

**AGENDA**  
**WORK SESSION MEETING**  
**BOROUGH OF MONTVALE**  
**Mayor and Council Meeting**  
**September 27, 2016**  
**Closed Executive Session 6:30 PM**  
**Meeting to Commence 7:30 PM**

**CLOSED/EXECUTIVE SESSION:**

Motion to move into Executive Session as provided for by Resolution No. 15-2016 adopted on January 3, 2016 and posted on the bulletin board in the Municipal Building:

The Mayor and Council will go into a Closed /Executive Session for the following:

Contract Negotiations/Personnel

- a. Montvale Police Negotiations
- b. Montvale Police Department/Personnel/Staffing

Minutes to be disclosed as per the Open Public Meetings Act and Resolution No. 14-2016 matters discussed will be disclosed to the public when such matters are finally determined and there is no reason to prohibit the public disclosure of information relating to such matters

**ROLL CALL:**

Councilmember Curry	Councilmember Lane
Councilmember Koelling	Councilmember Talarico
Councilmember LaMonica	Councilmember Weaver

**PROCLAMATION: Put On the Brakes On Fatalities Day**

**The Annual Hills Valley Coalition 2016-2017 Report**

Gale Mangold

**ORDINANCES:**

**INTRODUCTION ORDINANCE NO.2016-1420**

AN ORDINANCE TO AMEND ORDINANCE NO. 2016-1417 TO PROVIDE FOR AND DETERMINE THE RATE, AMOUNT AND METHOD OF PAYMENT OF COMPENSATION TO PERSONS HOLDING CERTAIN OFFICES AND POSITIONS OF EMPLOYMENT IN THE BOROUGH OF MONTVALE, COUNTY OF BERGEN AND STATE OF NEW JERSEY

(Public Hearing 10/13/16)

**INTRODUCTION ORDINANCE NO.2016-1421** AN ORDINANCE OF THE BOROUGH OF MONTVALE AMENDING AND SUPPLEMENTING THE BOROUGH CODE TO ADD A NEW CHAPTER 65, "MUNICIPAL PROPERTY," TO ESTABLISH RULES AND REGULATIONS PERTAINING TO THE USE OF CERTAIN PROPERTIES OWNED AND/OR CONTROLLED BY THE BOROUGH INCLUDING THE MONTVALE TRAIN STATION

(Public Hearing 10/13/16)

**MINUTES:**

September 13, 2016

**RESOLUTIONS:**

- 149-2016 Awarding Professional Service Contract/Engineering Services/Environmental Services /Montvale Swim Club/Building/Pool Demolition/Site Restoration/ Maser Consulting, LLC
- 150-2016 Adopting Revised Policies & Procedures Manual
- 151-2016 Resolution To Affirm The Borough Of Montvale's Civil Rights Policy With Respect To All Officials, Volunteers, Independent Contractors, Members Of The Public That Come Into Contact With Municipal Employees, Officials and Volunteers
- 152-2016 Sale of Surplus/Property/Use of GovDeals/Online Auction
- 153-2016 Authorize Payment #3/New Montvale Firehouse/Unimak, LLC
- 154-2016 Authorize Payment #1/Eagle Ride Road Sanitary Sewer Extension Project/Your Way Construction, Inc.
- 155-2016 Authorize Payment 2 Final Payment/NJDOT Project Terkuile Road & Magnolia Avenue/D.L.S. Contracting
- 156-2016 Authorize Hiring Part Time Recreation Director/L. Dent
- 157-2016 Authorize Change Order No. 4 Final (Reduction)/Final Payment #4/2015 Road Improvement Program/D.L.S. Contracting, Inc.
- 158-2016 A Resolution Authorizing a Negotiated Procurement Process Pursuant to N.J.S.A. 40A:11-5(3) for the Montvale Municipal Building HVAC Project and Roof Replacement
- 159-2016 Awarding Professional Service Contract/Planning Services/Analysis Of Affordable Housing Options/Municipal Planner/D.Green/Maser Consulting LLC

**RESOLUTIONS: (CONSENT AGENDA\*)**

All items listed on a consent agenda are considered to be routine and non-controversial by the Borough Council and will be approved by a motion, seconded and a roll call vote. There will be no separate discussion on these items unless a Council member(s) so request it, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda. None

**BILLS:**

**ENGINEER'S REPORT:**

Andrew Hipolit  
Report/Update

- a. Status Report Non-Receipt of Bids/2<sup>nd</sup> Round/Borough Hall HVAC/Roof Replacement
- b. Huff Terrace Emergency Repair
  - 1) Draft Resolution Approving Emergency Repair/D.R. Mullen Construction Co., Inc.(will be provided @ Mtg.)
- c. Status Woodland Road/Proposed Recommendation/Guiderail

**ATTORNEY REPORT:**

Joe Voytus, Esq.  
Report/Update

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

**COMMUNICATION CORRESPONDENCE:**

**MEETING OPEN TO THE PUBLIC:**

**HEARING OF CITIZENS WHO WISH TO ADDRESS THE MAYOR AND COUNCIL:**

Upon recognition by the Mayor, the person shall proceed to the floor and give his/her name and address in an audible tone of voice for the records. Unless further time is granted by the Council, he/she shall limit his/her statement to five (5) minutes. Statements shall be addressed to the Council as a body and not to any member thereof. No person, other than the person having the floor, shall be permitted to enter into any discussion, without recognition by the Mayor.

**ADJOURNMENT:**

The next Meeting of the Mayor and Council will be held **Thursday**, October 13, 2016 at 7:30 p.m.

**\*\*\*\*\*Disclaimer\*\*\*\*\***

All M & C Meeting Are Subject To Additions, Deletions and Amendments – Resolution No.11-2016



## Borough of Montvale

### “Proclamation”

*October 10, 2016, has been declared put the Brakes on Fatalities Day® by the  
Borough of Montvale*

**WHEREAS**, *Across the nation, traffic crashes caused 35,092 fatalities in 2015, and are the leading cause of death for young people ages 15 to 34; and,*

**WHEREAS**, *In New Jersey, 562 individuals lost their lives in traffic crashes in 2015; and,*

**WHEREAS**, *Alcohol-related crashes accounted for 28.0 percent of the State's traffic fatalities, while 26 percent of all fatal crashes involved traveling at unsafe speeds; and,*

**WHEREAS**, *Motorcyclists, bicycle riders and pedestrians face increased risks on New Jersey's roadways, as people opt for alternative modes of transportation; and,*

**WHEREAS**, *50 motorcyclists, 17 bicyclists and 173 pedestrians were killed in New Jersey in traffic-related crashes in 2015; and,*

**WHEREAS**, *Safer driving behaviors such as buckling up, every ride; obeying posted speed limits; stopping for pedestrians in crosswalks and using crosswalks when walking; avoiding aggressive driving behaviors; never driving impaired; wearing proper safety gear while riding a motorcycle or bicycle; and, focusing solely on driving by avoiding distractions, can dramatically reduce the number of traffic-related injuries and deaths;*

**NOW, THEREFORE**, *I, Michael N. Ghassali, Mayor of the Borough of Montvale, County of Bergen, State of New Jersey, do hereby proclaim October 10, 2016 put the Brakes on Fatalities Day®, and call upon everyone to put these lifesavings behaviors into practice to improve safety on the roadways in our community and throughout the State.*

---

Michael N. Ghassali, Mayor

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Dated

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY**

**ORDINANCE NO. 2016 -1420**

NOTICE IS HEREBY GIVEN that the following Ordinance was introduced and passed on the first reading at the regular meeting of the Mayor and Council on the 27<sup>th</sup> day of 2016, and that said Ordinance will be taken up for further consideration for final passage at a regular meeting of the Mayor and Council to be held on the 13<sup>th</sup> day of October 2016 at 7:30 pm or as soon thereafter as said matter can be reached, at which time and place all persons who may be interested therein will be given an opportunity to be heard concerning same.

Maureen Iarossi Alwan, Municipal Clerk  
Borough of Montvale

**AN ORDINANCE TO AMEND ORDINANCE NO. 2016-1417 TO PROVIDE FOR AND DETERMINE THE RATE, AMOUNT AND METHOD OF PAYMENT OF COMPENSATION TO PERSONS HOLDING CERTAIN OFFICES AND POSITIONS OF EMPLOYMENT IN THE BOROUGH OF MONTVALE, COUNTY OF BERGEN AND STATE OF NEW JERSEY**

BE IT ORDAINED BY the Mayor and Council of the Borough of Montvale as follows:

**SECTION 1.** Each of the offices and positions of employment hereinafter named that are not established or created by virtue of any statutes or of any ordinance, resolution, or other lawful authority heretofore exercised by the Borough of Montvale, is hereby established, created, ratified and confirmed.

**SECTION 2.** The rate of compensation of the persons holding any of the hereinafter named offices and positions of employment whose compensation shall be on an annual basis and shall be payable semi-monthly is hereby fixed and determined to be as set opposite the title of each of the hereinafter named offices and positions of employment.

Title		2016 Salary Range	
1.	Borough Administrator (PT)	\$40,000	- 50,000
2.	Safety Director	\$1,000	- 1,200
3.	Chief Financial Officer (PT)	\$15,000	- 25,000
4.	Municipal Clerk (PT)	\$70,000	- 92,000
5.	Deputy Municipal Clerk (PT)	\$38,000	- 47,000
6.	Floater/ Admin. Assistant to Administrator	\$35,000	- 45,000
7.	Tax Collector (PT)	\$53,000	- 63,000
8.	Tax Assessor	\$32,000	- 38,000
9.	Treasurer	\$75,000	- 85,000
10.	Accountant/Purchasing Agent	\$57,000	- 67,000
11.	Accounts Payable Clerk (PT)	\$20	- \$28/hour

<b>Title</b>		<b>2016 Salary Range</b>	
12.	Accounts Payable Clerk (FT)	\$43,000	- 50,000
13.	Secretary, Planning Board (PT)	\$70,000	- 82,000
14.	Planning Board Secretary Special Meetings	\$45	- \$70/hour
15.	Board Secretary, Clerical/Recording	\$115	- 135
16.	Office Manager (PT)	\$4,000	- 7,000
17.	Registrar Vital Statistics	\$800	- 1,200
18.	Deputy Registrar Vital Statistics	\$250	- 500
19.	Construction Code Official	\$35,000	- 50,000
20.	Building Sub Code Official	\$35,000	- 50,000
21.	Building Inspector	\$25	- \$50/hour
22.	Zoning Officer	\$8,000	- 10,000
23.	Property Maintenance Officer	\$2,900	- 5,000
24.	Construction Dept. Control Person	\$50,000	- 60,000
25.	Plumbing Sub Code Official	\$ 22,000	- 27,000
26.	Plumbing Inspector	\$25	- \$50/hour
27.	Fire Sub Code Official	\$13,000	- 17,000
28.	Fire Sub Code Official special inspections	\$25	- \$50/hour
29.	Electrical Sub Code Official	\$32,000	- 42,000
30.	Electrical Sub Code Official special inspections	\$25	- \$50/hour
31.	Fire Prevention Official	\$10,000	- 15,000
32.	Fire Inspector/Sr. Fire Inspector	\$6,000	- 10,000
33.	Municipal Court Administrator	\$64,000	- 75,000
34.	Deputy Municipal Court Administrator	\$38,000	- 46,000
35.	Court Security	\$18	- \$25/hour
36.	Violations Clerk (PT)	\$15	- \$25/hour
37.	Police Secretary	\$35,000	- 45,000
38.	Administrative Assistant for Police Chief	\$40,000	- 52,000
39.	Administrative Assistant for Mayor / Floater (PT)	\$15	- \$25/hour
40.	Emergency Mgmt. Coordinator	\$2,000	- 3,300
41.	Library Director	\$80,000	- 95,000
42.	Library – Youth Services Coordinator	\$40,000	- 55,000
43.	Library (PT)	\$13	- \$45/hour
44.	Library (PT) meetings	\$120	- \$200/mtg
45.	Facilities Building & Property Inspector	\$25,000	- 29,000
46.	Field Coordinator	\$5,000	- 6,000

Title		2016 Salary Range
47.	Director, Public Assistance	\$5,000 - 7,000
48.	Director of Recreation	\$23,000 - 30,000
49.	Dir. Of Recreation – Summer Stipend	\$5,500 - 8,000
50.	Van Drivers (PT)	\$17 - \$21/hour
51.	Station Technicians (PT)	\$15 - \$17/hour

**SECTION 3.** The rate of compensation of the persons holding any of the hereinafter named offices, whose compensation shall be on an annual basis and payable semi-monthly, is hereby fixed and determined as follows:

Title		2016 Salary Range
A.	Municipal Judge	\$25,000 - 40,000
B.	Mayor	\$6,990 - 10,000
C.	Councilpersons (each)	\$5,689 - 8,000

**SECTION 4:** The rate of compensation of persons holding any of the hereinafter named offices in the Police Department, whose compensation shall be on an annual basis, and payable semi-monthly, is hereby fixed and determined as follows:

Title		2016 Salary Range
A.	Chief	\$170,000 - 210,000
B.	Captain	\$150,000 - 185,000
C.	Lieutenant (Base Wage)	\$120,019 - 147,032
D.	Sergeants (Base Wage)	\$111,685 - 136,822
E.	Detective – Additional per year	\$2,100 -
F.	Juvenile Officer – Addt'l per year	\$400 -
G.	Asst. Juvenile Officer – Addt'l per year	\$350 -
H.	Special/Auxiliary Police	\$18/hour - \$23/hour
I.	School Cross Guard/Police Matrons	\$18/hour - \$23/hour

**SECTION 4A:** The rate of compensation of persons holding any of the hereinafter named offices in the Police Department, hired BEFORE January 1, 2005, whose compensation shall be on an annual basis, and payable semi-monthly, is fixed and determined as follows:

<b>Police Officers Schedule (Base Wage Each) Per Contract hired BEFORE January 1, 2005</b>		
0-6 months	\$34,027 -	41,685
6 months – 1 year	\$44,235 -	54,191
1 – 2 years	\$54,446 -	66,700
2 – 3 years	\$64,655 -	79,207
3 – 4 years	\$74,862 -	91,711
4 – 5 years	\$85,070 -	104,217
5 – 6 years	\$95,277 -	116,721
6 – 7 years	\$103,232 -	126,467

**SECTION 4B:** The rate of compensation of persons holding any of the hereinafter named offices in the Police Department, hired AFTER January 1, 2005, whose compensation shall be on an annual basis, and payable semi-monthly, is fixed and determined as follows:

<b>Police Officers Schedule (Base Wage Each) Per Contract hired AFTER January 1, 2005</b>		
0-6 months	\$34,027 -	41,685
6 months – 1 year	\$38,971 -	47,742
1 – 2 years	\$43,914 -	53,798
2 – 3 years	\$53,800 -	65,909
3 – 4 years	\$63,687 -	78,021
4 – 5 years	\$73,573 -	90,132
5 – 6 years	\$83,459 -	102,243
6 – 7 years	\$93,346 -	114,356
7 – 8 years	\$103,232 -	126,467

**SECTION 4C:** In addition to the compensation stated above, Full Time Employees in Section 4, Categories "C", "D", Sections 4A and 4B shall be paid an annual longevity increment pursuant to the following schedule:

<b>Years of Service</b>	<b>Officers Hired BEFORE January 1, 2006</b>	<b>Officers Hired AFTER January 1, 2006</b>
After four (4) years	1%	-
After six (6) years	2%	-
After eight (8) years	3%	1%
After ten (10) years	4%	2%
After twelve (12) years	5%	3%
After fourteen (14) years	6%	4%
After sixteen (16) years	7%	5%
After eighteen (18) years	8%	6%
After twenty (20) years	-	7%
After twenty-two (22) years	-	8%
After twenty-three (23) years	9%	9%

**SECTION 5.** The Borough Treasurer shall present semi-monthly or as established by Resolution to the Governing Body for approval warrants drawn to the order of the Borough of Montvale Payroll Account and the Borough of Montvale Salary Account.

At the first meeting of the Governing Body in January of each year, there shall be approved accounts to be designated "The Borough of Montvale Payroll Account" and "The Borough of Montvale Salary Account" and from time to time the Borough Treasurer upon receipt of a warrant for the amount due each Payroll, shall deposit the same to the credit of these accounts, charging the appropriate budgetary accounts therewith. The Borough Treasurer shall thereafter draw checks on said accounts to the employees entitled to payment therefrom.

Any employee hired under the terms of a Special Library Grants, salary will be determined by the Authority making such grant.

The Mayor and Borough Council may by adoption of a resolution and by approved payroll advice, increase compensation (base wage adjustment or one-time merit/bonus increase) of any salaried employee in the above schedule, who has reached their maximum, up to 10% above the pay range maximum.

At each regular meeting of the Governing Body of the Borough of Montvale, the Treasurer shall submit for the approval or ratification as the case may be, the necessary payroll amounts due to the several officers and employees for compensation.

Such officers as may be determined by the Governing Body, as established by resolution, shall be authorized to sign warrants drawn in favor of the Payroll Account, upon due notice that the payrolls have been approved by the proper certifying authorities.

**SECTION 6.** This ordinance shall be operative as of January 1, 2016, and salaries paid shall be adjusted in accordance with the terms of this ordinance.

**SECTION 7.** All other ordinances and parts of ordinances inconsistent herewith are hereby appealed.

**SECTION 8.** This ordinance shall take effect immediately upon publication in the manner provided by Law.

ATTEST:

APPROVED:

\_\_\_\_\_  
Maureen Iarossi-Alwan  
Municipal Clerk/Administrator

\_\_\_\_\_  
Michael Ghassali  
Mayor

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY**

**ORDINANCE NO. 2016 –1421**

NOTICE IS HEREBY GIVEN that the following Ordinance was introduced and passed on the first reading at the regular meeting of the Mayor and Council on the 27<sup>th</sup> day of 2016, and that said Ordinance will be taken up for further consideration for final passage at a regular meeting of the Mayor and Council to be held on the 13<sup>th</sup> day of October 2016 at 7:30 pm or as soon thereafter as said matter can be reached, at which time and place all persons who may be interested therein will be given an opportunity to be heard concerning same.

