

**MAYOR AND COUNCIL
2015 REORGANIZATION MEETING
Monday, January 5, 2015**
(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 Monday, January 5, 2015 at 9:02 AM 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 Friday, January 5, 2015 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

Superior Court Judge Terrey Paul Bottinelli was present to administer the oath of office to:

Paul H. Tomasko for a four year term as Mayor expiring December 31, 2018. Mayor Tomasko was accompanied by Aase Metzger.

Arthur Frankel for a three year term as Councilman expiring December 31, 2017. Councilman Frankel was accompanied by his wife, Vicki Frankel.

Laurence A. Shadek for a three year term as Councilman expiring December 31, 2017. Councilman Shadek was accompanied by his wife, Patricia Shadek.

Resolution #001:1'2015 Amend Agenda to Move Public Comment Portion to This Time and Place as requested by Mayor Tomasko

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

And approved by all at the 2015 reorganization meeting of the Mayor and Council of the Borough of Alpine to allow the Public Comment portion at this time.

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

MOTION CARRIED

Public Comment: Mayor Tomasko opened the meeting for public comment noting the honor of not only having a Superior Court judge present this morning but also the longest serving mayor in the Northern Valley if not the County in the person of Paul Hoelscher. Mayor Hoelscher (Harrington Park) wished to offer Mayor Tomasko his personal congratulations for a victory well deserved and the same on behalf of the Bergen County League of Municipalities, a group of 70 mayors which is led by Mayor Tomasko as President, the Northern Valley Mayors Association and for his recent appointment to the Board of Directors of the New Jersey League of Municipalities.

2015 ALPINE FIRE DEPARTMENT LINE OFFICERS are

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

Borough Attorney Huntington administered the oaths of office to those present. Mr. Aynillian could not be present and will be sworn in at a later date.

On behalf of the Mayor and Council, Mayor Tomasko expressed appreciation for all that they do and made note of additional firemen present: Councilman John Halbreich, Ralph Wehmann and Frank Rickenbaugh.

ROLL CALL OF THE MAYOR AND COUNCIL OF 2015

Paul Tomasko, Mayor	Present	Vicki Frankel, Council President	Present
Michael Cacouris, Councilman	Present	Gayle Gerstein, Councilwoman	@ 9:25 AM
John Halbreich, Councilman	Present	Arthur Frankel, Councilman	Present
Laurence Shadek, Councilman	Present		

Resolution #002:1'2015 Election of Council President: Vicki Frankel

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

And approved by all at the 2015 reorganization meeting of the Mayor and Council of the Borough of Alpine to appoint **Vicki Frankel** as President of Council.

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

MOTION CARRIED

Resolution #003:1'2015 Appointment of Council Committees Chairs, Members

OFFERED BY: Councilman Frankel **SECONDED BY:** Councilman Halbreich

And approved by all at the 2015 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:	Michael Cacouris	Larry Shadek	Arthur Frankel
ADMINISTRATION:	Larry Shadek	Arthur Frankel	John Halbreich
BUILDINGS:	John Halbreich	Vicki Frankel	Gayle Gerstein
D.P.W.:	Arthur Frankel	Gayle Gerstein	Larry Shadek
FIRE/AMB.:	Gayle Gerstein	Michael Cacouris	Vicki Frankel
POLICE:	Vicki Frankel	John Halbreich	Michael Cacouris

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

Resolution #004:1'2015 Appointment of Council Liaisons

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

And approved by all at the 2015 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:	Larry Shadek
BOARD OF HEALTH:	John Halbreich
RECREATION COMMISSION:	Michael Cacouris
ENVIRONMENTAL COMMISSION:	Vicki Frankel
BOARD OF ADJUSTMENT:	Arthur Frankel

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

MOTION CARRIED

Resolution #005:1'2014 Insurance Commissioner(s) and Alternates

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

And approved by all those eligible to vote at the 2015 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 12/31/2015

Note: {One year term as alternate currently vacant}

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

MOTION CARRIED

Resolution #006:1'2015 American with Disabilities Act (ADA) Committee**OFFERED BY:** Councilman Frankel **SECONDED BY:** Councilwoman Frankel

And approved by all those eligible to vote at the 2015 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 12/31/2015

Nancy Wehmann, Correspondent

1 year term expiring 12/31/2015

VOTE: Ayes: Cacouris, A. Frankel, V. Frankel, Halbreich, Shadek **Absent:** Gerstein**MOTION CARRIED****Planning Board**

By virtue of re-election Mayor Tomasko remains the **Class I Member** during his term of office.

