public Safety			Building Inspector		
Police			Salaries and Wages	23,500	
Salaries and Wages	438,600		Other Expenses	2,750	
Other Expenses	16,300		Plumbing Inspector		
Acquisition of Police Vehicles	10,000		Salaries and Wages	3,450	
Police Dispatch 911			Electrical Inspector		
Other Exp	5,800		Salaries and Wages	3,350	
First Aid – Contribution	1,500		Zoning Official		
Emergency Management Services			Salaries and Wages	3,700	
Salaries and Wages	1,000		Unclassified		
Other Expenses	750		Utilities		
Fire			Electric	8,750	
Other Expenses	8,550		Street Lighting	5,400	
Fire Hydrant	18,700		Gasoline	13,800	
Fire Prevention/Uniform Fire Code			Telephone	6,000	
Salaries and Wages	3,900		Natural Gas	3,600	
Other Expenses	850		Water	1,500	
Prosecutor			Deferred Charges & Statutory Expend.		
Contractual	1,650		Contrib to Social Sec. System (OASI)	23,900	
Public Works Function			Police & Fireman's Retirement Sys	241,331	
Road Repairs and Maintenance			Public Employees Retirement Sys	76,587	
Salaries and Wages	96,400		Appropriations Excluded from CAP		
Other Expenses	11,000		Length of Service Awards Program	3,000	
Public Buildings and Grounds					
Other Expenses	9,600				
Solid Waste Collection					
Salaries and Wages	2,350				
Other Expenses	8,800		TOTAL		<u>1,382,093</u>