Maureen Iarossi Alwan, Municipal Clerk  
Borough of Montvale

**AN ORDINANCE OF THE BOROUGH OF MONTVALE AMENDING AND SUPPLEMENTING THE BOROUGH CODE TO ADD A NEW CHAPTER 65, "MUNICIPAL PROPERTY," TO ESTABLISH RULES AND REGULATIONS PERTAINING TO THE USE OF CERTAIN PROPERTIES OWNED AND/OR CONTROLLED BY THE BOROUGH INCLUDING THE MONTVALE TRAIN STATION**

**WHEREAS**, the Montvale Train Station (the "Station") located on West Grand Avenue between Railroad Avenue and Kinderkamack Road serves individuals utilizing the Pascack Valley Line operated by New Jersey Transit; and

**WHEREAS**, the Montvale Train Station and the property upon which it is located are owned by New Jersey Transit but have been leased to the Borough of Montvale continuously for at least the last thirty-three years; and

**WHEREAS**, the Lease Agreement between the Borough of Montvale and New Jersey Transit Corporation dated September 20, 1983 (the "Lease") is currently in effect on a month-to-month basis; and

**WHEREAS**, said Lease grants to the Borough the right to control, *inter alia*, the "maintenance, removal graffiti, minor repairs, [and] security" of the Station; and

**WHEREAS**, it has come to the attention of the Borough that a number of individuals have been utilizing the station building overnight, including for sleeping and hygiene-related purposes unrelated to the New Jersey Transit line; and

**WHEREAS**, in the interest of the health, safety and welfare of the public, it is necessary and desirable to establish certain regulations concerning the hours of operation and permitted use of the Montvale Train Station in order to best serve the public and the ticketed passengers on the Pascack Valley Line of New Jersey Transit; and

**WHEREAS**, Borough officials have discussed this matter with a representative for New Jersey Transit, who has confirmed that New Jersey Transit takes no exception to the Borough taking certain steps to ensure the security of the building and the ticketed passengers utilizing same as permitted by the Lease.

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

**Section 1.** The Code of the Borough of Montvale is hereby amended and supplemented by adding a new Chapter 65, entitled "Municipal Property," including a new Article I, "Montvale Train Station," as follows:

**Chapter 65: Municipal Property**

**Article I  
Montvale Train Station**

- §65-1 Identification of Property.**
- §65-2 Hours of operation.**
- §65-3 Miscellaneous regulations.**
- §65-4 Enforcement.**
- §65-5 Violations and penalties.**

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**§65-1 Identification of Property.**

The Property sought to be regulated by this Article is the Montvale Train Station, which is located on Grand Avenue between Railroad Avenue and Kinderkamack Road. The Property is triangular in shape, being located at the corner of Railroad Avenue and Grand Avenue in the Borough of Montvale. The Property is identified as Block 1605, Lot 1 on the official Tax Map of the Borough.

**§65-2 Hours of operation; permitted use.**

- A. Hours of operation. The station building shall remain open at all times except during the hours of 2:00 a.m. and 5:00 a.m., when the building shall be closed. No one shall be permitted inside the building during the hours when the building is closed. Nothing herein shall be interpreted to prohibit the police, department of public works or other municipal employees from temporarily closing the station building at any other time when deemed in the best interest of the health, safety and welfare of the public.
- B. Permitted use. During the hours in which the station building is open, the use of the station building is limited to ticketed passengers within two hours of their intended train. No person who intentionally misses the train shall be permitted to remain in the station building.

**§65-3 Miscellaneous regulations.**

- A. The parking lot on the Property shall remain open at all times, subject to the parking restrictions currently in place.

- B. The Montvale Police Department shall be empowered to take all appropriate security measures deemed necessary to ensure the safety and security of the public at the Montvale Train Station, which may include the placement of security cameras in, on, or near the station building.

**§65-4 Enforcement.**

The Borough of Montvale Police Department shall be primarily responsible for opening and locking the building on the Property, subject to assistance as necessary by the Department of Public Works serving the Borough.

**§65-5 Violations and penalties.**

Violations of this Article shall be punished as set forth in Chapter 1, Article II, General Penalty.

**Section 2. Repeal of Inconsistent Ordinances.**

All Ordinances or parts of Ordinances in conflict with this Ordinance are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

**Section 3. Savings Clause.**

Nothing in this Ordinance shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed pursuant to this Ordinance, nor shall any just or legal right or remedy of any character be lost, impaired or affected by this Ordinance.

**Section 4. Severability.**

The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

**Section 5. Effective Date.**

This ordinance shall become effective immediately upon adoption and publication as required by law.

\_\_\_\_\_  
MICHAEL GHASSALI, Mayor

ATTEST:

MAUREEN IAROSSO-ALWAN, RMC  
Municipal Clerk

**PUBLIC MEETING  
MINUTES**

The Public Meeting of the Mayor and Council was held in the Council Chambers and called to order at 7:49PM. Adequate notification was published in the official newspaper of the Borough of Montvale. Fire Chief Miller led the Pledge of Allegiance to the Flag, and roll call was taken.

**OPEN PUBLIC MEETING STATEMENT**

Adequate notice of this meeting was provided to The Bergen Record and/or The Ridgewood News, informing the public of the time and place according to the provisions of the Open Public Meeting Law (Chapter 231, P.L. 1975).

Also Present: Mayor Mike Ghassali; Borough Attorney, Joe Voytus; Borough Engineer, Andy Hipolit; Administrator/Municipal Clerk, Maureen Iarossi-Alwan; and Deputy Municipal Clerk, Fran Scordo

**ROLL CALL:**

Councilmember Curry	Councilmember Lane - absent
Councilmember Koelling	Councilmember Talarico
Councilmember LaMonica	Councilmember Weaver

**GET TO KNOW OUR MONTVALE CORPORATES PRESENTATION SERIES:**

Montvale Hardware Store - Stuart Nixon  
A Proclamation was given to Mr. Nixon which is included with the original minutes.

**PROCLAMATION HONORING KYLE C. PALMIERI**

Kyle Palmieri , is an American professional ice hockey right winger currently playing for the New Jersey Devils of the National Hockey League (NHL) – included in the minutes.

**ORDINANCES:**

**PUBLIC HEARING ORDINANCE NO.2016-1419** AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 40 OF THE BOROUGH CODE TO CLARIFY THE AUTHORITY OF THE GOVERNING BODY TO PROVIDE INCREASES TO THE LOSAP PAYMENTS BY RESOLUTION OF THE GOVERNING BODY IN ACCORDANCE WITH APPLICABLE LAW

**WHEREAS**, the Emergency Services Volunteer Length of Service Awards Program ("LOSAP") was signed into law in 1998 to support the recruitment and contention of fire and first aid volunteers by rewarding their service; and

**WHEREAS**, the Borough of Montvale did adopt a LOSAP program in the Borough by virtue of Ordinance No. 99-1131 adopted on August 10, 1999, and by voter referendum approved on November 2, 1999; and

**WHEREAS**, the LOSAP program adopted by the Borough did not explicitly provide a procedure to increase in the annual contribution amounts; and

**WHEREAS**, the New Jersey Department of Community Affairs, Division of Local Government services has determined that such increases may be made at the discretion of the governing body by resolution, in amounts not to exceed the cumulative change in the Consumer Price Index (CPI) since the year in which the annual contribution amounts were last set; and

**WHEREAS**, the Borough of Montvale is desirous of amending its LOSAP Ordinance to provide clarity to the public and to potential recipients of LOSAP awards that such increases are indeed permitted at the discretion of the Governing Body.

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

**Section 1.** Chapter 40 of the Code of the Borough of Montvale, Section 40-27, "Criteria for eligibility," is hereby amended and supplemented by adding the underlined text, as follows:  
Commencing January 1, 2000, LOSAP shall provide annual contributions to each eligible member that meets the following criteria:

- A. 100 points are required for a member to be eligible for an annual contribution.
- B. Five years of service are required for vesting.
- C. The maximum annual contribution per each eligible member shall be as follows:
  - (1) First year - 2000: \$600.
  - (2) Second Year - 2001: \$850.
  - (3) Third Year - 2002, and each year thereafter: \$1,150.
- D. The Governing Body may, from time to time, authorize an increase in the annual contributions in an amount not to exceed the cumulative percentage increase in the Consumer Price Index (CPI) since the year in which the annual contribution amount was last set, as calculated by the Director of the Division of Local Government Services. Any such increase shall be made by resolution of the Governing Body and shall not require a public hearing.

**Section 2. Severability.**

If any provision or portion of a provision of this ordinance is held to be unconstitutional, preempted by Federal or State law, or otherwise invalid by any court of competent jurisdiction, the remaining provisions of the ordinance shall not be invalidated and shall remain in full force and effect.

**Section 3. Effective date.**

This Ordinance shall take effect immediately upon adoption and publication as provided by law.

**Section 4. Repeal of inconsistent ordinances.**

All ordinances and parts of ordinances which are inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

Ordinance No. **2016-1419** was introduced for second reading by Councilmember Weaver; seconded by Councilmember Talarico; Clerk read by title only;  
Motion to open meeting to the public by Councilmember Curry; seconded by Councilmember LaMonica -  
- all ayes

**NO PUBLIC COMMENT**

Motion to close meeting to the public by Councilmember Talarico; seconded by Councilmember Koelling  
- all ayes

Motion to adopt on Second and Final Reading in Ridgewood News by Councilmember Talarico; seconded by Councilmember Koelling; Clerk read by title only ----- A roll call vote was taken --- all ayes

**MEETING OPEN TO PUBLIC:**

Agenda Items Only

Motion to open meeting to the public by Councilmember Talarico; seconded by Councilmember Koelling - all ayes

**NO PUBLIC COMMENT**

Motion to close meeting to the public by Councilmember Talarico; seconded by Councilmember Curry  
- All ayes

**MEETING CLOSED TO PUBLIC:**

Agenda Items Only

**MINUTES:**

**August 30, 2016**

A motion to accept minutes by Councilmember Koelling; seconded by Councilmember Curry  
- all ayes

**MINUTES CLOSED/EXECUTIVE SESSION:**

**August 30, 2016**

A motion to accept minutes by Councilmember Koelling; seconded by Councilmember Curry  
- all ayes

**RESOLUTIONS:**

**143-2016 NJ Transit Resolution for Bus Stops on Municipal & County Road**

Original resolution submitted by NJ Transit copy attached to original minutes  
Introduced by: Councilmember Talarico; seconded by Councilmember Curry - All ayes

**144-2016 Authorize Payment #2/New Montvale Firehouse/Unimak, LLC**

**WHEREAS**, the Borough of Montvale awarded a contract on April 26, 2016 in connection with the New Montvale Firehouse Project; and

**WHEREAS**, the original contract amount is \$4,449,000.00 via Resolution #82-2016; and

**WHEREAS**, the Borough Engineer in a letter dated August 24, 2016 and Robbie Conley Architect, LLC approved said payment based on the contract as per the documentation letter of transmittal dated August 12, 2016 which both are attached to the original of this resolution; and

**WHEREAS**, payment #2 is hereby authorized in the amount of \$125,696.76 to be issued to Unimak, LLC, 82 Midland Avenue, Saddle Brook, NJ 076633 Franklin Avenue, Suite 170 Nutley, NJ 07110-1209; and

**WHEREAS**, the Borough's Chief Financial Officer has certified that funds have been appropriated and are available for this purpose.

Total Contract Amount	\$4,449,000.00	Resolution 82-2016
Payment	\$207,230.80	Resolution 138-2016 Payment #1
Total Amount Due	\$125,696.76	Resolution 144-2016 Payment #2
Total Remaining:	\$4,116,072.44	

Introduced by: Councilmember Talarico; seconded by Councilmember Koelling - All ayes

**145-2016 Authorize Reimbursement/Field Use Fee/R. Gatto/Robert Half Company**

**BE IT RESOLVED**, the below individual from the corporation Robert Half is hereby granted a refund for an used field use fee as the Company was not able to use the field as scheduled.

Refund: \$400.00

Check made payable to: Ryan C. Gatto, Mail to Ryan C. Gatto, Regional Vice President  
Robert Half Company, 250 Pehle Avenue, 5<sup>th</sup> floor, Saddle Brook, NJ

**NOW THEREFORE BE IT RESOLVED**, the Borough Treasurer shall receive a copy of this resolution for processing.

Introduced by: Councilmember LaMonica; seconded by Councilmember Koelling - All ayes  
Councilmember Curry asked for clarification as to why the refund;

**146-2016 Awarding Professional Service Contract/Engineering Services/Construction Observation Services/Eagle Ridge Sanitary Sewer Extension/ Maser Consulting, LLC**

**WHEREAS**, the Borough of Montvale has deemed it necessary to engage the professional services of an Engineer to provide professional engineering services for on- site construction observations services for Eagle Ridge site work; and

**WHEREAS**, section N.J.S.A. 40A:11-5 of the Local Public Contracts Law, (N.J.S.A. 40A:11-1 et seq.) exempts such professional services from competitive bidding; and

**WHEREAS**, Maser Consulting, 200 Valley Road, Suite 400, Mt. Arlington, NJ 07856 has submitted a proposal dated June 22, 2016 to provide these services which is attached to the original of this resolution, and

**WHEREAS**, the Certified Municipal Finance Officer has certified funds are available certification hereto attached to the original of this resolution.

**NOW, THEREFORE BE IT RESOLVED** by the Borough of Montvale as follows:

- 1) That the proposal for the scope of professional engineering services is attached to this resolution which is made part of this resolution shall be awarded to Maser Consulting.
- 2) That the following be provided: Construction Observations Services
- 3) The cost not to exceed shall be \$32,500.00. The Engineer shall be required to submit itemized bills and payment shall be made based upon services rendered. The rates for this work are in accordance with the hourly contractual agreement with the Borough of Montvale.

**BE IT FURTHER RESOLVED**, that a copy of this resolution be published an official newspaper of the Borough of Montvale, be on file, available for public inspection, in the office of the Municipal Clerk, Municipal Complex, 12 Mercedes Drive, Montvale, NJ 07645.

Introduced by: Councilmember Curry; seconded by Councilmember Koelling - All ayes

**BILLS:**

A motion to pay bills by Councilmember Koelling; seconded by Councilmember Curry - All ayes  
Councilmember Weaver ask for clarification regarding a bill payable to Anchor Fence

**REPORT OF REVENUE:** Municipal Clerk read the Report of Revenue – August

**COMMITTEE REPORTS:**

**Councilmember Talarico**

**Police**

Monthly report included in original minutes

**Tri-Boro**

Montvale logged: 56 calls; 750 miles; 52 hours; 50 crew hours

**Councilmember Curry**

**Construction**

In process of hiring extra sub code officials which will be on a part-time basis

**Recreation**

Fall programs have begun; Halloween Carnival will be held on October 28<sup>th</sup> from 7-8:30 at Fieldstone Middle School; December 2 will be the tree lighting ceremony at the center of town at 7pm. The position of Rec Director has been posted on the NJLOM website, there are 3 possible candidates.

**Board of Health**

Flu clinic is scheduled for September 17 at the Senior Community Center from 9-11am

**Councilmember LaMonica**

**Chamber of Commerce**

Street Fair has been re-scheduled for Oct 23<sup>rd</sup> from 10-5pm;

**Stigma-Free**

Oct 14 will be an all day seminar at Park Ridge community center from 8:30-4:30

**Councilmember Koelling**

**Swim Club**

Looking into getting proposals to level the site

**Councilmember Weaver**

**Regional Board of Ed**

Met with concerned parents in regards to busing; spoke with Freeholder Sullivan and superintendent of schools, mentioned County and school is not responsible for sidewalks; asked what is our responsibility; brainstorming will continue with the Board of Education for a solution.

**Planning Board**

2 use permits were issued located at 210 Summit Ave and 1 Paragon Drive; Shell gas station looking to re-locating a poll; Sharp is looking to move in by December; discussions are ongoing in regards to 12 Railroad Ave.

**MAYOR**

**Library**

Circulation 12,201; 6,196 patron visits; 118 children participated in the summer reading programs.

**Report**

Flight Center's Grand Opening is scheduled for Sept 26; Toured the Sharp building; Sharp is requesting permission to work on Sundays between September 18 and January 27; a motion to grant permission to work on Sundays except for October 23 by Councilmember LaMonica; seconded by Councilmember Curry – all ayes

If anyone wishes to meet with the mayor it is scheduled for the first Tuesday of the month between 5-7pm; Discussions on still on going for the parkway ramp; KPMG will be expanding, they purchased the Winebow building, they will be adding 610 additional employees.

**ENGINEER'S REPORT:**

Andrew Hipolit

Report/Update

- a. Report Receipt of Bids/North Avenue Roadway Improvements

- 1) Resolution of Award

**147-2016 A Resolution Awarding a Contract to AJM Contractors for the North Avenue Roadway Improvements Project**

**WHEREAS**, the Borough of Montvale has a need for services in connection with the North Avenue Roadway Improvements Project; and

**WHEREAS**, consistent with the New Jersey *Local Public Contract Law, N.J.S.A. 40A:11-1, et seq.*, the Borough of Montvale did publicly solicit bids for said project under the title "North Avenue Roadway Improvements" with bids due on September 7, 2016; and

**WHEREAS**, said solicitation requested bids for a Base Bid plus Alternates "A" and "B"; and

**WHEREAS**, in response to said solicitation, five (5) bids were received; and

**WHEREAS**, the Mayor and Council, in consultation with the Borough Engineer have determined that sufficient funds are available to perform the work included in Base Bid plus Alternates "A" and "B"; and

**WHEREAS**, the lowest bid for the Base Bid plus Alternates "A" and "B" was submitted by AJM Contractors, maintaining offices at 300 Kuller Road, Clifton, New Jersey, in the total amount of \$202,871.00; and

**WHEREAS**, said bid was within the funds allocated for this project and within the Engineer's estimate for this work; and

**WHEREAS**, the offices of the Borough Engineer and Borough Attorney have reviewed this bid and have deemed it responsive to the bid specifications; and

**WHEREAS**, the Borough's Chief Financial Officer has certified that funds have been appropriated and are available for this purpose.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Montvale, that a contract for the above-referenced project shall be awarded as follows:

<b>Bidder</b>	<b>In the amount of:</b>	
AJM Contractors	Base Bid	\$138,371.00
300 Kuller Road	Alternate "A"	\$ 4,500.00
Clifton, New Jersey 07011	Alternate "B"	\$ 60,000.00
	<b>TOTAL</b>	<b>\$202,871.00</b>

**BE IT FURTHER RESOLVED** that the Mayor and Borough Clerk are hereby authorized to execute all documents necessary to effectuate the purpose of this Resolution, subject to approval by the Borough Engineer and Attorney.

**BE IT FURTHER RESOLVED**, that a copy of this resolution be published an official newspaper of the Borough of Montvale, be on file, available for public inspection, in the office of the Municipal Clerk, Municipal Complex, 12 Mercedes Drive, Montvale, NJ 07645.

Introduced by: Councilmember LaMonica; seconded by Councilmember Koelling - All ayes

**b. Professional Engineering Services/Public Bidding/Contract/Removal of Pool/Pool Building/1 Memorial Drive**

Proposal submitted is not to exceed \$24,000, this does not include contractor's work; Councilmember Weaver asked how much is the total cost, will be approximately \$250,000; this can be paid through Open Space Fund; a motion to proceed with bidding by Councilmember Koelling; seconded by Councilmember Curry - all ayes; The discussion continued regarding the pool chairs and remaining equipment, the swim club needs to be notified to have all equipment removed asap.