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

Resolution #007:1'2015 Planning Board members as follows:**OFFERED BY:** Councilwoman Frankel**SECONDED BY:** Councilman Frankel

And approved by all those eligible to vote at the 2015 reorganization meeting of the Mayor and Council of the Borough of Alpine to confirm the Mayor's appointments as follows:

Class II Lorraine Mattes a 3 year term expiring 12/31/2017 concurrent with her term on the Environmental Commission.

Class IV Catherine Parilla, David Andrews, to 4 year terms expiring 12/31/2018.

Note: {Position of alternate member I being remaining portion of a 2 year term expiring 12/31/2015 is vacant}{Position of alternate member II being a 2 year term expiring 12/31/2016 is vacant}

VOTE: Ayes: Cacouris, A. Frankel, V. Frankel, Halbreich, Shadek **Absent:** Gerstein**MOTION CARRIED****Resolution #008:1'2015 Planning Board Class III member****OFFERED BY:** Councilwoman Frankel**SECONDED BY:** Councilman Frankel

And approved by all those eligible to vote at the 2015 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 12/31/2015.

VOTE: Ayes: Cacouris, A. Frankel, V. Frankel, Halbreich, Shadek **Absent:** Gerstein**MOTION CARRIED****Resolution #009:1'2015 Zoning Board of Adjustment****OFFERED BY:** Councilwoman Frankel **SECONDED BY:** Councilman Shadek

And approved by all those eligible to vote at the 2015 reorganization meeting of the Mayor and Council of the Borough of Alpine to confirm the Mayor's appointments

Member: David Kupferschmid to a 4 year term expiring 12/31/2018**Member: Steve Cohen** to remaining portion of a 4 year term expiring 12/31/2016**Alternate Member I:** Anthony Barbieri to a 2 year term expiring 12/31/2016

Alternate Member II: Jeffrey Mayer to the unexpired portion of a 2 year term expiring 12/31/2015.

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

Resolution #010:1'2015 Board of Health

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

And approved by all those eligible to vote at the 2015 reorganization meeting of the Mayor and Council of the Borough of Alpine to confirm the Mayor's appointments

Member Dr. Deane Penn, Dr. Basil Dalavagas to 4 year terms expiring 12/31/2018

Member Mary Ellen Snow to the unexpired portion of a 4 year term expiring 12/31/2016

Alternate Member I Anthony Inguaggiato, Sr. to the unexpired portion of a 2 year term expiring 12/31/2015

Note: {Position of alternate member II being a 2 year term expiring 12/31/2016 is vacant}

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

MOTION CARRIED

Resolution #011:1'2015 Environmental Commission

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

And approved by all those eligible to vote at the 2015 reorganization meeting of the Mayor and Council of the Borough of Alpine to confirm the Mayor's appointments

Member: Lorraine Mattes to 3 year term expiring 12/31/2017 and

Note: {Position of alternate member II being a 2 year term expiring 12/31/2016 is vacant}

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

MOTION CARRIED

Resolution #012:1'2015 Recreation Commission

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

And approved by all those eligible to vote at the 2015 reorganization meeting of the Mayor and Council of the Borough of Alpine to confirm the Mayor's appointment

Member: Jim Schwartz, to a 5 year term expiring 12/31/2019

Member: John Kelly to the unexpired portion of a five year term expiring 12/31/2017

Note: {There is one vacancy on the Commission for a the unexpired portion of a 5 year term expiring 12/31/2018}

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

MOTION CARRIED

Resolution #013:1'2015 Alpine Swim & Racquet Club Recreation Subcommittee

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

And approved by all those eligible to vote at the 2015 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, Gina Banoun, Joyce Davis, Anna Ferreira, Maria Fasano to 1 year terms expiring 12/31/2015.