**c. Huff Terrace/Culvert/Emergency Repair**

Culvert runs under the road near the Huff Terrace pumping station, a portion of the culvert is failing; the engineer's recommendation would be to declare an emergency so it can be repaired sooner rather than later; a motion to declare an emergency by Councilmember Talarico; seconded by Councilmember Curry - all ayes

**d. Chestnut Ridge Road Widening / Update**

Councilmember Talarico asked for an update; engineer stated should go out to bid in November; anticipated start date would be spring of 2017;

**e. Eagle Ridge Sanitary Sewer Installation**

Councilmember Weaver asked for clarification into the power outage during construction; the engineer explained sometimes it happens

**f. Magnolia Bridge Replacement**

Councilmember Weaver mentioned he spoke to Freeholder Sullivan as to when it will be replaced; it's a county issue.

**ATTORNEY REPORT:**

Joe Voytus, Esq.  
Report/Update  
No Report

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

- a. Request Installation of Shed/12 Mercedes Drive Location/Boy Scout Troop 334/Storage of Equipment

Councilmembers had concerns as to the location of the shed, why the need of a shed; Councilmember Talarico asked for a different location; It was decided, to contact Mr. Hanrahan for a different location.

- b. MAL Truck or Treat

Requesting permission to use LaTrenta field parking lot on October 29 from 5-7PM- a motion to grant permission by Councilmember Curry; seconded by Councilmember LaMonica – all ayes

**Additional Resolution was added on:**

**148-2016 A Resolution Certifying a Lien against Property Known as 96 Powder Hill For Costs Incurred by the Borough of Montvale In Accordance With the Montvale Property Maintenance Code**

**WHEREAS**, in accordance with Chapter 86 of the Montvale Borough Code, entitled "Property Maintenance," notice of numerous property maintenance violations was sent to the owner of property/bank foreclosure known as 96 Powder Hill Road, designated as Block 104, Lot 19 on the Montvale Tax Map, and

**WHEREAS**, the owner of said property or the bank foreclosure division did not comply with these notices and did not abate the identified violations; and

**WHEREAS**, the Montvale Construction Official is required to take the steps in order for the necessary work to be performed and has certified the cost of same to the Governing Body with the submission of an invoice from Raymond Brothers, Landscaping, Inc. 55 Prospect Place, Hillsdale, NJ 07642 dated September 9, 2016, a copy of which is attached hereto and made a part hereof; and

**WHEREAS**, the cost to abate the property maintenance violations at 96 Powder Hill will \$850.00 for the initial cutting of the lawn, \$450.00 Initial whip weeds in front of beds and back patio, \$150.00 whip weeds along street and curb and \$200.00 for a weekly cut; and

**WHEREAS**, it is the desire of this Governing Body, in accordance with Borough Code § 86-10(D)(8), to approve said costs and to authorize the imposition of a lien against the property.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Montvale, County of Bergen, State of New Jersey, that a lien for all the bills submitted by the vendor is hereby certified as against the property known as 96 Powder in the Borough of Montvale; and

**BE IT FURTHER RESOLVED** that said lien shall be added to and become and form a part of the taxes next to be assessed and levied upon such lands, the same to bear interest at the same rate as taxes, and shall be collected and enforced in the same manner as are taxes, in accordance with Chapter 86 of the Borough Code and applicable law; and

**BE IT FURTHER RESOLVED** that the Borough Clerk shall forward a certified copy of this resolution to the owner(s) of the subject property by certified mail; and

**BE IT FURTHER RESOLVED** that the Tax Collector shall be responsible for collection of the amounts herein certified.

Introduced by: Councilmember Talarico; seconded by Councilmember Koelling - All ayes

**COMMUNICATION CORRESPONDENCE:**

None

**MEETING OPEN TO THE PUBLIC:**

**HEARING OF CITIZENS WHO WISH TO ADDRESS THE MAYOR AND COUNCIL:**

Upon recognition by the Mayor, the person shall proceed to the floor and give his/her name and address in an audible tone of voice for the records. Unless further time is granted by the Council, he/she shall limit his/her statement to five (5) minutes. Statements shall be addressed to the Council as a body and not to any member thereof. No person, other than the person having the floor, shall be permitted to enter into any discussion, without recognition by the Mayor.

Motion to open meeting to the public by Councilmember Talarico; seconded by Councilmember Koelling  
- all ayes

**Leia Amin**

Requesting permission for her Girl Scout project to allow the planting of milkweed, Butterfly Flower, at La Trenta Field, The Senior Center, Huff Park and the Montvale Library area; Mayor Ghassali suggested to go before the Environmental Commission for permission.

Motion to close meeting to the public by Councilmember Curry; seconded by Councilmember LaMonica  
- all ayes

**MEETING CLOSED TO THE PUBLIC:**

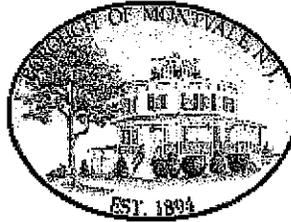
**ADJOURNMENT:**

Motion to adjourn Public Meeting by Councilmember Talarico; seconded by Councilmember Koelling  
- all ayes

Meeting was adjourned at 9:30pm

The next Meeting of the Mayor and Council will be held September 27, 2016 at 7:30 p.m.

**Respectfully submitted, Fran Scordo, Deputy Municipal Clerk**



**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 149-2016**

**RE:** Awarding Professional Service Contract/Engineering Services/Environmental Services /Montvale Swim Club/Building/Pool Demolition/Site Restoration/ Maser Consulting, LLC

**WHEREAS**, the Borough of Montvale has deemed it necessary to engage the professional services of an Engineer to provide professional engineering services for professional engineering and environmental services related to the demolition of the former Montvale Swim Club pool and buildings on Memorial Drive; and

**WHEREAS**, section N.J.S.A. 40A:11-5 of the Local Public Contracts Law, (N.J.S.A. 40A:11-1 et seq.) exempts such professional services from competitive bidding; and

**WHEREAS**, Maser Consulting, 200 Valley Road, Suite 400, Mt. Arlington, NJ 07856 has submitted a proposal dated September 8, 2016 to provide these services which is attached to the original of this resolution, and

**WHEREAS**, the Certified Municipal Finance Officer has certified funds are available certification hereto attached to the original of this resolution.

**NOW, THEREFORE BE IT RESOLVED** by the Borough of Montvale as follows:

- 1) That the proposal for the scope of professional engineering services is attached to this resolution which is made part of this resolution shall be awarded to Maser Consulting.
- 2) That the following be provided: Environmental/Engineering Services
- 3) The cost not to exceed shall be \$32,500.00. The Engineer shall be required to submit itemized bills and payment shall be made based upon services rendered. The rates for this work are in accordance with the hourly contractual agreement with the Borough of Montvale.

**BE IT FURTHER RESOLVED**, that a copy of this resolution be published an official newspaper of the Borough of Montvale, be on file, available for public inspection, in the office of the Municipal Clerk, Municipal Complex, 12 Mercedes Drive, Montvale, NJ 07645.

Councilmember	Motion	Second	Yes	No	Absent	Abstain
Curry						
Koelling						
LaMonica						
Lane						
Talarico						
Weaver						

**Adopted: September 27, 2016**

ATTEST:

\_\_\_\_\_  
Maureen Iarossi-Alwan  
Municipal Clerk

APPROVED:

\_\_\_\_\_  
Michael Ghassali  
Mayor



Engineers  
Planners  
Surveyors  
Landscape Architects  
Environmental Scientists

400 Valley Road, Suite 304  
Mount Arlington, NJ 07856  
T: 973.398.3110  
F: 973.398.3199  
www.maserconsulting.com

September 8, 2016

**VIA EMAIL**

Maureen Iarossi-Alwan  
Borough Clerk/Borough Administrator  
Borough of Montvale  
12 Mercedes Drive  
Montvale, NJ 07645

Re: Proposal for Professional Engineering and Environmental Services  
Montvale Swim Club Building and Pool Demolition and Site Restoration  
Memorial Drive  
Borough of Montvale, Bergen County, NJ  
MC Project No. MVB-472

Dear Ms. Iarossi-Alwan:

Maser Consulting P.A. (Maser Consulting) is pleased to present this proposal for professional engineering and environmental services related to the demolition of the former Montvale Swim Club pool and buildings on Memorial Drive.

**Project Background**

The Montvale Municipal Swim Club has operated on property owned by the Borough since 1961. Operations at the site ceased in 2014. Due to financial and safety issues, the Borough has determined that the pool buildings and pool should be demolished and the site graded for future recreational use.

Based on the above, Maser Consulting will provide the following engineering and environmental services:

**PHASE 1.0 ENVIRONMENTAL SERVICES**

Maser Consulting will conduct an Asbestos and Lead Based Paint (LBP) survey of the Swim Club pool and buildings. The survey will include the pool, pool surround, and the interior and exterior portions of the buildings to identify suspect asbestos-containing materials (ACMs) and Lead Based Paints (LBP's); collect and analyze representative samples of suspect materials, estimate the quantities of ACMs or LBP's, and prepare a summary report of the findings. This materials survey portion of the project will include the following:

**Task 1 - Prepare Health and Safety Plan, Review Information & Project Coordination**

Prior to conducting the survey, Maser Consulting will review any readily-available information on the property that is provided by the Borough. Based on the information, a Health and Safety Plan (HASP) complying with OSHA requirements will be prepared.



The task will also include start-up project management and various types of interviews with knowledgeable personnel, as may be needed.

### **Task 2 - Conduct ACM and LBP Survey and Sampling**

Maser Consulting will conduct the ACM and LBP survey in general conformance with guidelines established by AHERA and ASHARA, and, where needed, with OSHA. Following an initial site walk aimed at identifying the suspect ACMs and LBP's, a sampling strategy will be devised and subsequently implemented in the field. Maser Consulting will require access to all portions of the buildings.

Our proposal includes conducting up to twenty (20) LPM and ten (10) ACMs. The number of samples will depend on the types and distribution of suspected ACMs. The collection and analysis of additional ACM samples will be charged at the quoted rate below: PLM Analysis \$40 each. TEM analysis \$95 each.

### **Task 3 - Laboratory Analysis**

Samples of any asbestos containing or lead-based materials will be analyzed on a standard five (5)-day turnaround.

The analyses will be performed by a duly-qualified, independent laboratory. The laboratory will perform the analyses in accordance with applicable EPA, NIOSH and/or ASTM Methods (e.g., EPA 600/R-93/116 for PLM analysis, EPA 100.1 for TEM analysis, etc.).

### **Task 4 - Asbestos and Lead-Based Paint Survey Report & Abatement Quantities Summary**

A report will be prepared summarizing the results of the investigations. The report will describe the investigation methodologies and present analytical results on data summary tables, and present the estimated amounts of ACM and LBP. Sample locations will be shown on sketches.

## **PHASE 2.0 ENGINEERING SERVICES**

### **Task 1 – Preparation of Bid Documents for Building and Pool Demolition**

Maser Consulting will prepare specifications for the demolition of the pool buildings and pool. Demolition plans and specifications shall be prepared based on the preliminary investigations completed in Phase 1.0. The demolition plans will emphasize the reclamation of valuable materials in order to maximize a recycling credit to the Borough. All demolition materials are to be removed from the site and either be disposed of or recycled. The Contractor will also be responsible for removal of all debris and foundations from the site. The Contractor is also responsible to bring in clean fill and restore the site for future recreational use. Bid documents will be provided in conformance with Borough standards.

### **Task 2 - Bid Support**

Maser Consulting will coordinate with the Borough regarding the Bidding Period Services; specifically the following shall be conducted:



- Schedule the advertisement for bid.
- Conduct a pre-bid site visit for potential contractors, if necessary.
- Addendum – When bidders raise issues related to site improvements that may affect the bid price, Maser Consulting will develop an addendum to clarify or revise the bid documents.
- Opening of Bids – Maser Consulting will be present at the opening and reading of bids in order to tabulate them, if desired.
- Bid Review for Contract Award - Maser Consulting will review the proposals from the responsive bidders and make recommendations to the Borough regarding the selection and evaluation of the bids.

### **Task 3 – Construction Management and Oversight**

Upon award of the construction contract to the lowest responsive and responsible bidder, Maser Consulting shall coordinate a pre-construction meeting with the contractor and the Borough. During construction, Maser Consulting shall monitor the contractor's performance and enforce the adherence to the contract documents and project schedule.

Maser Consulting will provide the Borough with part-time, on-site construction administration services as needed. Maser Consulting will coordinate with the Building Department and the Contractor as part of this contract. It is the understanding of this office that the Building Department will be issuing building permits for the work and will be providing inspections for the project as needed.

Daily observation reports will be maintained by Maser Consulting regarding the project. Maser Consulting will review and prepare Contractor's payments as well as change orders (if necessary). If unacceptable work or material is supplied by the contractor, Maser Consulting will immediately notify the Contractor and the Borough so that immediate corrective action can be taken by the Contractor. Maser Consulting will review a plan of the proposed demolition operations provided by the Contractor.

Prior to completion, a final punch list will be created by the Construction Administrator and completion deadlines will be established for all open items. Upon completion of the punch list items, a final site visit will be scheduled with the Contractor and the Borough to close out the project.

### **FEE PROPOSAL**

For your convenience we have broken down the total estimated cost of the project into the categories identified within the Scope of Services.

PHASE 1.0	ENVIRONMENTAL SERVICES	\$ 8,500.00
PHASE 2.0	ENGINEERING SERVICES	\$15,500.00

**Total fee for the above-referenced work will be provided at the rates established in our 2016 Engineering contract with the Borough.**



**EXCLUSIONS:**

If any item listed herein, or otherwise not specifically mentioned within this agreement, is deemed necessary, then Maser Consulting may prepare an addendum to this agreement, outlining the scope of additional services and associated professional fees with regard to the extra services, for the Borough's review and approval. The unanticipated additional services will be in accordance with the Schedule of Hourly Rates for the number of hours that the construction administration or engineer is on-site. No extra services will be performed without authorization from the Borough.

The following items are specifically excluded from the Scope of Services listed above (Separate agreements can be provided to the Borough if the work is required or requested):

- Additional topographic surveys outside of the limits defined herein.
- Boundary surveys.
- ALTA surveys, title report reviews and metes and bounds descriptions.
- Additional requirements by town or municipal agencies not specified herein.
- Underground utility locations, inverts, etc.
- Police Protection or roadway safety details.
- Reimbursable, reproduction and miscellaneous charges not specifically identified within this agreement shall be as described in the Maser Consulting Rate Schedule in effect at the time the expenses are incurred.
- Environmental Studies and/or NJDEP Permits other than those stated herein.
- Application or permit fees to regulatory agencies.
- This agreement does not include any exploratory or testing work, interpretations or conclusions related to determination of potential chemical, toxic, radioactive or other type of contaminants on site, other than those specifically listed.

If you find this agreement acceptable, please forward a copy of the Resolution of Approval for this agreement to this office.

Thank you for your kind attention to this matter. Should you have any questions or require additional information, please feel free to contact me.

Very truly yours,

MASER CONSULTING P.A.

A handwritten signature in black ink, appearing to read 'Andrew R. Hipolit'.

Andrew R. Hipolit, P.E.  
Borough Engineer

ARH/dw

cc: Mayor and Council (via Clerk)



**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 150-2016**

**RE: Resolution Adopting Personnel Policies and Procedures**

**WHEREAS**, it is the policy of Borough of Montvale to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, (the New Jersey Civil Service Act,) (the New Jersey Attorney General's guidelines with respect to Police Department personnel matters,) the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

**WHEREAS**, the Mayor & Council has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

**NOW, THEREBY, BE IT RESOLVED** by the Mayor & Council that the Personnel Policies and Procedures Manual attached hereto is hereby adopted.

**BE IT FURTHER RESOLVED** that these personnel policies and procedures shall apply to all officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

**BE IT FURTHER RESOLVED** that this manual is intended to provide guidelines covering public service by Borough of Montvale employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Mayor & Council.

**BE IT FURTHER RESOLVED** that to the maximum extent permitted by law, employment practices for the Borough of Montvale shall operate under the legal doctrine known as "employment at will."

**BE IT FURTHER RESOLVED** that the Administration and all managerial/supervisory personnel are responsible for these employment practices. The Borough's General Counsel shall assist the Administrator in the implementation of the policies and procedures in this manual.

Councilmember	Motion	Second	Yes	No	Absent	Abstain
Curry						
Koelling						
LaMonica						
Lane						
Talarico						
Weaver						

**Adopted: September 27, 2016**

ATTEST:

\_\_\_\_\_  
Maureen Iarossi-Alwan  
Municipal Clerk

APPROVED:

\_\_\_\_\_  
Michael Ghassali  
Mayor

# Borough of Montvale Policies and Procedures Manual Additions

Please note: All additions in the manual are highlighted in red text.

Page 7/8 (Section One)

Anti-Discrimination Policy

Americans with Disabilities Act Policy: NJ Pregnant Worker's Fairness Act

Page 26/27/28/29 (Section Two)

Communication Media Policy

Page 37 (Section Three)

Bereavement Leave Policy

Page 65 (Section Five)

Employability Proof

Page 67 (Section Five)

Open Public Meetings Act Procedure concerning Personnel Matters

Page 80/81 (Section Six)

Updated CEPA "Whistleblower Act"

Page 82/85 (Section Six)

Email added on Applicant Information

*"Have you ever plead guilty or been found guilty of a crime; disorderly persons offense; or a municipal ordinance involving moral turpitude" is removed from the application form (page 82). However, on page 85, under "Understandings and Agreements" and "Conditions of Employment", as in the past it is stated the Applicant will be subject to a criminal background check.*

## **SECTION ONE**

### **Policies Relating to Employee Rights and Obligations:**

#### **Anti-Discrimination Policy:\***

The Borough of Montvale is committed to the principle of equal employment opportunity and anti-discrimination pursuant to Title VII of the 1964 Civil Rights Act as amended by the Equal Opportunity Act of 1972 and the New Jersey Law Against Discrimination as amended by the New Jersey Pregnant Worker's Fairness Act (LAD). Under no circumstances will the Borough of Montvale discriminate on the basis of sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, domestic partnership status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), pregnancy (including pregnancy medical condition), childbirth, liability for service in the United States armed forces, and/or any other characteristic protected by law. Decisions regarding the hiring, promotion, transfer, demotion or termination are based solely on the qualifications and performance of the employee or prospective employee. If any employee or prospective employee feels they have been treated unfairly, they have the right to address their concern with their supervisor, or if they prefer, their Department Head, the Borough Administrator, the Council Liaison or the Borough Attorney.

#### **Americans with Disabilities Act Policy:\*/New Jersey Pregnant Worker's Fairness Act.**

In compliance with the Americans with Disabilities Act, the ADA Amendments Act and the New Jersey Law Against Discrimination, as amended by the New Jersey Pregnant Worker's Fairness Act (LAD), the Borough of Montvale does not discriminate based on disability, pregnancy, pregnancy related medical condition or childbirth. The Borough of Montvale will endeavor to make every work environment handicap assessable and all future construction and renovation of facilities will be in accordance with applicable barrier-free Federal and State regulations and the Americans with Disabilities Act Accessibility Guidelines, as well as the ADA Amendments Act.

It is the policy of the Borough of Montvale to comply with all relevant and applicable provisions of the Americans with Disabilities Act, the ADA Amendments Act and LAD. We will not discriminate against any employee or job applicant with respect to any terms, conditions, or privileges of employment on the basis of a known or perceived disability, pregnancy, childbirth or pregnancy related medical condition. We will also make reasonable accommodations to known physical or mental limitations of all employees and applicants with disabilities or pregnant, provided that the individual is otherwise qualified to safely perform the

essential functions of the job and also provided that the accommodation does not impose undue hardship on the Borough of Montvale.

The Borough Administrator shall engage in an interactive dialogue with disabled/pregnant employees and prospective disabled/pregnant employees to identify reasonable accommodations or their respective physician. All decisions with regard to reasonable accommodation shall be made by the Borough Administrator. Employees who are assigned to a new position as a reasonable accommodation will receive the salary for their new position. The Americans with Disabilities Act does not require the Borough of Montvale to offer permanent "light duty", relocate essential job functions, or provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc.

Employees should also offer assistance, to the extent possible, to any member of the public who requests or needs an accommodation when visiting the Borough of Montvale facilities. Any questions concerning proper assistance should be directed to the Borough Administrator.

### **Contagious or Life Threatening Illnesses Policy:\***

The Borough of Montvale encourages employees with contagious diseases or life-threatening illnesses to continue their normal pursuits, including work, to the extent allowed by their condition. The Borough of Montvale shall make reasonable accommodations to known physical and mental limitations of all employees, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose an unreasonable hardship on the Borough of Montvale.

The Borough of Montvale will take reasonable precautions to protect such information from inappropriate disclosure, including the following:

- Medical information may be disclosed with the prior written informed consent of the person who is the subject of the information.
- Information may be disclosed without the prior written consent to qualified individuals for the purpose of conducting management audits, financial audits, and program evaluations, but these individuals shall not identify, either directly or indirectly, the person who is the subject of the record in a report or evaluation, or otherwise disclose the person's identity in any manner. Information shall not be released to these individuals unless it is vital to the audit or evaluation.
- Information may be disclosed to the Department of Health as required by State or Federal law.

Managers and other employees have a responsibility to maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information shall be subject to disciplinary action.

### **Safety Policy:**

4. During a prolonged absence or vacation of the Fire Chief, Police Chief, Public Works Superintendent, their designated second in command shall enjoy the same Borough vehicle use privileges as their superiors. A prolonged absence is defined as more than three consecutive days.
5. All other Borough vehicles shall be parked at their respective Borough facility when not in use by the official or employee unless prior permission is obtained from the Borough Administrator.

**D. Auxiliary Borough Vehicle**

1. An auxiliary Borough vehicle, where available, is intended for the general use of department manager, employees or volunteers in the performance of their Borough related business.
2. The scheduling of the auxiliary Borough vehicle shall be made through the Borough Clerk. Department managers wanting to schedule the auxiliary Borough vehicle for their use or their staff shall contact the Borough Clerk to reserve the vehicle for a specific time and date. The Borough Clerk shall resolve all scheduling conflicts.

**E. Personal Vehicle Use:**

1. An official or employee may, under certain circumstances, be authorized by the Borough Administrator to use his/her own vehicle on Borough business. The official or employee shall be reimbursed at the current fixed rate per mile as well as all highway, bridge or tunnel tolls and parking charges.
2. Whenever possible the official or employee shall use a borough vehicle for Borough related business.
3. Owners of vehicles used on Borough business shall carry adequate insurance to cover losses resulting from personal injury or property damage arising from the use of their vehicle. The Borough shall not be responsible for any repairs or replacement to the official's or employee's vehicle.

**Telephone Usage Policy:**

Borough of Montvale telephones are for official business only.

***Communication Media Policy\*:***

*The Borough of Montvale's Communication Media are the property of the Borough of Montvale and, as such, are to be used for legitimate business purposes only. For purposes of this Communication Media Policy, "Communication Media" includes all electronic media*

*forms provided by the Borough of Montvale, such as cell phones, smart phones, computers, electronic tablets, access to the internet, voicemail, email, and fax.*

*All data stored on and/or transmitted through Communication Media is the property of the Borough of Montvale. For purposes of this policy, "Data" includes "electronically-stored files, programs, tables, data bases, audio and video objects, spreadsheets, reports and printed or microfiche materials which serve a Borough of Montvale business purpose, regardless of who creates, processes or maintains the data, or whether the data is processed manually or through any of the Borough of Montvale's mainframe, midrange or workstations; servers, routers, gateways, bridges, hubs, switches and other hardware components of the Borough of Montvale's local or wide-area networks."*

*The Borough of Montvale respects the individual privacy of its employees. However, employee communications transmitted by the Borough of Montvale's Communication Media are not private to the individual. All Communication Media and all communications and stored information transmitted, received, or contained in or through such media may be monitored by the Borough of Montvale. The Borough of Montvale reserves the absolute right to access, review, audit and disclose all matters entered into, sent over, placed in storage in the Borough of Montvale's Communication Media. By using the Borough of Montvale's equipment and/or Communication Media, employees consent to have such use monitored at any time, with or without notice, by Borough of Montvale personnel. The existence of passwords does not restrict or eliminate the Borough of Montvale's ability or right to access electronic communications. However, the Borough of Montvale cannot require the employee to provide its password to his/her personal account.*

*All email, voicemail and Internet messages (including any technology-based messaging) are official documents subject to the provisions of the Open Public Records Act (NJSA 47:1A-1). Employees of the Borough of Montvale are required to use the assigned municipal email account for ALL Borough of Montvale business and correspondence. The use of private email accounts for ANY Borough of Montvale business or during business hours is strictly prohibited.*

*Employees can only use the Borough of Montvale's Communication Media for legitimate business purposes. Employees may not use Borough of Montvale's Communication Media in any way that is defamatory, obscene, or harassing or in violation of any Borough of Montvale rules or policy. Examples of forbidden transmissions or downloads include sexually-explicit messages; unwelcome propositions; ethnic or racial slurs; or any other message that can be construed to be harassment or disparaging to others based on their actual or perceived age, race, religion, sex, sexual orientation, gender identity or expression, genetic information, disability, national origin, ethnicity, citizenship, marital status or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances.*

*All employees, who have been granted access to electronically-stored data, must use a logon ID assigned by Borough of Montvale. Certain data, or applications that process data, may require additional security measures as determined by the Borough of Montvale. Employees*

*must not share their passwords; and each employee is responsible for all activity that occurs in connection with their passwords.*

*All employees may access only data for which the Borough of Montvale has given permission. All employees must take appropriate actions to ensure that Borough of Montvale data is protected from unauthorized access, use or distribution consistent with these policies. Employees may not access or retrieve any information technology resource and store information other than where authorized.*

*Employees must not disable anti-virus and other implemented security software for any reason, in order to minimize the risk of introducing computer viruses into the Borough of Montvale's computing environment.*

*Employees may not install or modify any hardware device, software application, program code, either active or passive, or a portion thereof, without the express written permission from the Borough of Montvale. Employees may not upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of the Borough of Montvale, or licensed to the Borough of Montvale. Employees shall observe the copyright and licensing restrictions of all software applications and shall not copy software from internal or external sources unless legally authorized.*

*Social Media and its uses in government and daily life are expanding each year however, information posted on a website is available to the public; therefore, employees must adhere to the following guidelines for their participation in social media. Only those Employees directly authorized by the Borough Administrator may engage in social media activity during work time through the use of the Borough of Montvale's Communication Media, as it directly relates to their work and it is in compliance with this policy.*

*Employees must not reveal or publicize confidential Borough of Montvale information. Confidential proprietary or sensitive information may be disseminated only to individuals with a need and a right to know, and where there is sufficient assurance that appropriate security of such information will be maintained. Such information includes, but is not limited to the transmittal of personnel information such as medical records or related information. In law enforcement operations, confidential, proprietary or sensitive information also includes criminal history information, confidential informant identification, and intelligence and tactical operations files.*

*No Borough of Montvale employee shall post internal working documents to social media sites. This includes but is not limited to screenshots of computer stations, pictures of monitors and/or actual documents themselves without the prior approval of the Borough of Montvale. In addition, employees are prohibited from releasing or disclosing any photographs, pictures, digital images of any crime scenes, traffic crashes, arrestees, detainees, people or job related incident or occurrence taken with the Borough of Montvale's Communication Media to any person, entity, business or media or Internet outlet whether on or off duty without the express written permission of the Borough Administrator. Except in "emergency situations, "employees are prohibited from taking digital images or photographs with media equipment*

*not owned by the Borough of Montvale. For purposes of this section, an "emergency situation" involves a sudden and unforeseen combination of circumstances or the resulting state that calls for immediate action, assistance or relief, and may include accidents, crimes and flights from accidents or crimes and the employee does not have access to the Borough of Montvale's Communication Media. If such situation occurs, employee agrees that any images belong to the Borough of Montvale and agree to release the image to the Borough of Montvale and ensure its permanent deletion from media device upon direction from the Borough of Montvale.*

*No media advertisement, electronic bulletin board posting, or any other communication accessible via the Internet about the Borough of Montvale or on behalf of the Borough of Montvale, whether through the use of the Borough of Montvale's Communication Media or otherwise, may be issued unless it has first been approved by the Borough Administrator. Under no circumstances may information of a confidential, sensitive or otherwise proprietary nature be placed or posted on the Internet or otherwise disclosed to anyone outside the Borough of Montvale. Such unauthorized communications may result in disciplinary action.*

*Because (authorized) postings placed on the Internet through use of the Borough of Montvale's Communication Media will display on the Borough of Montvale's return address, any information posted on the Internet must reflect and adhere to all of the Borough of Montvale's standards and policies.*

*All users are personally accountable for messages that they originate or forward using the Borough of Montvale's Communication Media. Misrepresenting, obscuring, suppressing, or replacing a user's identity on any Communication Media is prohibited. "Spoofing" (constructing electronic communications so that it appears to be from someone else without a legitimate authorized purpose and authorized by the Borough Administrator) is prohibited.*

*Employees must respect the laws regarding copyrights, trademarks, rights of public Borough of Montvale and other third-party rights. Any use of the Borough of Montvale's name, logos, service marks or trademarks outside the course of the employee's employment, without the express consent of the Borough of Montvale, is strictly prohibited. To minimize the risk of a copyright violation, employees should provide references to the source(s) of information used and cite copyrighted works identified in online communications.*

*To the extent that employees use social media outside of their employment and in so doing employees identify themselves as Borough of Montvale's employees, or if they discuss matters related to the Borough of Montvale on a social media site, employees must add a disclaimer on the front page, stating that it does not express the views of the Borough of Montvale, and the employee is expressing only their personal views. For example: "The views expressed on this website/web log are mine alone and do not necessarily reflect the views of my employer." Place the disclaimer in a prominent position and repeat it for each posting that is expressing an opinion related to the Borough of Montvale or the Borough of Montvale's business. Employees must keep in mind that, if they post information on a social media site that is in violation of Borough of Montvale policy and/or federal, state or local laws, the disclaimer will not shield them from disciplinary action.*

The Borough may elect, at its discretion, to authorize payment for these unused vacation days. If payment is so authorized said payments shall be at the wage rate prevailing at the time when such vacation was earned.

### **Personal Leave Policy:**

All full-time employees are entitled to *four (4)* personal days per year; any unused personal days are forfeited at the end of each calendar year. All part-time employees who work twenty-eight (28) hours or more, and have attained their one-year anniversary, are entitled to *six (6)* personal days; any unused personal days are forfeited at the end of each calendar year.

### **Sick Leave Policy:**

All full-time employees are entitled to ten (12) working days of sick leave per calendar year. Sick leave is to be used only in cases where the employee is ill and unable to work, or in cases of the serious illness of a family member. Employees absent on sick leave for five or more consecutive working days must submit a doctor's verification of illness or injury. If an employee is attending to an immediate family member, a doctor's verification of that individual is required. After the tenth day of absence on sick leave in one calendar year, a doctor's verification must be submitted for all sick leave absences, regardless of duration. There will be no payment for any additional sick days beyond the ten paid sick days allotted in a calendar year. Prior to the return to work, the Borough of Montvale may require an employee to be examined by a physician designated by the Borough of Montvale to verify fitness to return to normal duties. An employee will not be permitted to return to work until the verification is received. *No payments will be made for sick days accumulated.*

### **Bereavement Leave Policy:**

All employees are entitled to four (4) work days commencing the day after death for each death of an employee's immediate relative. "Immediate relative" includes spouse or significant other, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, mother-in-law, father-in-law, brother-in-law, sister-in-law, cousin or any person related by blood or marriage residing in an employee's household. Employees are paid for all working days during the Bereavement Leave.

### **Jury Duty Policy:**

An employee required to render jury service must submit jury duty notice to Administrator in advance and shall be entitled to be absent with pay from work during that service. Proof of jury duty service must be submitted when completed.

- **Employability Proof:** After acceptance, but before starting employment, all new employees shall be required to fill out an employment verification form (I9) and to provide acceptable proof of right to employment in the United States.
- **Record Retention:** All applications, notes made during interviews and reference checks, job offers and other documents created during hiring process must be returned to the Borough Administrator. Documents related to the successful candidate will be placed in the employee's official personnel file except medical records including physical examinations must be maintained in a separate file. All records documents related to other candidates must be retained for at least one year. Records and documents created during the hiring process are confidential and must be retained in a locked cabinet.

### **Nepotism Procedure:**

Unless otherwise provided by law or collective bargaining unit agreements, immediate relatives shall not be hired, promoted or transferred to a regular full-time or regular part-time position where:

- One relative would have the authority to appoint, remove, discipline or evaluate the performance of the other;
- One relative would be responsible for auditing the work of the other; or
- Other circumstances exist that place the relatives in a situation of actual or reasonably foreseeable conflict of interest.

For purposes of this policy, immediate relative includes spouse or significant other, child, parent, stepchild, and sibling.

### **ANTI-NEPOTISM POLICY**

All Borough Employees.

#### **General Policy**

The Borough of Montvale has determined that the goal of good government is promoted by a policy of anti-nepotism and the purpose of this policy is not to deprive any citizen of an equal chance for employment within the Borough, but is solely intended to eliminate the potential for preferential treatment of the relatives of government personnel.

#### Applicability

- A. The prohibitions set forth in Resolution 221-2001 shall apply solely to employee positions for the Borough of Montvale.

elected official. Such elected official shall abstain from the participation in such personnel action as it applies to such relative.

### Current Employees

Except as may be otherwise expressly provided for herein, this policy shall not affect the employment of any present Borough employees and/or any existing contractual obligations with employees by the Borough of Montvale.

### **Open Public Meetings Act Procedure concerning Personnel Matters:\***

Discussions by the governing body or any body of the Borough of Montvale concerning appointment, termination, terms and conditions of employment, performance evaluation, promotion or discipline of any current or prospective officer or employee shall be in closed session, with the right of the employee to be present, unless the individual requests in writing that the discussion be held in open session. Such request must be granted. Prior to the discussion by the governing body or any body of the Borough of Montvale concerning such matters, the Clerk shall notify the affected person(s) of the meeting date, time and place, the matters to be discussed and the person's right to request that the discussion occur in open session. In the event more than one person is affected by the discussion and one of the affected persons does not request that the discussion be in open session, then the discussion shall be in closed session.

### **Processing and Orientation of New Employees Procedure:\***

All new regular full-time and regular part-time employees will be scheduled to meet with the Borough Administrator, Council Liaison and Department Head on their first day for a general orientation. Copies of all forms and acknowledgements must be returned to the Borough Administrator for inclusion in the employee's official personnel file. The orientation will include:

- A tour of the appropriate facilities to acquaint the new employee with overall operations as they relate to the specific position;
- The completion of all pertinent personnel, payroll, insurance and pension forms;
- A review of the Personnel Policies and Procedures Manual and acknowledgement of receipt;
- The Employee Complaint Policy letter and acknowledgement;
- A safety orientation and acknowledgement; and

# Conscientious Employee Protection Act "Whistleblower Act"

## Employer retaliatory action; protected employee actions; employee responsibilities

1. New Jersey law prohibits an employer from taking any retaliatory action against an employee because the employee does any of the following:
  - a. Discloses, or threatens to disclose, to a supervisor or to a public body an activity, policy or practice of the employer or another employer, with whom there is a business relationship, that the employee reasonably believes is in violation of a law, or a rule or regulation issued under the law, or, in the case of an employee who is a licensed or certified health care professional, reasonably believes constitutes improper quality of patient care;
  - b. Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, or a rule or regulation issued under the law by the employer or another employer, with whom there is a business relationship, or, in the case of an employee who is a licensed or certified health care professional, provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into quality of patient care; or
  - c. Objects to, or refuses to participate in, any activity, policy or practice which the employee reasonably believes:
    - (1) is in violation of a law, or a rule or regulation issued under the law or, if the employee is a licensed or certified health care professional, constitutes improper quality of patient care;
    - (2) is fraudulent or criminal; or
    - (3) is incompatible with a clear mandate of public policy concerning the public health, safety or welfare or protection of the environment.  
N.J.S.A. 34:19-3.
2. The protection against retaliation, when a disclosure is made to a public body, does not apply unless the employee has brought the activity, policy or practice to the attention of a supervisor of the employee by written notice and given the employer a reasonable opportunity to correct the activity, policy or practice. However, disclosure is not required where the employee reasonably believes that the activity, policy or practice is known to one or more supervisors of the employer or where the employee fears physical harm as a result of the disclosure, provided that the situation is emergency in nature.

### CONTACT INFORMATION

The following contact person has been designated to answer your questions or provide information regarding your rights and responsibilities under this act (N.J.S.A. 34:19-4):

Primary Contact: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

### ***This notice must be conspicuously displayed.***

Once each year, employers must distribute notice of this law to their employees. If you need this document in a language other than English or Spanish, please call (609) 292-7832.