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

MOTION CARRIED

Resolution #014:1'2015 Emergency Management Coordinator

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

And approved by all those eligible to vote at the 2015 reorganization meeting of the Mayor and Council of the Borough of Alpine

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

NOW, THEREFORE BE IT RESOLVED, Charles A. Hoffmann is hereby appointed to the position of Emergency Management Coordinator for a three year term retroactive to January 1, 2015 and ending December 31, 2017; and

These minutes been approved by the Mayor and Council.

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

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

MOTION CARRIED

Note: Arrival of Councilwoman Gerstein 7:25

Resolution #015:1'2015 Tax Collector

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

And approved by all those eligible to vote at the 2015 reorganization meeting of the Mayor and Council of the Borough of Alpine

WHEREAS, Marilyn Hayward, having received her N.J.S. Tax Collector Certificate was duly appointed and confirmed to the position of Tax Collector for the Borough of Alpine effective July 1, 2010 by resolution dated June 23, 2010 said appointment being for a four (4) year term; and

WHEREAS, N.J.S.A. 40A:9-142 states "Every municipal tax collector shall hold his office for a term of 4 years from the first day of January next following his appointment, " and

WHEREAS, Marilyn Hayward has consistently satisfied the continuing education requirements for said certification and has demonstrated exemplary behavior and efficiency carrying out the duties of her office;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Alpine that Marilyn Hayward is and has upon this reappointment attained tenure pursuant to N.J.S.A. 40A:9-145.8 et seq.

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

MOTION CARRIED

BOROUGH STAFF POSITIONS 2015

THE FOLLOWING POSITIONS ARE FILLED BY TENURED EMPLOYEES:

SUPERINTENDENT OF PUBLIC WORKS:	Ralph Wehmann
TAX ASSESSOR	Stuart Stolarz
FIRE SUB CODE OFFICIAL	Frank Rickenbaugh
CONSTRUCTION CODE OFFICIAL	Alden Blackwell
CHIEF FINANCIAL OFFICER	Rebecca Overgaard
BUILDING INSPECTOR/SUBCODE OFFICIAL	Brian Frugis
TAX COLLECTOR	Marilyn Hayward

Resolution #016:1'2015 Borough Staff Positions

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

And approved by all those eligible to vote at the 2015 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 12/31/2015 unless otherwise noted:

Nancy Wehmann	Deputy Borough Clerk, P.A.C.O ¹
Marilyn Hayward	Treasurer, Tax Search Officer
	Building & Construction Trust Account Manager
Ralph Wehmann	Property Maintenance Official, Recycling Coordinator
Alden Blackwell	Zoning Officer
Catherine Booth	Technical Assistant Building Department

^{1,2,3} formal resolutions follow

Dilber Hussein, MD	Police Physician
Dawn Curatola	Municipal Court Administrator
William Galdi	Health Officer Consultant
Rebecca Overgaard	Qualified Purchasing Agent ²
Frank Rickenbaugh	Fire Official (2 year expiring 12/31/2016) ³

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

MOTION CARRIED

Resolution #017:1'2015 Appointment of Public Agency Compliance Officer – Affirmative

Action

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

And approved by all those eligible to vote at the 2015 reorganization meeting of the Mayor and Council of the Borough of Alpine

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

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Alpine, County of Bergen, State of New Jersey that **Nancy Wehmann**, Deputy Borough Clerk be appointed as the Public Agency Compliance Officer for a one year term ending December 31, 2015, 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, 2015.

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

MOTION CARRIED

Resolution #018:1'2015 Qualified Purchasing Agent

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

And approved by all those eligible to vote at the 2015 reorganization meeting of the Mayor and Council of the Borough of Alpine

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

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

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 of \$1,000 effective January 1, 2015 and expiring December 31, 2015; 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 \$36,000.00 and quote threshold at \$5,400.00; and

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

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

MOTION CARRIED

Resolution #019:1'2015 Fire Official

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

And approved by all those eligible to vote at the 2015 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, 2016.