# La Ley de protección al empleado consciente

## "Ley de protección del denunciante"

### Acciones de represalia del empleador; protección de las acciones del empleado

1. La ley de New Jersey prohíbe que los empleadores tomen medidas de represalia contra todo empleado que haga lo siguiente:
  - a. Divulgue o amenace con divulgar, ya sea a un supervisor o a una agencia pública toda actividad, directriz o norma del empleador o de cualquier otro empleador con el que exista una relación de negocios y que el empleado tiene motivos fundados para pensar que violan alguna ley, o en el caso de un trabajador licenciado o certificado de la salud y que tiene motivos fundados para pensar que se trata de una manera inadecuada de atención al paciente;
  - b. Facilite información o preste testimonio ante cualquier agencia pública que conduzca una investigación, audiencia o indagación sobre la violación de alguna ley, regla o reglamento que el empleador o algún otro empleador con el que exista una relación de negocios; o en el caso de un trabajador licenciado o certificado de la salud que facilite información o preste testimonio ante cualquier agencia pública que conduzca una investigación, audiencia o indagación sobre la calidad de la atención al paciente; o
  - c. Se opone o se niega a participar en alguna actividad, directriz o práctica que el empleado tiene motivos fundados para pensar que:
    - (1) viola alguna ley, o regla o reglamento que dicta la ley o en el caso de un empleado licenciado o certificado de la salud que tiene motivos fundados para pensar que se trata de la atención inadecuada al paciente;
    - (2) es fraudulenta o delictiva; o
    - (3) es incompatible con algún mandato establecido por las directrices públicas relacionadas con la salud pública, la seguridad o el bienestar o la protección del medio ambiente. Artículo 34:19-3 de las Leyes comentadas de New Jersey de protección del empleado consciente (N.J.S.A., por sus siglas en inglés)
2. No se puede acoger a la protección contra la represalia, cuando se hace una divulgación a un organismo público, a no ser que el empleado le informe al empleador de tal actividad, política o norma a través de un aviso por escrito y le haya dado al empleador una oportunidad razonable para corregir tal actividad, política o norma. Sin embargo, no es necesaria la divulgación en los casos en que el empleado tenga indicios razonables para creer que un supervisor o más de un supervisor del empleador tienen conocimiento de tal actividad, política o norma o en los casos en los que el empleado teme que tal divulgación pueda traer como consecuencia daños físicos a su persona siempre y cuando la naturaleza de la situación sea la de una situación de emergencia.

#### Información del Contacto

La persona siguiente para ha sido designada a contestar sus preguntas o, proporcionar información adicional relacionada con sus derechos y responsabilidades según lo indica esta ley (N.J.S.A. 34:19-4):

Nombre: \_\_\_\_\_

Dirección: \_\_\_\_\_

Número de teléfono: \_\_\_\_\_

### **Este aviso se debe exponer a la vista de todos.**

Una vez por año, los empleadores deben de distribuir un aviso de esta ley a sus empleados. Si necesita este documento en algún otro idioma que no sea inglés o español, sírvase llamar al (609) 292-7832. Posiblemente, una carga nominal puede ser cobrada.



# Borough of Montvale Employment Application

12 Mercedes Drive, Montvale, NJ 07645

Date: \_\_\_\_\_

## Applicant Information:

Name (Last, First, Middle): \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

Phone (Work): ( ) \_\_\_\_\_ (Home): ( ) \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

Position applied for: \_\_\_\_\_

Have you ever applied to the Borough of Montvale before: \_\_\_ Yes \_\_\_ No If yes, give date \_\_\_\_\_

Date you can start: \_\_\_\_\_ Salary desired: \_\_\_\_\_

Are you available to work: \_\_\_ Full time \_\_\_ Part time \_\_\_ Shift work \_\_\_ Temporary

Are you currently employed: \_\_\_ Yes \_\_\_ No May we contact you at work: \_\_\_ Yes \_\_\_ No

May we contact your current employer: \_\_\_ Yes \_\_\_ No

Are you currently on layoff status and subject to recall: \_\_\_ Yes \_\_\_ No

Do you possess a current driver's license: \_\_\_ Yes \_\_\_ No

Do you possess a current commercial driver's license: \_\_\_ Yes \_\_\_ No

Please list any endorsements: \_\_\_\_\_

If you are under eighteen years of age, can you provide proof of eligibility to work: \_\_\_ Yes \_\_\_ No

Are you legally eligible to work in the United States of America: \_\_\_ Yes \_\_\_ No  
Pursuant to Federal Law, proof of US Citizenship or immigration status will be required if you are hired.

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The Borough of Montvale is an Equal Opportunity Employer M/F

**References:** Provide the names, addresses and phone numbers of three people whom we may contact as a reference. They should not be relatives or former supervisors.

Name & Address:	Phone Number:	Years Known:

**Understandings and Agreements:**

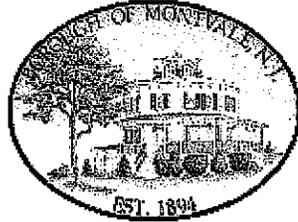
As an applicant for a position with the Borough of Montvale, I understand and agree that I must provide truthful and accurate information in this application. I understand that my application may be rejected if any information is not complete, true and accurate. If hired, I understand that I may be separated from employment if the Borough of Montvale later discovers that information on this form was incomplete, untrue, or inaccurate. I give the Borough of Montvale the right to investigate the information I have provided, talk with former employers (except where I have indicated they may not be contacted). I give the Borough of Montvale the right to secure additional job-related information about me. I release the Borough of Montvale and its representatives from all liability for seeking such information. I understand that the Borough of Montvale is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the Borough of Montvale will make reasonable accommodations as required by the Americans with Disabilities Act. I understand that, if employed, I may resign at any time and that the Borough of Montvale may terminate me at any time in accordance with its established policies and procedures. No representatives of the Borough of Montvale may make any assurances to the contrary. I understand that any offer of employment may be subject to job-related medical, physical, drug, or psychological tests. I also understand that some positions may involve complete background and criminal checks. *For your application to be considered, you must sign and date below.*

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Conditions of Employment:**

Please be advised that all offers of employment are conditional on the applicant passing a mandatory criminal background check and drug test. A pre-employment physical may also be required. Pursuant to our personnel policy, all job applicants are required to sign a consent form for drug testing and if the test results are positive and are not accounted for by the legal use of prescription or non-prescription drugs the applicant shall be ineligible for hire unless they can establish a legal basis for the use of the drug or controlled substance for which they test positive. *For your application to be considered, you must sign and date below.*

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_



**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 151-2016**

**RE: RESOLUTION TO AFFIRM THE BOROUGH OF MONTVALE'S CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTEERS, INDEPENDENT CONTRACTORS, AND MEMBERS OF THE PUBLIC THAT COME INTO CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND VOLUNTEERS**

**WHEREAS**, it is the policy of Borough of Montvale to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act, and

**WHEREAS**, the governing body of Borough of Montvale has determined that certain procedures need to be established to accomplish this policy

**NOW, THEREFORE BE IT ADOPTED** by the Mayor & Council of the Borough of Montvale that:

**Section 1:** No official, employee, appointee or volunteer of the Borough of Montvale by whatever title known, or any entity that is in any way a part of the Borough of Montvale shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment or a violation of any person's constitutional rights while such official, employee, appointee volunteer, or entity is engaged in or acting on behalf of the Borough of Montvale's business or using the facilities or property of the Borough of Montvale.

**Section 2:** The prohibitions and requirements of this resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization or support in any way from the Borough of Montvale to provide services that otherwise could be performed by the Borough of Montvale.

**Section 3:** Discrimination, harassment and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights.

**Section 4:** The Borough Administrator shall establish written procedures for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.

**Section 5:** No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

**Section 6:** The Borough Administrator shall establish written procedures that require all officials, employees, appointees and volunteers of the Borough of Montvale as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this resolution.

**Section 7:** The Borough Administrator shall establish a system to monitor compliance and shall report at least annually to the governing body the results of the monitoring.

**Section 8:** At least annually, the Borough Administrator shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within the Borough of Montvale. This communication shall include a statement from the governing body expressing its unequivocal commitment to enforce this resolution. This summary shall also be posted on the Borough of Montvale web site.

**Section 9:** This resolution shall take effect immediately.

**Section 10:** A copy of this resolution shall be published in the official newspaper of the Borough of Montvale in order for the public to be made aware of this policy and the Borough of Montvale's commitment to the implementation and enforcement of this policy.

Councilmember	Motion	Second	Yes	No	Absent	Abstain
Curry						
Koelling						
LaMonica						
Lane						
Talarico						
Weaver						

**Adopted: September 27, 2016**

ATTEST:

APPROVED:

\_\_\_\_\_  
Maureen Iarossi-Alwan  
Municipal Clerk

\_\_\_\_\_  
Michael Ghassali  
Mayor



**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 152-2016**

**RE: Sale of Surplus/Property/Use of GovDeals/Online Auction**

WHEREAS, the Borough of Montvale is the owner of certain surplus property which is no longer needed for public use; and

WHEREAS, the Governing Body is desirous of selling said surplus property in an "as is" condition without express or implied warranties.

NOW THEREFORE, be it RESOLVED by the Governing Body of The Borough of Montvale, Bergen County, State of New Jersey, as follows:

(1) The sale of the surplus property shall be conducted through GovDeals pursuant to State Contract A-83453/T2581 in accordance with the terms and conditions of the State Contract. The terms and conditions of the agreement entered into with GovDeals is available online at govdeals.com and also available from the Borough of Montvale.

(2) The sale will be conducted online and the address of the auction site is govdeals.com.

(3) The sale is being conducted pursuant to Local Finance Notice 2008-9.

(4) A list of the surplus property to be sold is as follows is attached to the original of this resolution.

(5) The surplus property as identified shall be sold in an "as-is" condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said surplus property.

(6) The Borough of Montvale reserves the right to accept or reject any bid submitted.

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Montvale, County of Bergen, State of New Jersey the Mayor and/or Municipal Clerk are authorized to execute the agreement with GovDeals, and any and all documents necessary for the auction of surplus municipal property.

Councilmember	Motion	Second	Yes	No	Absent	Abstain
Curry						
Koelling						
LaMonica						
Lane						
Talarico						
Weaver						

**Adopted: September 27, 2016**

ATTEST:

APPROVED:

\_\_\_\_\_  
Maureen Iarossi-Alwan  
Municipal Clerk

\_\_\_\_\_  
Michael Ghassali  
Mayor



**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 153-2016**

**RE: Authorize Payment #3/New Montvale Firehouse/Unimak LLC**

**WHEREAS**, the Borough of Montvale awarded a contract on April 26, 2016 in connection with the New Montvale Firehouse Project; and

**WHEREAS**, the original contract amount is \$4,449,000.00 via Resolution #82-2016; and

**WHEREAS**, the Robbie Conley Architect, LLC approved said payment based on the contract as per the documentation transmittal dated September 2, 2016 which is attached to the original of this resolution; and

**WHEREAS**, Payment #3 is hereby authorized in the amount of \$188,081.60 to be issued to Unimak, LLC, 82 Midland Avenue, Saddle Brook, NJ 076633 Franklin Avenue, Suite 170 Nutley, NJ 07110-1209; and

**WHEREAS**, the Borough's Chief Financial Officer has certified that funds have been appropriated and are available for this purpose.

Total Contract Amount	\$4,449,000.00	Resolution #82-2016
Payment	\$207,230.80	Resolution 138-2016 Payment #1
Payment	\$125,696.76	Resolution 144-2016 Payment #2
Payment	\$188,081.60	Resolution 153-2016 Payment #3
Total Remaining:	\$3,927,990.84	

Councilmember	Motion	Second	Yes	No	Absent	Abstain
Curry						
Koelling						
LaMonica						
Lane						
Talarico						
Weaver						

**Adopted: September 27, 2016**

ATTEST:

APPROVED:

\_\_\_\_\_  
Maureen Iarossi-Alwan  
Municipal Clerk

\_\_\_\_\_  
Michael Ghassali  
Mayor

RECEIVED

SEP 01 2016

BY: \_\_\_\_\_

## Application and Certificate for Payment

<b>TO OWNER:</b> The Borough of Montvale 12 Mercedes Drive Montvale, NJ 07645 <b>FROM CONTRACTOR:</b> UniMak LLC 82 Midland Ave. Suite D Saddle Brook, NJ 07663	<b>PROJECT:</b> The New Montvale Fire House 35 W. Grand Ave. Montvale, NJ 07645 <b>VIA ARCHITECT:</b> Robbie Conley Architect, LLC 596 Glassboro Road Woodbury Hights, NJ 08097	<b>APPLICATION NO:</b> 3 <b>APPLICATION DATE:</b> August 31, 2016 <b>PERIOD TO:</b> August 31, 2016 <b>CONTRACT FOR:</b> <b>CONTRACT DATE:</b> 05/03/2016 <b>PROJECT NOS:</b> 1	<b>Distribution to:</b> OWNER <input checked="" type="checkbox"/> ARCHITECT <input checked="" type="checkbox"/> CONTRACTOR <input type="checkbox"/> FIELD <input type="checkbox"/> OTHER <input type="checkbox"/>
--	--	--	--

### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM .....	\$	4,449,000.00
2. NET CHANGE BY CHANGE ORDERS .....	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2) .....	\$	4,449,000.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) .....	\$	531,642.00
<b>5. RETAINAGE:</b>		
a. <u>2</u> % of Completed Work (Columns D + E on G703)	\$	10,632.84
b. <u>2</u> % of Stored Material (Column F on G703)	\$	
Total Retainage (Lines 5a + 5b, or Total in Column I of G703) .....	\$	10,632.84
6. TOTAL EARNED LESS RETAINAGE .....	\$	521,009.16
(Line 4 minus Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT .....	\$	332,927.56
(Line 6 from prior Certificate)		
8. CURRENT PAYMENT DUE .....		188,081.60
9. BALANCE TO FINISH, INCLUDING RETAINAGE .....	\$	3,927,990.84
(Line 3 minus Line 6)		

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 0.00	\$ 0.00
Total approved this month	\$	\$
<b>TOTAL</b>	\$	\$
<b>NET CHANGES</b> by Change Order	\$	<b>0.00</b>

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**CONTRACTOR:**  
 By: [Signature] Date: August 31, 2016

State of: New Jersey  
 County of: Bergen

Subscribed and sworn to before me this 31<sup>st</sup> day of August

Notary Public:

My commission expires:

**LISA COLON**  
 NOTARY PUBLIC OF NEW JERSEY  
 Comm. # 50038974  
 My Commission Expires 5/21/2021

### ARCHITECT'S CERTIFICATE FOR PAYMENT

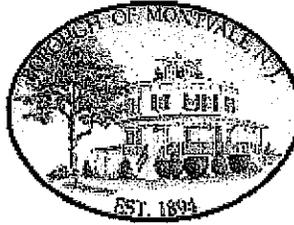
In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

**AMOUNT CERTIFIED** ..... \$ 188,081.60

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

**ARCHITECT:**  
 By: [Signature] Date: 9/2/16

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 154-2016**

**RE: Authorize Payment #1/Eagle Ride Road Sanitary Sewer Extension Project/Your Way Construction, Inc.**

**WHEREAS**, the Borough of Montvale awarded a contract on May 10, 2016 via Resolution No. 87-2016 in connection with the Eagle Ridge Sanitary Sewer Extension Project; and

Original Contract Amount	\$356,490.44
Payment #1	<u>\$114,847.43</u>
Balance	\$241,643.01

**WHEREAS**, the Borough Engineer based upon inspection of the sites recommends release of Payment #1 to Your Way Construction, Inc., 404 Coit Street Irvington, New Jersey 07111 in a letter dated September 19, 2016 which is attached to the original of this resolution; and

**WHEREAS**, the Borough's Chief Financial Officer has certified that funds have been appropriated and are available for this purpose.

**BE IT FURTHER RESOLVED**, The Governing Body hereby authorizes Payment #1 in the amount of \$114,847.43 to Your Way Construction.

Councilmember	Motion	Second	Yes	No	Absent	Abstain
Curry						
Koelling						
LaMonica						
Lane						
Talarico						
Weaver						

**Adopted: September 27, 2016**

ATTEST:

APPROVED:

\_\_\_\_\_  
Maureen Iarossi-Alwan  
Municipal Clerk

\_\_\_\_\_  
Michael Ghassali  
Mayor



Engineers  
 Planners  
 Surveyors  
 Landscape Architects  
 Environmental Scientists

400 Valley Road, Suite 304  
 Mount Arlington, NJ 07856  
 T: 973.398.3110  
 F: 973.398.3199  
 www.maserconsulting.com

September 19, 2016

BOROUGH OF MONTVALE

VIA EMAIL & MAIL

2016 SEP 20 AM 10:23

Maureen Iarossi-Alwan  
 Borough Clerk/Borough Administrator  
 Borough of Montvale  
 12 Mercedes Drive  
 Montvale, NJ 07645

Re: Eagle Ridge Road Sanitary Sewer Extension  
**Recommendation of Payment No. 1**  
 Borough of Montvale, Bergen County, New Jersey  
MC Project No. MVB-395

Dear Ms. Iarossi-Alwan:

Your Way Construction Inc., the Contractor for the above referenced project has requested Payment No. 1 for the Eagle Ridge Road Sanitary Sewer Extension. Enclosed please find the following documents:

- Payment Estimate #1, prepared by Maser Consulting, dated September 8, 2016;
- Application for Payment, prepared by Your Way Construction, dated September 9, 2016, certified and sealed by Maser Consulting 9/15/16;
- Certified Payrolls from August 14, 2016 to August 27, 2016, prepared, signed and sealed by Your Way Construction Inc., dated September 6, 2016.

With the original Contract amount as \$356,490.44, the payment breakdown is as follows:

<u>Original Contract Amount</u>	<u>\$356,490.44</u>
Total Cost of Work Completed	\$117,191.25
Less 2% Retainage	(\$2,343.83)
<u>Less Previous Payments</u>	<u>\$0.00</u>
<b>Amount Due</b>	<b>\$114,847.43</b>

Our office has been monitoring construction and as-built quantities completed to date.

Based upon our review, we recommend the processing of the attached Progress Payment No. 1, to Your Way Construction Inc. in the amount of **\$114,847.43**



Maureen Iarossi-Alwan  
MC Project No. MVB-395  
September 19, 2016  
Page 2 of 2

Thank you for your kind attention to this matter. Please contact me if you have any questions.

Very truly yours,

MASER CONSULTING P.A.

A handwritten signature in black ink, appearing to read 'A. Hipolit', written over a horizontal line.

Andrew R. Hipolit, P.E. P.P., C.M.E.  
Borough Engineer

ARH/tva  
Enclosures

cc: Mayor and Council (via Clerk)  
Carl Bello, Borough Treasurer (via e-mail)  
Your Way Construction (via e-mail)

P:\MVB\MVB-395\Correspondence\OUT\160919\_arh\_Iarossi\_Alwan\_Progress Payment #1.docx



**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 155-2016**

**RE: Authorize Payment 2 Final Payment / Combined Project NJDOT Grant Project/Magnolia Avenue & Terkuile Road/D.L.S. Contracting Inc.**

**WHEREAS**, The Borough of Montvale awarded a contracts via Resolution No. 165-2015 and and 184-2015 on June 10, 2014 in November and December of 2015 awarding contracts to D.L.S. Contracting, Inc for the NJDOT Municipal Aid FY2014 (Magnolia Avenue Section #2) and NJDOT Municipal Aid FY2015 (Terkuile Road) for road improvements; and

**WHEREAS**, the Borough Engineer in a detailed letter dated September 20, 2016 which is attached to the original of this resolution recommends to authorize release of Payment # 2 which is the Final Payment for this project as follows:

- 1) Magnolia Avenue \$ 8,742.57
  - 2) Terkuile Road \$14,190.40
- Total Amount \$22,932.97

**WHEREAS**, a two year maintenance bond has been posted in the amount of \$41,701.93 which is 15% of the adjusted contract amount; and

**NOW, THEREFORE BE IT RESOLVED** by the Borough of Montvale as follows:  
Payment # 2 Final Payment in the amount of \$22,932.97 is hereby authorized to D.L.S. Contracting, Inc. 633 Franklin Avenue, Nutley, New Jersey 07110

Councilmember	Motion	Second	Yes	No	Absent	Abstain
Curry						
Koelling						
LaMonica						
Lane						
Talarico						
Weaver						

**Adopted: September 27, 2016**

ATTEST:

APPROVED:

\_\_\_\_\_  
Maureen Iarossi-Alwan  
Municipal Clerk

\_\_\_\_\_  
Michael Ghassali  
Mayor



Engineers  
 Planners  
 Surveyors  
 Landscape Architects  
 Environmental Scientists

400 Valley Road, Suite 304  
 Mount Arlington, NJ 07856  
 T: 973.398.3110  
 F: 973.398.3199  
 www.maserconsulting.com

September 20, 2016

**VIA EMAIL & MAIL**

Maureen Iarossi-Alwan  
 Borough Clerk/Borough Administrator  
 Borough of Montvale  
 12 Mercedes Drive  
 Montvale, NJ 07645

Re: 2016 Montvale Paving Program – Terkuile Road & Magnolia Avenue  
 Recommendation of Payment No. 2-Final  
 Borough of Montvale, Bergen County, New Jersey  
MC Project No. MVB-412

Dear Ms. Iarossi-Alwan:

Enclosed please find the following documents:

- Payment Estimate No. 2 - Final, dated August 23, 2016, prepared by Maser Consulting;
- Invoice No. 0147, dated 7/26/2016, prepared by D.L.S. Contracting, Inc., in the amount of \$22,932.98; and
- Maintenance Bond, prepared, signed and sealed by North American Specialty Insurance Company, dated August 30, 2016.

DLS Contracting, Inc., the contractor for the above referenced project, has requested Progress Payment No. 2 (Final). Our office has been monitoring construction and as-built quantities for contract items completed through July 2016.

Change Order No. 1 (Final) reflects a reduction in the overall project cost in the amount of \$23,248.98 or a 7.72% decrease from the total contract amount (\$301,262.15). The final project cost after Change Order No. 1 (Final) is **\$278,013.17**. Generally, the project reductions are the result of a lesser scope of work than anticipated due to roadway base being in good condition and less curb work than estimated at the time of contract award.

The payment breakdown for Progress Payment No. 2 (Final) is as follows:

<u>Magnolia Avenue</u> - Original Contract Amount	\$126,590.15
C.O. #1	\$(5,016.89)
Final Contract Amount	\$121,573.26
Previous Paid (Progress Payment #1)	\$(112,830.69)



Less 2% Project Retainage	-\$0.00
<u>Less 20% Retainage (Asphalt-Line 12)</u>	<u>-\$0.00</u>
<b>Final Payment – Magnolia Avenue</b>	<b>\$8,742.57</b>

<u>Terkuile Road</u> - Original Contract Amount	\$174,672.00
<u>C.O. #1</u>	<u>\$(18,232.40)</u>
Final Contract Amount	\$156,439.61
Previous Paid (Progress Payment #1)	\$(142,249.20)
Less 2% Project Retainage	-\$0.00
<u>Less 20% Retainage (Asphalt-Line 12)</u>	<u>-\$0.00</u>
<b>Final Payment – Magnolia Avenue</b>	<b>\$14,190.41</b>

The Applicant has provided a Maintenance Bond in the amount of \$41,701.93, 15% of the Adjusted Contract Amount; therefore, based upon our review, we recommend the processing of the attached Progress Payment No. 2 (Final), which includes the release of the project retainage and asphalt retainage, to D.L.S Contracting, Inc. in the amount of ~~\$22,932.98~~ **\$22,932.98**.

Thank you for your kind attention to this matter. Please contact me if you have any questions.

Very truly yours,

MASER CONSULTING P.A.

Andrew R. Hipolit, P.E. P.P., C.M.E.  
Borough Engineer

ARH/tva  
Enclosures

cc: Mayor and Council (via Clerk)  
Carl Bello, Borough Treasurer (via e-mail)  
D.L.S. Contracting (via e-mail)



**BOROUGH OF MONTVALE**  
 Terkulle Road and Magnolia Avenue Roadway Improvements  
 D.L.S. CONTRACTING, INC.  
 633 FRANKLIN AVENUE, SUITE 170, NUTLEY, NJ 07110

**PAYMENT ESTIMATE #2 Final**  
**PROJECT NO. MVB-412**  
**DATE ISSUED: 8/23/2016**

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMENDED QTY	QTY THIS EST.	AMOUNT THIS EST.	QTY PREV. EST.	QTY TO DATE	AMOUNT TO DATE
<b>BASE BID 'A' - MAGNOLIA AVENUE</b>										
1	INLET FILTERS	5	UN	\$ 1.00	5	\$ -	\$ -	5.00	5.00	\$ 5.00
2	BREAKAWAY BARRICADES	5	UN	\$ 1.00	5	\$ -	\$ -	5.00	5.00	\$ 5.00
3	DRUM	20	UN	\$ 1.00	20	\$ -	\$ -	20.00	20.00	\$ 20.00
4	TRAFFIC CONE	30	UN	\$ 1.00	30	\$ -	\$ -	30.00	30.00	\$ 30.00
5	CONSTRUCTION SIGNS	200	SF	\$ 1.00	200	\$ -	\$ -	200.00	200.00	\$ 200.00
6	POLICE TRAFFIC DIRECTORS	40	MH	\$ 65.00	40	\$ -	\$ -	103.81	103.81	\$ 6,747.50
7	FUEL PRICE ADJUSTMENT	1	DOLL	\$ 200.00	-11.87	\$ -	\$ -	0.00	-11.87	\$ (2,373.54)
8	CLEARING SITE	1	LS	\$ 19,529.00	1	\$ -	\$ -	1.00	1.00	\$ 19,529.00
9	EXCAVATION UNCLASSIFIED	101	CY	\$ 1.00	101	\$ -	\$ -	0.00	0.00	\$ -
10	DENSE GRADED AGGREGATE BASE COURSE, 6" THICK	364	SY	\$ 1.00	364	\$ -	\$ -	0.00	0.00	\$ -
11	HMA MILLING, 3" OR LESS (2" AVERAGE DEPTH)	3,639	SY	\$ 8.00	3,639	\$ -	\$ -	4100.00	4,100.00	\$ 32,800.00
12	HOT MIX ASPHALT 9.5 M 64 SURFACE COURSE, 2" THICK	477	TON	\$ 85.00	477	\$ -	\$ -	427.28	427.28	\$ 36,318.80
13	HOT MIX ASPHALT 19 M 64 BASE COURSE, 4" THICK	88	TON	\$ 85.00	88	\$ -	\$ -	0.00	0.00	\$ -
14	RESET EXISTING DRAINAGE STRUCTURE (IF/WHERE DIRECTED)	2	UN	\$ 300.00	2	\$ -	\$ -	2.00	2.00	\$ 600.00
15	BICYCLE SAFE GRATE (PHASE II STORMWATER COMPLIANT GRATE)	4	UN	\$ 300.00	4	\$ -	\$ -	5.00	5.00	\$ 1,500.00
16	CURB PIECE (NJDEP TYPE 'N' ECO)	4	UN	\$ 300.00	4	\$ -	\$ -	5.00	5.00	\$ 1,500.00
17	RECONSTRUCTED INLET, TYPE B, USING NEW CASTING	1	UN	\$ 900.00	1	\$ -	\$ -	3.00	3.00	\$ 2,700.00
18	RESET EXISTING MANHOLE (IF/WHERE DIRECTED)	3	UN	\$ 300.00	3	\$ -	\$ -	0.00	0.00	\$ -
19	CONCRETE SIDEWALK, 4" THICK (OVER 4" DGA)	39	SY	\$ 85.00	39	\$ -	\$ -	73.50	73.50	\$ 6,247.50
20	HOT MIX ASPHALT DRIVEWAY, 6" THICK	55	SY	\$ 30.00	55	\$ -	\$ -	0.00	0.00	\$ -
21	DETECTABLE WARNING SURFACE	6	SY	\$ 300.00	6	\$ -	\$ -	0.00	0.00	\$ -
22	9" X 18" CONCRETE VERTICAL CURB (WITH 2" FULL DEPTH REPAIR STRIP)	99	LF	\$ 40.00	99	\$ -	\$ -	193.00	193.00	\$ 7,720.00
23	9" X 6" HOT MIX ASPHALT CURB	393	LF	\$ 20.00	393	\$ -	\$ -	350.00	350.00	\$ 7,000.00
24	TRAFFIC STRIPES, 4"	2,010	LF	\$ 1.00	2,010	\$ -	\$ -	169.00	169.00	\$ 169.00
25	TRAFFIC STRIPES, 6"	117	LF	\$ 1.95	117	\$ -	\$ -	0.00	0.00	\$ -
26	TRAFFIC STRIPES, 12"	40	LF	\$ 3.00	40	\$ -	\$ -	47.00	47.00	\$ 141.00
27	TRAFFIC STRIPES, 24"	32	LF	\$ 6.00	32	\$ -	\$ -	0.00	0.00	\$ -
28	TOPSOILING, 4" THICK	116	SY	\$ 2.00	116	\$ -	\$ -	116.00	116.00	\$ 232.00
29	FERTILIZING AND SEEDING, TYPE A-3	116	SY	\$ 1.00	116	\$ -	\$ -	116.00	116.00	\$ 116.00
30	STRAW MULCHING	116	SY	\$ 1.00	116	\$ -	\$ -	116.00	116.00	\$ 116.00
31	Graphic - Stop Ahead - Thermoplastic	0	0	\$ 250.00	0	\$ -	\$ -	1.00	1.00	\$ 250.00
<b>BASE BID 'A' TOTAL</b>							\$ -		\$ 121,573.26	



**BOROUGH OF MONTVALE**  
 Terkulle Road and Magnolia Avenue Roadway Improvements  
 D.L.S. CONTRACTING, INC.  
 633 FRANKLIN AVENUE, SUITE 170, NUTLEY, NJ 07110

**PAYMENT ESTIMATE #2 Final**  
**PROJECT NO. MVB-412**  
**DATE ISSUED: 8/23/2016**

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMENDED QTY	QTY THIS EST.	AMOUNT THIS EST.	QTY PREV. EST.	QTY TO DATE	AMOUNT TO DATE
<b>BASE BID 'B' (TERKULLE ROAD)</b>										
1	INLET FILTERS	10	UN	\$ 1.00	10	\$ -	\$ -	10.00	10.00	\$ 10.00
2	BREAKAWAY BARRICADE	5	UN	\$ 1.00	5	\$ -	\$ -	5.00	5.00	\$ 5.00
3	DRUM	10	UN	\$ 1.00	10	\$ -	\$ -	10.00	10.00	\$ 10.00
4	TRAFFIC CONE	30	UN	\$ 1.00	30	\$ -	\$ -	30.00	30.00	\$ 30.00
5	CONSTRUCTION SIGNS	200	SF	\$ 1.00	200	\$ -	\$ -	200.00	200.00	\$ 200.00
6	POLICE TRAFFIC DIRECTORS	40	MH	\$ 65.00	40	\$ -	\$ -	62.25	62.25	\$ 5,346.08
7	FUEL PRICE ADJUSTMENT	1	DOLL	\$ 400.00	-13.29	\$ -	\$ -	0.00	-13.29	\$ (5,317.30)
8	CLEARING SITE	1	LS	\$ 19,529.00	1	\$ -	\$ -	1.00	1.00	\$ 19,529.00
9	EXCAVATION UNCLASSIFIED	233	CY	\$ 1.00	233	\$ -	\$ -	0.00	0.00	\$ -
10	DENSE GRADED AGGREGATE BASE COURSE, 6" THICK (IF/WHERE DIRECTED)	762	SY	\$ 1.00	762	\$ -	\$ -	0.00	0.00	\$ -
11	HMA MILLING, 3" OR LESS (2" AVERAGE DEPTH)	7,618	SY	\$ 5.00	7,618	\$ -	\$ -	8400.00	8,400.00	\$ 42,000.00
12	HOT MIX ASPHALT 9.5 M 64 SURFACE COURSE, 2" THICK	998	TON	\$ 85.00	998	\$ -	\$ -	957.21	957.21	\$ 81,362.85
13	HOT MIX ASPHALT 19 M 64 BASE COURSE, 4" THICK (IF/WHERE DIRECTED)	183	TON	\$ 85.00	183	\$ -	\$ -	0.00	0.00	\$ -
14	HOT MIX ASPHALT DRIVEWAY, 6" THICK	233	SY	\$ 30.00	233	\$ -	\$ -	0.00	0.00	\$ -
15	RESET EXISTING DRAINAGE STRUCTURE (IF/WHERE DIRECTED)	2	UN	\$ 300.00	2	\$ -	\$ -	2.00	2.00	\$ 600.00
16	BICYCLE SAFE GRATE (PHASE II STORMWATER COMPLIANT GRATE)	3	UN	\$ 300.00	3	\$ -	\$ -	4.00	4.00	\$ 1,200.00
17	CURB PIECE (NDEP TYPE 'N' ECO)	4	UN	\$ 300.00	4	\$ -	\$ -	4.00	4.00	\$ 1,200.00
18	RESET EXISTING MANHOLE (IF/WHERE DIRECTED)	4	UN	\$ 300.00	4	\$ -	\$ -	0.00	0.00	\$ -
19	TRAFFIC STRIPES, 4"	169	LF	\$ 2.00	169	\$ -	\$ -	2308.00	2,308.00	\$ 4,616.00
20	TRAFFIC STRIPES, 12"	47	LF	\$ 6.00	47	\$ -	\$ -	396.00	396.00	\$ 2,376.00
21	TRAFFIC STRIPES, 24"	59	LF	\$ 12.00	59	\$ -	\$ -	31.00	31.00	\$ 372.00
22	TOPSOILING, 4" THICK (IF/WHERE DIRECTED)	50	SY	\$ 2.00	50	\$ -	\$ -	50.00	50.00	\$ 100.00
23	FERTILIZING AND SEEDING, TYPE A-3 (IF/WHERE DIRECTED)	50	SY	\$ 1.00	50	\$ -	\$ -	50.00	50.00	\$ 50.00
24	STRAW MULCHING (IF/WHERE DIRECTED)	50	SY	\$ 1.00	50	\$ -	\$ -	50.00	50.00	\$ 50.00
25	RECONSTRUCTED INLET, TYPE B, USING NEW	3	UN	\$ 900.00	3	\$ -	\$ -	3.00	3.00	\$ 2,700.00
<b>BASE BID 'B' TOTAL</b>										<b>\$ 156,439.61</b>

<b>Magnolia Avenue</b>	
ORIGINAL CONTRACT AMOUNT	\$ 126,590.15
CHANGE ORDER NO. 1	\$ (5,016.89)
ADJUSTED CONTRACT AMOUNT	\$ 121,573.26
TOTAL COMPLETED TO DATE	\$ 121,573.26
RETAINAGE (2% OF COMPLETED WOR	(-)
RETAINAGE (20% OF ASPHALT COURS	(-)
SUBTOTAL:	\$ 121,573.26
LESS PREVIOUS PAYMENTS:	\$ 112,830.69
TOTAL AMOUNT DUE:	\$ 8,742.57

<b>Terkulle Road</b>	
ORIGINAL CONTRACT AMOUNT	\$174,672.00
CHANGE ORDER NO. 1	(\$18,232.40)
ADJUSTED CONTRACT AMOUNT	\$156,439.61
TOTAL COMPLETED TO DATE	\$156,439.61
RETAINAGE (2% OF COMPLETED WOR	(-)
RETAINAGE (20% OF ASPHALT COURS	(-)
SUBTOTAL:	\$156,439.61
LESS PREVIOUS PAYMENTS:	\$ 142,249.20
TOTAL AMOUNT DUE:	\$ 14,190.41

D.L.S. Contracting, Inc.

633 Franklin Avenue  
Suite 170  
Nutley, New Jersey 07110

# Invoice

Date	Invoice #
7/26/2016	0147

Bill To

P.O. No.	Terms	Project
		Magnolia Ave & Terkuile R...

Quantity	Description	Rate	Amount
	<b>Project: Magnolia Avenue &amp; Terkuile Road Roadway Improvement - Final invoice</b>		
	Magnolia Avenue - Retainage	9,714.67	9,714.67
	Asphalt adjustment	-2,373.54	-2,373.54
	Police	1,401.44	1,401.44
	Terkuile Road - Retainage	19,507.71	19,507.71
	Asphalt adjustment	-5,317.30	-5,317.30
		<b>Total</b>	<b>\$22,932.98</b>



**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 156-2016**

**RE:** Authorize Hiring Part Time /Acting Recreation Director/Montvale Recreation Department

**WHEREAS**, the Borough of Montvale is desirous of hiring an Acting Recreation Director in the Montvale Recreation Department; and

**WHEREAS**, Lisa Dent, meets the qualifications for this position, agrees to the terms and conditions of employment as directed by the Mayor and Council and by Ordinance; and

**NOW THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Montvale, County of Bergen, State of New Jersey that the above named individual is hereby appointed Recreation Director effective October 3, 2016.

Councilmember	Motion	Second	Yes	No	Absent	Abstain
Curry						
Koelling						
LaMonica						
Lane						
Talarico						
Weaver						

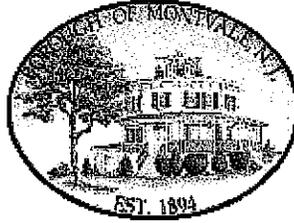
**Adopted: September 27, 2016**

ATTEST:

APPROVED:

\_\_\_\_\_  
Maureen Iarossi-Alwan  
Municipal Clerk

\_\_\_\_\_  
Michael Ghassali  
Mayor



**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 157-2016**

**RE: Authorize Change Order No. 4 Final (Reduction)/Final Payment #4/2015 Road Improvement Program/D.L.S. Contracting, Inc.**

**WHEREAS**, the Borough of Montvale awarded a contract on July 14, 2015 in connection with the 2015 Road Improvement Project; and

**WHEREAS**, the original contract amount was \$876,936.50 via Resolution #95-2015; and

**WHEREAS**, a complete payment breakdown of the 2015 Montvale Paving program is attached to the original of this resolution in a letter September 20, 2016 from Maser Consulting; and

**WHEREAS**, the Borough Engineer based upon inspection of various sites completed roadwork recommends release of payment #4 and Change Order No. 4 (reduction) to D.L.S. Contracting, Inc. 633 Franklin Avenue, Suite 170 Nutley, NJ 07110-1209; and

**WHEREAS**, the Borough's Chief Financial Officer has certified that funds have been appropriated and are available for this purpose.