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

MOTION CARRIED

Resolution #020:1'2015 - 2015 Professional Services Agreements

{Awarded pursuant to the Non Fair and Open Process}

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

At this 2015 Reorganization Meeting of the Alpine Mayor and Council held on January 5, 2015

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 2015 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 Not to exceed	Term For the Year
Gary Vander Veer, PE	Azzolina & Feury Engineering, Inc. Paramus, NJ	Borough Engineer	\$38,000	2015
William A. Galdi	Cresskill, NJ	COAH Project Special Liasion/Superintendent	\$38,000	2015
Jeffrey C. Bliss, CPA	Lerch, Vinci & Higgins, LLP Fair Lawn, NJ	Borough Accountant	\$36,000	2015
Russell R. Huntington, Esq.	Huntington Bailey LLP Westwood, NJ	Legal as Borough Attorney & Labor Attorney	\$56,000	2015
Robert A. Kasuba, Esq.	Bisgaier Hoff Haddonfield, NJ	Affordable Housing: Special Counsel, Administrative Agent & Related Development Apps	\$36,000	2015
Mark S. Ruderman, Esq.	Ruderman & Glickman, PC Springfield, NJ	Special Labor Counsel	\$10,000	2015
Lisa A. Gorab, Esq.	Wilentz, Goldman & Spitzer	Bond Counsel	\$10,000	2015

These minutes been approved by the Mayor and Council.

	Woodbridge, NJ			
Mark Fierro	Fort Lee, NJ	Prosecutor [per PL 1999,c,349(S-279)]	\$10,000	2015
Douglas Doyle	Teaneck, NJ	Alternate Prosecutor	\$10,000	2015
Jordan Yuelys	Hackensack, NJ	Public Defender	\$10,000	2015
Glenn A. Parsells	Parsells Agency Closter, NJ	Risk Management	\$10,000	2015
John Stapleton	RF Monitor Consultants Highland Falls, NY	Radio Frequency Consultant	\$10,000	2015
	McNerney & Associates Glen Rock, NJ	Appraisal	\$21,000	2015
	Valley Health Medical Group Paramus, NJ	CDL Random Alcohol & Drug Testing	\$10,000	2015

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 contract are on file and available for public inspection in the Borough Clerk's office.

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

MOTION CARRIED

Consent Agenda Resolutions #021:1'2015 - #031:1'2015

Resolution #021:1'2015 Regular Meeting Dates

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

at the 2015 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: Monday, September 21 for Yom Kippur and Monday, November 23 for Thanksgiving.

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

MOTION CARRIED

Resolution #022:1'2015 Rules of Order

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

at the 2015 reorganization meeting of the Mayor and Council of the Borough of Alpine to abide by the Roberts Rules of Order and Rules of Order as previously adopted by the Borough of Alpine.

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

MOTION CARRIED

Resolution #023:1'2015 Cash Management Plan

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

at the 2015 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 the following Cash Management Plan:

CASH MANAGEMENT PLAN

A. DESIGNATION OF OFFICIAL DEPOSITORIES:

The following financial institutions are designated as official depositories:

Bank of America

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.

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.

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

MOTION CARRIED

Resolution #024:1'2015 Official Newspaper

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

at the 2015 reorganization meeting of the Mayor and Council of the Borough of Alpine to approve the following as the Official Newspaper(s):THE RECORD

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

MOTION CARRIED

Resolution #025:1'2015 Authorizing Service Charge for Returned Checks

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

at the 2015 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 \$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 2015; and,

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

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

MOTION CARRIED

Resolution #26:1'2015 Interest Rate on Delinquent Taxes

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

at the 2015 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.

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

MOTION CARRIED

Resolution #27:1'2015 Establishing Temporary Budget Appropriations For 2015**OFFERED BY:** Councilwoman Frankel **SECONDED BY:** Councilwoman Gerstein

at the 2015 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 2015 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, 2015, and

WHEREAS, said total temporary appropriations are limited to twenty - six and one quarter percent of the total appropriations in the 2014 budget exclusive of any appropriations made for debt service, capital improvement fund and public assistance in the said 2014 Budget.

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

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

MOTION CARRIED

(Temporary Budget appended to these minutes)

Resolution #28:1'2015 Approving Purchase Order to re-open Petty Cash Account**OFFERED BY:** Councilwoman Frankel **SECONDED BY:** Councilwoman Gerstein

at the 2015 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.

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

MOTION CARRIED**Resolution #28:1'2015 Authorizing Contract for 2015 Child Health Conference Services****OFFERED BY:** Councilwoman Frankel **SECONDED BY:** Councilwoman Gerstein

at the 2015 reorganization meeting of the Mayor and Council of the Borough of Alpine held on Wednesday, January 5, 2015

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 2015, for a cost not to exceed \$100 and

WHEREAS, any additional costs of the services, \$35 for each visit, will be paid for from fees charged to the recipients, and

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

1. **NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Alpine that the President, of the Alpine Board of Health, 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 2015 temporary and/or adopted budget.

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

MOTION CARRIED

Resolution #030:1'2015 Continuing Interboro Mutual Aid Group Agreement (Fire Dept.

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

at the 2015 reorganization meeting of the Mayor and Council of the Borough of Alpine held on Wednesday, January 5, 2015

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 Mayor and Council of the aforementioned municipalities.

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

MOTION CARRIED

Resolution #031:1'2015 Riverside Cooperative Agreement

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

at the 2015 reorganization meeting of the Mayor and Council of the Borough of Alpine held on Wednesday, January 5, 2015

WHEREAS, N.J.S.A. 40A:11-1(5) authorizes contracting units to enter into Cooperative Pricing Agreements; and

WHEREAS, the **Borough of Northvale** hereinafter referred to as the "Lead Agency" has offered voluntary participation in a Cooperative Pricing System for the purchase of work, materials and supplies; and

WHEREAS, the Borough of Alpine, County of Bergen, State of New Jersey, desires to participate in the Riverside Cooperative;

NOW, THEREFORE, BE IT RESOLVED on the 5th day of January 2015, by the Mayor and Council of the Borough of Alpine, County of Bergen, State of New Jersey, as follows:

TITLE

This Resolution shall be known and may be cited as the Cooperative Pricing Resolution of the Borough of Alpine;

AUTHORITY

Pursuant to the provisions of N.J.S.A. 40A:11-11 (5), the Mayor is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency;

CONTRACTING UNIT

The Lead Agency entering into contracts on behalf of the Borough of Alpine shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1, et. seq.) and all other provisions of the revised statutes of the State of New Jersey.

EFFECTIVE DATE

This resolution shall take effect immediately upon passage.

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

MOTION CARRIED

End of Consent Agenda

NEW BUSINESS None

COMMUNICATIONS

Council President Vicki Frankel wished to thank Mayor Tomasko once again for being re-elected for another four years. We are very proud and thankful for all he does for the Council and the town. Mayor Tomasko noted it has been a pleasure to working with Mrs. Frankel and her colleagues on Council and he looks forward to continued fine effort from all of us on behalf of our residents.

State of the Town Mayor Tomasko noted "we start 2015 with a Council that seems clearly to be enhanced by the addition of these two fine new members, Larry Shadek and Arthur Frankel. We also have a high quality experienced group of employees, professionals and volunteers many of whom are in this room together with us this morning and I thank you again for being here with us. Working together, I am convinced, are up to the major ongoing challenge we face in 2015 which is to maintain the high quality of municipal services by keeping expenses at or below the tax levy cap. And why is that so important. Not because our taxes here are high. In fact, as most of you are aware, they are just the opposite of high. Our tax rate here is actually the lowest of all 70 towns in this County. But because exceeding the cap triggers the need for measures that would result in diminished services. Working together to keep our various departmental budgets within the 2% cap and the tax rate stable goes a long way to assuring that Alpine remain the wonderful place that it is to work for, to live in and to own a home in. A big part of the rest of what we up here are committing to doing is to maintain Alpine's extraordinary character by protecting and defending the single-family, low density, detached, residential only zoning. We are committed to that. I think it is one of the overriding characteristics and what makes us as special as we are to a contributable degree.

Employee of the Year It has been my pleasure in the past years to name one employee or professional on our team who seems most worthy of recognition based upon his or her performance in the prior year or years. This year I am delighted to designate DPW Superintendent, **Ralph Wehmann** as our Employee of the Year. What made Ralph really stand out was his decision to return to work the very afternoon of the day he was involved in an incident that could have instead been used as a reason for him to go on Workers Compensation for several days or weeks. Ralph, this is but one, so happens a recent one, of the many manifestations of your devotion to the work you do for us and the residents of this town. I and we are happy to recognize as our Employee of the Year and offer you our heartfelt congratulations.