**WHEREAS**, the contractor has provided a two year maintenance bond in the amount of \$122,355.81 15% of the total adjusted contract amount; and

**BE IT FURTHER RESOLVED** Final Payment #4 in the amount of \$14,510.86 shall be issued to D.L.S. Contracting, Inc.

Councilmember	Motion	Second	Yes	No	Absent	Abstain
Curry						
Koelling						
LaMonica						
Lane						
Talarico						
Weaver						

**Adopted: September 27, 2016**

**ATTEST:**

\_\_\_\_\_  
Maureen Iarossi-Alwan  
Municipal Clerk

**APPROVED:**

\_\_\_\_\_  
Michael Ghassali  
Mayor



Engineers  
 Planners  
 Surveyors  
 Landscape Architects  
 Environmental Scientists

400 Valley Road, Suite 304  
 Mount Arlington, NJ 07856  
 T: 973.398.3110  
 F: 973.398.3199  
 www.maserconsulting.com

September 20, 2016

VIA EMAIL

Maureen Iarossi-Alwan  
 Borough Clerk/Borough Administrator  
 Borough of Montvale  
 12 Mercedes Drive  
 Montvale, NJ 07645

Re: 2015 Montvale Paving Program  
**Recommendation of Payment No. 4 (Final) & Change Order No.4 (Final)**  
 Borough of Montvale, Bergen County, New Jersey  
MC Project No. MVB-399

Dear Ms. Iarossi-Alwan:

D.L.S. Contracting, Inc., the Contractor for the above referenced project, has requested Payment No. 4-Final for the 2015 Montvale Paving Program. Enclosed please find the following documents:

- Payment Estimate #4-Final, prepared by Maser Consulting, dated August 29, 2016, signed by DLS Contracting;
- Invoice # 0146, dated 7/26/2016, prepared by DLS Contracting; and
- Maintenance Bond, prepared, signed and sealed by North American Specialty Insurance Company, dated August 30, 2016.

With the original Contract amount as \$876,936.50, the payment breakdown is as follows:

Original Contract Amount	\$876,936.50
Change Order No. 1	\$107,700.00
Change Order No. 2	\$4,160.00
Change Order No. 3	(-) \$160,404.10
Change Order No. 4	(-) \$12,686.97
Adjusted Contract Amount	\$815,705.43
Total Cost of Work Completed	\$815,705.43
Less 2% Retainage	-\$0.00
Less Previous Payments	-\$801,194.57
<b>Amount Due</b>	<b>\$14,510.86</b>



Maureen Iarossi-Alwan  
MC Project No. MVB-399  
September 20, 2016  
Page 2 of 2

Our office has been monitoring construction and as-built quantities completed to date. The contractor has reviewed the as-built quantity list and signed the enclosed Progress Payment No. 4 (Final).

Change Order No. 4 (Final) reflects a reduction in the overall project cost in the amount of \$12,686.97 or a 1.53% decrease from the adjusted contract amount (\$828,392.40). The final project cost after Change Order No. 4 (Final) is \$815,705.43. Generally, the project reductions are the result of a lesser scope of work than anticipated due to roadway base being in good condition and less curb work than estimated at the time of contract award.

The contractor has submitted a Maintenance Bond in the amount of \$122,355.81, 15% of the Adjusted Contract Amount. Therefore, based upon our review, we recommend the processing of the attached Progress Payment No. 4 (Final), which includes the release of the project retainage to D.L.S Contracting in the amount of **\$14, 510.86**.

Thank you for your kind attention to this matter. Please contact me if you have any questions.

Very truly yours,

MASER CONSULTING P.A.

A handwritten signature in black ink, appearing to read 'Andrew R. Hipolit', is written over a horizontal line.

Andrew R. Hipolit, P.E. P.P., C.M.E.  
Borough Engineer

ARH/tva  
Enclosures

cc: Mayor and Council (via Clerk)  
Carl Bello, Borough Treasurer (via e-mail)  
D.L.S. Contracting (via e-mail)



**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 158-2016**

**RE: A Resolution Authorizing a Negotiated Procurement Process Pursuant to N.J.S.A. 40A:11-5(3) for the Montvale Municipal Building HVAC Project and Roof Replacement**

**Whereas**, the Borough of Montvale did twice publicly advertise for bids for the project entitled "BOROUGH HALL HVAC AND ROOF REPLACEMENT"; and

**Whereas**, zero (0) bids were received in response to said solicitations despite the fact that numerous prospective bidders requested and received the bid package; and

**Whereas**, pursuant to N.J.S.A. 40A:11-5(3), after two unsuccessful attempts at obtaining bids under a public bidding process, municipalities are authorized and empowered to negotiate and award a contract subject to certain requirements set forth in the applicable statute; and

**Whereas**, the Borough Engineer has requested that the Governing Body authorize a negotiated procurement process for this project, which will be subject to approval of any contract by adoption of a resolution of two-thirds of the full membership of the governing body; and

**Whereas**, the Governing Body is desirous of authorizing the Borough Engineer to solicit and negotiate a potential contract for this project with the assistance of the Borough Attorney.

**Now, Therefore, Be It Resolved** by the Governing Body of the Borough of Montvale as follows:

1. The Borough Engineer is hereby authorized to proceed with negotiations with prospective contractors for this project with the assistance of the Borough Attorney.
2. The negotiation process shall comply in all respects with the requirements of the Local Public Contracts Law, and specifically N.J.S.A. 40A:11-5(3).
3. The final contract negotiated by the Borough Engineer shall be presented to the Governing Body for approval by a two-thirds vote of the full membership of the Governing Body

Councilmember	Motion	Second	Yes	No	Absent	Abstain
Curry						
Koelling						
LaMonica						
Lane						
Talarico						
Weaver						

**Adopted: September 27, 2016**

ATTEST:

\_\_\_\_\_  
Maureen Iarossi-Alwan  
Municipal Clerk

APPROVED:

\_\_\_\_\_  
Michael Ghassali  
Mayor



**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 159-2016**

**RE: Awarding Professional Service Contract/Planning Services/Analysis Of Affordable Housing Options/Municipal Planner/D.Green/Maser Consulting LLC**

**WHEREAS**, the Borough of Montvale deems it necessary to engage the professional services of our Municipal Planner to provide the Governing Body with an analysis of affordable housing options specifically focusing on areas on the Borough which should be rezoned or have an overlay zone; and

**WHEREAS**, section N.J.S.A. 40A:11-5 of the Local Public Contracts Law, (N.J.S.A. 40A:11-1 et seq.) exempts such professional services from competitive bidding; and

**WHEREAS**, Maser Consulting, Inc. 200 Valley Road, Suite 306, Mt. Arlington, NJ 07856 has submitted a detailed proposal dated September 22, 2016 which is attached to this resolution; and

**WHEREAS**, the scope of work is provided in the attached proposal in a not to exceed amount of \$19,500.00 for these professional services other services will be billed at the hourly rate included in the Planner's professional service agreement between the Borough of Montvale and Maser Consulting; and

**WHEREAS**, the Certified Municipal Finance Officer certifies funds are available said certification is hereto attached to the original of this resolution; and.

**BE IT FURTHER RESOLVED** a copy of this resolution shall be published in an official newspaper of the Borough of Montvale, be on file, available for public inspection, in the office of the Municipal Clerk, 12 Mercedes Drive, Montvale, NJ 07645.

Councilmember	Motion	Second	Yes	No	Absent	Abstain
Curry						
Koelling						
LaMonica						
Lane						
Talarico						
Weaver						

**Adopted: September 27, 2016**

**ATTEST:**

\_\_\_\_\_  
Maureen Iarossi-Alwan  
Municipal Clerk

**APPROVED:**

\_\_\_\_\_  
Michael Ghassali  
Mayor



Engineers  
Planners  
Surveyors  
Landscape Architects  
Environmental Scientists

Perryville III Corporate Park  
53 Frontage Road, Suite 110  
Hampton, NJ 08827  
T: 908.238.0900  
F: 908.238.0901  
www.maserconsulting.com

September 22, 2016

**VIA E-MAIL**

Mayor & Council  
Borough of Montvale  
12 Mercedes Drive  
Montvale, NJ 07645

Re: Proposal for Professional Planning Services  
Affordable Housing Analysis  
MC Project No. MPP-049P

Dear Mayor and Council:

Maser Consulting P.A. is pleased to submit the following proposal for professional planning services to provide the Mayor and Council with an analysis of affordable housing options, specifically focusing on areas of the Borough which should be rezoned or have an overlay zone.

This proposal includes the scope of work and the required fees. The following scope of work is proposed:

**Scope of Work**

**Task 1.0 Rezoning Evaluation**

This Task will evaluate where in the Borough rezoning or overlay zoning should occur to facilitate affordable housing. The evaluation will analyze and consider the following:

- Non-residential buildings that are presently vacant according to the Borough
- Properties listed in the Vacant Land Adjustment
- Properties that are likely to redevelop in the next ten years

We will review the above properties against the following factors, which includes, but is not limited to:

- Proximity of existing affordable and non-affordable residential zones
- Walking distance to existing services and commercial retail opportunities
- Proximity to mass transit

Based on the above, recommendations will be made where rezoning or overlay zoning may reasonably occur to provide the potential for affordable housing opportunities. Sites will be grouped into two categories –

- Preferred sites and reasons why
- Acceptable sites and reasons why



Additionally, this Task will review specific sites that should not be included for rezoning/overlay zoning to affordable housing and provide a justification for retaining as a non-residential site.

The evaluation will be summarized in a Technical Memorandum with a maximum of two (2) maps to illustrate the recommendations. The evaluation will only recommend sites – not densities or actually bulk standards. (Once the Mayor and Council decide on sites, densities and bulk standards can be developed. This work would be completed under a separate proposal.) As appropriate, sites for rezoning/overlay zoning recommended by the Special Master will be noted. It is our recommendation that the Technical Memorandum be kept as a working document to prevent it from being subject to OPRA requests.

**Task 2.0 Alternative Affordable Housing Evaluation**

While rezoning has historically been the primary solution to meet the Borough's affordable housing obligation, it is imperative to note that there are other options available to the Borough. The second half of the Technical Memorandum will summarize each of the available options (based on the Prior Round Rules) and describe the positive and negative attributes associated with each. Specific recommendations and options will be presented as applicable. Maps will be included, as needed, to visually illustrate recommendations.

**Task 3.0 Meetings**

During the course of the work in Tasks 1.0 and 2.0, Maser Consulting will attend four (4) meetings with the Mayor and Council. It is anticipated that these meetings will be closed-session meetings as the work is related to ongoing affordable housing litigation. The first meeting will likely occur after the submission of the Technical Memorandum to the Mayor and Council. This Task includes meeting preparation and attendance for one planner at each meeting.

**Task 4.0 Additional Services**

This task includes any meetings, above the four (4) included in Task 4.0, services or copies beyond the aforementioned scope of work.

**Fee**

Maser Consulting's work shall be invoiced on an hourly basis in accordance with the rates that are contained in the Schedule of Hourly Rates that is included in the professional services agreement between the Borough and Maser Consulting. The lump sum fee is as follows:

Tasks 1.0 – 3.0	\$19,500.00
Task 4.0	HOURLY

All work shall be invoiced in accordance with the terms and provisions of the agreement between the Borough of Montvale and Maser Consulting for professional services.



**Conclusion**

We want to thank the Borough for providing the opportunity to perform this most important work. If you have any questions or clarifications regarding the scope of work, please do not hesitate to call our office. A resolution authorizing the work shall constitute approval to proceed with the above scope of work.

Very truly yours,

MASER CONSULTING P.A.

A handwritten signature in black ink that reads 'Darlene A. Green'.

Darlene A. Green, P.P., AICP  
Borough Planner

DAG/hk

cc: R. Lorraine Hutter, Land Use Administrator/Office Manager (via email [lhutter@montvaleboro.org](mailto:lhutter@montvaleboro.org))  
John DePinto, Planning Board Chairman (via email [jdepinto@montvaleboro.org](mailto:jdepinto@montvaleboro.org))  
Maureen Iarossi-Alwan, Administrator/Clerk (via email [miarossi@montvaleboro.org](mailto:miarossi@montvaleboro.org))  
Mayor Michael Ghassali (via email [mghassali@montvaleboro.org](mailto:mghassali@montvaleboro.org))

RESOLUTION

BE IT RESOLVED by the Mayor and Council of the Borough of Montvale, N.J., that the following bills, having been referred to the Borough Council and found correct, be and the same hereby be paid:

<u>FUND</u>	<u>AMOUNT</u>	<u>NOTES</u>
Current	\$277,906.78	Bill List Wire 9/27/16
	<u>211,305.78</u>	Wires/Manual Checks
Current TOTAL	489,212.56	
Housing Trust	358.05	Bill List Wire 9/27/16
Fire Training Trust	1,491.00	Bill List Wire 9/27/16
Escrow - Trust	78,650.37	Bill List Wire 9/27/16
Open Space Trust	605.00	Bill List Wire 9/27/16
Capital Fund	304,014.03	Bill List Wire 9/27/16

*This resolution was adopted by the Mayor and Council of Montvale at a meeting held on 9/27/16*

Introduced by: \_\_\_\_\_

Approved: 9/27/16

Seconded by: \_\_\_\_\_

\_\_\_\_\_  
Michael Ghassali, Mayor

ATTEST:

\_\_\_\_\_  
Maureen Iarossi-Alwan, Municipal Clerk

**MANUAL/VOID CHECKS - WIRES**  
**September 27, 2016**

<u>Check #</u>	<u>PO #</u>	<u>Date</u>	<u>Transaction/Vendor</u>	<u>Amount</u>
WIRE		9/12/16	Payroll Account	129,384.15
WIRE		9/12/16	Salary Account	81,491.81
WIRE		9/12/16	FSA Account	<u>429.82</u>
	Total			<u>211,305.78</u>



Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
00118 NJ STATE LEAGUE OF	16-00993	09/09/16	LEGISLATIVE BULLETIN 2016-2017									
	1		LEGISLATIVE BULLETIN 2016-2017	56.00	6-01-20-701-033	B BOOKS & PUBLICATIONS	R	09/09/16	09/22/16		168-9037	N
16-01027	09/21/16	NJLOM Convention Passes										
	1		M. Tarossi-ALwan-conv. pass	55.00	6-01-20-701-042	B EDUCATION/TRAINING/SEMINARS	R	09/21/16	09/22/16		2909	N
	2		F. Scordo-Conv. Pass	55.00	6-01-20-704-042	B EDUCATION/TRAINING/SEMINARS	R	09/21/16	09/22/16		2909	N
	3		RL. Hutter-Conv. Pass	55.00	6-01-21-720-042	B EDUCATION/TRAINING/SEMINARS	R	09/21/16	09/22/16		2909	N
	4		M. Ghassali-Conv. Pass	55.00	6-01-20-703-125	B MAYORS EXPENSES	R	09/21/16	09/22/16		2909	N
	5		M. Weaver-Conv. Pass	55.00	6-01-20-703-126	B COUNCIL EXPENSES	R	09/21/16	09/22/16		2909	N
	6		T. Lane-Conv. Pass	55.00	6-01-20-703-126	B COUNCIL EXPENSES	R	09/21/16	09/22/16		2909	N
	7		R. Curry-Conv. Pass	55.00	6-01-20-703-126	B COUNCIL EXPENSES	R	09/21/16	09/22/16		2909	N
	8		C. Miller-Conv. Pass	55.00	6-01-25-752-042	B EDUCATION/TRAINING/SEMINARS	R	09/21/16	09/22/16		2909	N
	9		J. Abrams-Conv. Pass	55.00	6-01-25-745-042	B EDUCATION/TRAINING/SEMINARS	R	09/21/16	09/22/16		2909	N
	10		D. Boman-Conv. Pass	55.00	6-01-25-745-042	B EDUCATION/TRAINING/SEMINARS	R	09/21/16	09/22/16		2909	N
	11		J. Sanfilippo-Conv. Pass	55.00	6-01-25-745-042	B EDUCATION/TRAINING/SEMINARS	R	09/21/16	09/22/16		2909	N
	12		J. Szabo-Conv. Pass	55.00	6-01-25-745-042	B EDUCATION/TRAINING/SEMINARS	R	09/21/16	09/22/16		2909	N
	13		D. McDowell-Conv. Pass	55.00	6-01-25-745-042	B EDUCATION/TRAINING/SEMINARS	R	09/21/16	09/22/16		2909	N
	14		M. Leposky	55.00	6-01-20-710-042	B EDUCATION/TRAINING/SEMINARS	R	09/21/16	09/22/16		2909	N
	15		C. Petersen-Conv. Pass	55.00	6-01-20-701-042	B EDUCATION/TRAINING/SEMINARS	R	09/21/16	09/22/16		2909	N
	16		D. Rowland	55.00	6-01-20-701-042	B EDUCATION/TRAINING/SEMINARS	R	09/21/16	09/22/16		2909	N
	17		J. Fette	55.00	6-01-22-725-042	B EDUCATION/TRAINING/SEMINARS	R	09/21/16	09/22/16		2909	N
				935.00								
			Vendor Total:	991.00								
00142 PITNEY BOWES, INC.	16-00121	01/19/16	POSTAGE MACHINE LEASE & MAINT.									
	5		POSTAGE MACHINE LEASE &	855.00	6-01-20-701-061	B LEASED EQUIPMENT	R	05/24/16	09/22/16		3301401913	N
			Vendor Total:	855.00								
00146 PSE&G CO.	16-01021	09/21/16	PSE&G GAS CHARGES /AUGUST									
	1		6772525604 12 MERCEDES DR	144.74	6-01-31-829-078	B NATURAL GAS - 12 MERCEDES	R	09/21/16	09/22/16		AUGUST	N
	2		6502643000 MEMORIAL DR SR CTR	21.58	6-01-31-829-086	B NATURAL GAS - ONE MEMORIAL	R	09/21/16	09/22/16		AUGUST	N
	3		6738416709 MONTVALE SWIM CLUB	115.97	6-01-31-829-070	B NATURAL GAS	R	09/21/16	09/22/16		AUGUST FINAL	N
	4		6532701009 CHESTNUT RDG TS ELE	211.40	6-01-31-829-070	B NATURAL GAS	R	09/21/16	09/22/16		AUGUST	N



Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
00320 NEW JERSEY ELEVATOR INSPECTION												
	16-00289	03/01/16	ELEVATOR INSPECTION SVS 2016		B							
	3		ELEVATOR INSPECTION SVS 2016	6,899.00	6-01-22-729-029	B OTHER CONTRACTUAL	R	03/01/16	09/22/16		296	N
Vendor Total:				6,899.00								
00327 INTERNATIONAL ASSOCIATION												
	16-00929	08/23/16	J. ABRAMS CONF. REGISTRATION									
	1		J. ABRAMS CONF. REGISTRATION	350.00	6-01-25-745-042	B EDUCATION/TRAINING/SEMINARS	R	08/23/16	09/22/16		405367	N
Vendor Total:				350.00								
00375 BOROUGH OF PARK RIDGE												
	16-00955	08/29/16	TRI-BORO PUBLIC SAFETY									
	1		TRI-BORO PUBLIC SAFETY	648.33	6-01-25-746-029	B OTHER CONTRACTUAL ITEMS	R	08/29/16	09/22/16		8/26/16	N
	2		TRI-BORO FIRE PREVENTION	435.00	6-01-25-746-029	B OTHER CONTRACTUAL ITEMS	R	08/29/16	09/22/16		8/26/16	N
				1,083.33								
Vendor Total:				1,083.33								
00402 MUNICIPAL CAPITAL CORPORATION												
	16-00160	01/25/16	COPY MACHINE LEASE CONTR.2016		B							
	9		COPY MACHINE LEASE CONTR.2016	299.00	6-01-20-701-061	B LEASED EQUIPMENT	R	05/02/16	09/22/16		4975290816/SEPT	N
Vendor Total:				299.00								
00730 BOGGIA & BOGGIA, ESQS.												
	16-00098	01/14/16	LEGAL FEES 2016		B							
	252		LEGAL SERVICES THRU 7/29/16	784.00	6-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	06/29/16	09/22/16		26674	N
	253		MONTVALE DPW FEDERAL ACTION	1,260.00	6-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	06/29/16	09/22/16		26675	N
	254		HOVNANIAN (COAH)	56.00	6-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	06/29/16	09/22/16		26676	N
	255		LIFETIME FITNESS	28.00	6-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	06/29/16	09/22/16		26677	N
	256		AJM CONTRACTORS	196.00	6-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	06/29/16	09/22/16		26678	N
	257		2015 AFFORDABLE HOUSING LETIGA	427.79	6-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	06/29/16	09/22/16		26679	N
	258		LIBOCK V. BEAR BAN BLDRS LLC	42.00	6-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	06/29/16	09/22/16		26680	N
	259		POLICE DEPT. DISCIPLIN. MATTER	630.00	6-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	06/29/16	09/22/16		26681	N
	260		TRAIN STATION	224.00	6-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	06/29/16	09/22/16		26682	N
	261		ABANDONED PROPERTIES	686.00	6-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	06/29/16	09/22/16		26683	N





Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
00731 MASER CONSULTING P.A.			Continued									
16-00956	08/30/16	ESCROW PAYMENTS										
1	MONTVALE SUPER VALUE 1601/15	725.00	E-08-00-214-21A	B	Montvale Super Value (1601/15)	R	08/30/16	09/22/16			350511	N
2	S.HEKEMINA/MERVEDES 2702/1&2	3,371.25	E-08-00-216-02A	B	S.Hekemian/Mercedes (2702/1 & 2)	R	08/30/16	09/22/16			350510	N
3	MONTVALE DEVEL.ASSOC.282/2&3	326.25	E-08-00-213-07A	B	Mtv1 Dev-Hekemian Group (2802/2&3)	R	08/30/16	09/22/16			350506	N
4	NJ ENERGY CORP.2405/1,2,26	290.00	E-08-00-213-13A	B	NJ Energy Corp (2405/1,2,26)	R	08/30/16	09/22/16			345239	N
		4,712.50										
16-00957	08/30/16	ESCROW PAYMENT NJ ENERGY										
1	NJ ENERGY CORP. 2405/1,2,26	795.00	E-08-00-213-13A	B	NJ Energy Corp (2405/1,2,26)	R	08/30/16	09/22/16			346796	N
16-00992	09/09/16	ENG.SERVICES-FIRE HOUSE										
2	ENG.SERVICES-FIRE HOUSE	1,085.00	C-04-55-405-A00	B	CONSTRUCTION OF FIRE HOUSE	R	09/09/16	09/22/16			346779	N
16-00997	09/12/16	GENERAL ENGINEER 2016										
1	GENERAL ENGINEER 2016	1,547.50	6-01-20-715-029	B	ENGINEERING - OTHER CONTRACTUAL ITEMS	R	09/12/16	09/22/16			351710	N
	Vendor Total:	102,936.13										
00745	WASTE MANAGEMENT OF NEW JERSEY											
16-00164	01/26/16	GARBAGE COLLECTION 2016										
17	GARBAGE COLLECTION /AUGUST	44,324.63	6-01-26-770-029	B	OTHER CONTRACTUAL ITEMS	R	05/13/16	09/22/16			2521277-1374-8	N
18	RECYCLING TAX /AUGUST	758.37	6-01-26-771-029	B	RECYCLING TAX - OTHER CONTRACTUAL	R	01/26/16	09/22/16			2521277-1374-8	N
		45,083.00										
	Vendor Total:	45,083.00										
00746	ABRAMS, JEREMY											
16-01033	09/22/16	REIMB TRAVEL IACP CONF 10/16										
1	REIMB TRAVEL IACP CONF 10/16	438.20	6-01-25-745-045	B	TRAVEL	R	09/22/16	09/22/16			TRAVEL EXP.	N
	Vendor Total:	438.20										
00789	NJAPZA											
16-00994	09/12/16	Bridging the Gap Seminar										
1	Bridge Gap Seminar-C.Petersen	50.00	6-01-20-701-042	B	EDUCATION/TRAINING/SEMINARS	R	09/12/16	09/22/16			BRIDGE GAP SEMI	N

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
00789 NJAPZA			Continued									
	16-01019	09/20/16	NJAPZA Luncheon									
			1 League Luncheon NJAPZA	65.00	6-01-21-720-042	B EDUCATION/TRAINING/SEMINARS	R	09/20/16	09/22/16		11/16/16	N
			Vendor Total:	115.00								
00903 INSIDECREDIT												
	16-01007	09/13/16	J. PETER & P. KAMECKI CHECK									
			1 J. PETER & P. KAMECKI CHECK	44.00	6-01-20-701-029	B OTHER CONTRACTUAL ITEMS	R	09/13/16	09/22/16		1409	N
			Vendor Total:	44.00								
01120 GTBM INC.												
	16-00829	07/18/16	LAPTOP FOR MPDMV									
			1 LAPTOP FOR MPDMV	4,005.47	6-01-55-271-033	B DDEF - OTHER EXPENSES	R	07/18/16	09/22/16		0000010572	N
			2 LAPTOP FOR MPDMV	924.89	6-01-43-308-058	B OTHER EQUIPMENT & SUPPLIES	R	07/18/16	09/22/16		0000010572	N
				4,930.36								
			Vendor Total:	4,930.36								
01132 COOPERATIVE COMMUNICATIONS, INC												
	16-01001	09/13/16	2013915700 BORO PHONE CHARGES									
			1 2013915700 BOROUGH TELEPHONE	1,968.83	6-01-31-827-076	B TELEPHONE CHARGES	R	09/13/16	09/22/16		AUGUST	N
			Vendor Total:	1,968.83								
01148 10-75 EMERGENCY LIGHTING LLC												
	16-00911	08/15/16	REOUTFIT 2013 EXPLORER									
			1 REOUTFIT 2013 EXPLORER	898.41	6-01-25-745-103	B POLICE VEHICLE EQUIPMENT	R	08/15/16	09/22/16		4637	N
			Vendor Total:	898.41								
01156 DIRECT ENERGY BUSINESS												
	16-01003	09/13/16	DIRECT ENERGY GAS CHARGES/AUG.									
			1 613984/614280 12 MERCEDES DR	258.51	6-01-31-829-078	B NATURAL GAS - 12 MERCEDES	R	09/13/16	09/22/16		H16091416	N
			2 613984/614282 1 MEMORIAL SR CT	19.19	6-01-31-829-086	B NATURAL GAS - ONE MEMORIAL	R	09/13/16	09/22/16		H16091412	N
			3 613984/614279 VLY VIEW TERR	6.61	6-01-31-829-070	B NATURAL GAS	R	09/13/16	09/22/16		H16091413	N
			4 613984/614278 31 W GRAND DPW	7.24	6-01-31-829-070	B NATURAL GAS	R	09/13/16	09/22/16		H16091414	N



Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
01462 MARSICO, WALTER	16-01029	09/22/16	REIMBURSEMENT CLOTHING & EQUIP									
	1		REIMBURSEMENT CLOTHING & EQUIP	370.45	6-01-25-745-265	B MARSICO, WALTER - CLOTHING	R	09/22/16	09/22/16		CLOTHING	N
	Vendor Total:			370.45								
01471 RICCIARDELLA ELECTRIC INC.	16-00961	08/30/16	RELOCATE LIGHTING DETECTION T									
	1		RELOCATE LIGHTING DETECTION	325.00	6-01-26-772-029	B OTHER CONTRACTUAL ITEMS	R	08/30/16	09/22/16		393	N
	Vendor Total:			325.00								
01472 D.L.S.CONTRACTING, INC.	15-00909	09/04/15	2015 ROAD IMPROVEMENT									
	6		2015 MONTVALE PAVING PROGRAM	14,510.86	5-01-44-861-029	B OTHER CONTRACTUAL ITEMS	R	09/04/15	09/22/16		PMT.NO.4 FINAL	N
	15-01240	12/04/15	MAGNOLIA AVE.SECTION 2 IMPROV.									
	3		MAGNOLIA AVENUE	8,742.57	5-01-43-315-029	B OTHER CONTRACTUAL	R	12/04/15	09/22/16		PMT #2 FINAL	N
	15-01341	12/31/15	NJDOT - TERKUILE ROAD									
	5		NJDOT-TERKUILE ROAD	14,190.40	5-01-43-321-029	B CONTRACTUAL - TERKUILE ROAD	R	12/31/15	09/22/16		PMT. #2 FINAL	N
	Vendor Total:			37,443.83								
01488 BANISCH ASSOCIATES, INC.	16-00946	08/26/16	PLANNING BOARD SERVICES									
	1		PLANNING BOARD SERVICES	775.00	6-01-21-720-028	B OTHER PROF/CONSULTANT SERVICES	R	08/26/16	09/22/16		P16-26147	N
	Vendor Total:			775.00								
01531 UNIMAK, LLC	16-00504	04/27/16	CONSTRUCTION OF NEW FIREHOUSE									
	4		PAYMENT TO UNIMAK,LLC	188,081.60	C-04-55-405-A00	B CONSTRUCTION OF FIRE HOUSE	R	04/27/16	09/22/16		9/2/16	N
	Vendor Total:			188,081.60								





Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
Item Description	Amount	Charge Account	Acct Type Description								
03119 TONI EMBROIDERY COMPANY											
16-00931 08/23/16 SPECIAL EVENT CLOTHING											
1 SPECIAL EVENT CLOTHING	1,491.00	T-03-56-286-016	B TRUST - RESERVE FOR FIRE TRAINING/EQUIP	R		08/23/16	09/22/16			11347	N
Vendor Total:	1,491.00										
03471 FREEMAN, JAMES											
16-01016 09/19/16 HALLOWEEN CANDY REIMBURSEMENT											
1 HALLOWEEN CANDY REIMBURSEMENT	1,300.00	6-01-28-795-068	B SPECIAL EVENTS	R		09/19/16	09/22/16			REIMB.HALLOWEEN	N
Vendor Total:	1,300.00										
03615 FRASCIELLO, MARLY											
16-00966 08/31/16 PD PETTY CASH											
1 PD PETTY CASH	30.00	6-01-25-745-045	B TRAVEL	R		08/31/16	09/22/16			PD PETTY CASH	N
2 PD PETTY CASH	37.26	6-01-25-745-259	B TEN BROECK, DAVID - CLOTHING	R		08/31/16	09/22/16			PD PETTY CASH	N
3 PD PETTY CASH	19.24	6-01-25-745-036	B OFFICE SUPPLIES	R		08/31/16	09/22/16			PD PETTY CASH	N
4 PD PETTY CASH	86.46	6-01-25-745-041	B MEAL REIMBURSEMENT	R		08/31/16	09/22/16			PD PETTY CASH	N
	172.96										
Vendor Total:	172.96										
03623 BORGATA HOTEL CASINO AND SPA											
16-00778 07/05/16 njlom											
1 Maureen Iarossi-Alwan	465.00	6-01-20-704-042	B EDUCATION/TRAINING/SEMINARS	R		07/05/16	09/22/16			31788536	N
2 Fran Scordo	465.00	6-01-20-704-042	B EDUCATION/TRAINING/SEMINARS	R		07/05/16	09/22/16			31788536	N
3 Mayor Michael Ghassali	310.00	6-01-20-703-125	B MAYORS EXPENSES	R		07/05/16	09/22/16			31788536	N
4 Lorraine Hutter	465.00	6-01-21-720-042	B EDUCATION/TRAINING/SEMINARS	R		07/05/16	09/22/16			31788536	N
5 Jeremy Abrams	310.00	6-01-25-745-042	B EDUCATION/TRAINING/SEMINARS	R		07/05/16	09/22/16			31788536	N
6 Don Boman	310.00	6-01-25-745-042	B EDUCATION/TRAINING/SEMINARS	R		07/05/16	09/22/16			31788536	N
7 Jason Szabo	310.00	6-01-25-745-042	B EDUCATION/TRAINING/SEMINARS	R		07/05/16	09/22/16			31788536	N
8 Douglas McDowell	310.00	6-01-25-745-042	B EDUCATION/TRAINING/SEMINARS	R		07/05/16	09/22/16			31788536	N
9 Dieter Koelling	310.00	6-01-20-703-042	B EDUCATION/TRAINING/SEMINARS	R		07/05/16	09/22/16			31788536	N
10 Jeff Fette	310.00	6-01-22-725-042	B EDUCATION/TRAINING/SEMINARS	R		07/05/16	09/22/16			31788536	N
11 rose curry	310.00	6-01-20-703-042	B EDUCATION/TRAINING/SEMINARS	R		07/05/16	09/22/16			31788536	N
12 Doreen Rowland	155.00	6-01-27-785-042	B EDUCATION/TRAINING/SEMINARS	R		07/05/16	09/22/16			31788536	N
13 Cindy Petersen	310.00	6-01-27-785-042	B EDUCATION/TRAINING/SEMINARS	R		07/05/16	09/22/16			31788536	N
14 Tim Lane	310.00	6-01-20-703-042	B EDUCATION/TRAINING/SEMINARS	R		07/05/16	09/22/16			31788536	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl	
03623 BORGATA HOTEL CASINO AND SPA			Continued									
	16-00778	07/05/16	njlom	Continued								
	15	Mike Weaver		310.00	6-01-20-703-042	B	EDUCATION/TRAINING/SEMINARS	R	07/05/16	09/22/16	31788536	N
	16			0.00	6-01-20-703-042	B	EDUCATION/TRAINING/SEMINARS	R	07/05/16	09/22/16	31788536	N
				4,960.00								
Vendor Total:				4,960.00								

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Total Purchase Orders: 72 Total P.O. Line Items: 175 Total List Amount: 663,025.23 Total Void Amount: 0.00

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Totals by Year-Fund Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND 2015 BUDGET	5-01	37,482.58	0.00	37,482.58	0.00	0.00	37,482.58
CURRENT FUND 2016 BUDGET	6-01	240,424.20	0.00	240,424.20	0.00	0.00	240,424.20
CAPITAL FUND	C-04	304,014.03	0.00	304,014.03	0.00	0.00	304,014.03
BOA ESCROW ACCOUNTS	E-08	78,650.37	0.00	78,650.37	0.00	0.00	78,650.37
OTHER TRUST ACCOUNT	T-03	1,849.05	0.00	1,849.05	0.00	0.00	1,849.05
OPEN SPACE TRUST ACCT	T-14	605.00	0.00	605.00	0.00	0.00	605.00
Year Total:		2,454.05	0.00	2,454.05	0.00	0.00	2,454.05
Total of All Funds:		663,025.23	0.00	663,025.23	0.00	0.00	663,025.23



Engineers  
Planners  
Surveyors  
Landscape Architects  
Environmental Scientists

400 Valley Road, Suite 304  
Mount Arlington, NJ 07856  
T: 973.398.3110  
F: 973.398.3199  
www.maserconsulting.com

September 23, 2016

**VIA EMAIL**

Maureen Iarossi-Alwan  
Borough Administrator / Borough Clerk  
Borough of Montvale  
12 Mercedes Drive  
Montvale, NJ 07645

Re: Huff Terrace  
Emergency Repair  
Borough of Montvale  
Bergen County, New Jersey  
MC Project No. MVB-473

Dear Ms. Iarossi-Alwan:

As you are aware, our office was requested by the Borough of Montvale to prepare a Request for Proposals and directly solicit contractors for the Huff Terrace Emergency Repairs. The current condition of the culvert running beneath Huff Terrace represents a danger to the health and safety of the general public. Maintaining a safe traveled way and public utilities are essential to public health and safety of the residents of Montvale, as well as visitors traveling on Huff Terrace. The existing sink hole poses a threat to the roadway, as well as the utilities (gas/water/sanitary sewer) and a potential stream erosion problem.

The Request for Proposals was issued to the following firms via e-mail on September 16, 2016 with Bid Proposals due on or before 5:00 pm on September 22, 2016. The results are as follows:

1. Montana Construction – \$196,627.00
2. Jo Med Contracting Corp. – Declined to Bid;
3. Matina & Sons – Declined to Bid;
4. Adamsville Maintenance, Inc. - \$122,000.00;
5. Dutra Excavating & Sewer – Declined to Bid ;
6. D.R Mullen Construction Co., Inc. - \$79,125.00.

Our Office, therefore, recommends that the Contract for this work be awarded to D.R. Mullen Construction Co., Inc. in the amount of \$79,125.00. Their proposal is attached.

We should note that the Request specified that the work must be completed within five (5) days, weather permitting. Assuming the approval by the Borough, work could commence as early as next week. We recommend that Huff Terrace at the culvert be closed for the duration of the project. The successful bidder will coordinate this effort with the Montvale Police Department and Maser Consulting.



Maureen Iarossi-Alwan  
MC Project No. MVB-473  
September 23, 2016  
Page 2 of 2

If you have any questions on this matter, please feel free to contact me.

Very truly yours,

MASER CONSULTING P.A.

A handwritten signature in black ink, appearing to read 'Andrew R. Hipolit', with a long horizontal flourish extending to the right.

Andrew R. Hipolit, P.E., P.P., C.M.E.  
Senior Principal

Enclosures: As cited above

ARH/dw