PUBLIC COMMENTS Mayor Tomasko wished all a Happy and Health New Year.

ADJOURNMENT Upon a motion by Councilwoman Frankel, seconded by Councilwoman Gerstein and approved by all, the 2015 Reorganization meeting of the Mayor and Council of the Borough of Alpine adjourned at 9:32 AM.

Respectfully submitted,

Jerry Beckmann
Acting Borough Clerk

**BOROUGH OF ALPINE
Temporary Budget Appropriations for 2015**

CURRENT FUND			CURRENT FUND (continued)		CURRENT FUND (cont)	
General Government			General Government (continued)		General Government (cont)	
Municipal Clerk			Health and Human Services		Public and Private Programs	
Salaries and Wages	28,300		Board of Health		Offset by Revenues	
Other Expenses	8,000		Salaries and Wages	7,500	Municipal Alliance Program	
Financial Administration			Other Expenses	700	County Share	3,570
Salaries and Wages	21,400		Health Officer – Contractual	1,700	Municipal Share	<u>1,190</u>
Other Expenses	4,200		Environmental Commission			
Audit Services	8,700		Other Expenses	350	Sub-Total	<u>4,760</u>
Assessment of Taxes			Animal Control Services			
Salaries and Wages	4,900		Other Expenses	250		
Other Expenses	600		Municipal Alliance Coordinator			
Revenue Administration			Salaries and Wages	450	Debt Service	
Salaries and Wages	5,100		OSHA		Loan Repayments – Princ	71,500
Other Expenses	3,300		Other Expenses	700	Loan Repayments- Interst	3,000
Legal Services and Costs			Parks and Recreation Functions			
Other Expenses	35,000		Parks and Playgrounds		Sub-Total	<u>74,500</u>
Engineering Services and Costs			Other Expenses	500		
Other Expenses	8,000		Celebration of Public Events		Total	<u>1,420,159</u>
Municipal Land Use Law (NJS 40:55D-1)			Other Expenses	1,400		
Planning Board			Education Function			
Salaries and Wages	1,700		Cresskill Library Fee	400		
Other Expenses	2,500		Municipal Court			
Zoning Board of Adjustment			Salaries and Wages	6,500		
Salaries and Wages	2,000		Other Expenses	1,600		
Other Expenses	2,900		Public Defender			
Insurance			Salaries and Wages	600		
Group Insurance for Employees	96,000		Code Enforcement and Administration			
Employee Group Health Waivers	3,000		Building Inspector			
Other Insurance -Liability	14,700		Salaries and Wages	22,500		
Workers' Compensation	19,000		Other Expenses	2,600		
Public Safety			Plumbing Inspector			
Police			Salaries and Wages	3,200		
Salaries and Wages	419,000		Electrical Inspector			
Other Expenses	16,300		Salaries and Wages	3,350		
Acquisition of Police Vehicles	7,800		Zoning Official			
Police Dispatch 911			Salaries and Wages	3,600		
Other Exp	5,800		Unclassified			
First Aid – Contribution	1,250		Utilities			
Emergency Management Services			Street Lighting	4,400		
Salaries and Wages	900		Gasoline	15,000		
Other Expenses	750		Telephone	6,000		
Fire			Natural Gas	3,600		
Other Expenses	8,400		Water	1,550		
Fire Hydrant	18,500		Electric	8,750		
Fire Prevention/Uniform Fire Code			Deferred Charges & Statutory Expend.			
Salaries and Wages	3,600		Contrib to Social Sec. System (OASI)	23,000		
Other Expenses	800		Police & Fireman’s Retirement Sys	272,856		
Prosecutor			Public Employees Retirement Sys	72,443		
Contractual	1,600		Appropriations Excluded from CAP			
Public Works Function			Length of Service Awards Program	2,000		
Road Repairs and Maintenance			Subtotal	<u>1,340,899</u>		
Salaries and Wages	90,600					
Other Expenses	11,500					
Public Buildings and Grounds						
Other Expenses	9,700					
Solid Waste Collection						
Salaries and Wages	2,400					
Other Expenses	5,200					