

**AGENDA
PUBLIC MEETING
BOROUGH OF MONTVALE
Mayor and Council Meeting
October 10, 2017
Closed/Executive Session 6:00 p.m.
Meeting to Commence 7:30 P.M.**

CLOSED/EXECUTIVE SESSION:

Motion to move into Executive Session as provided for by Resolution No. 15-2017 adopted on January 2, 2017 and posted on the bulletin board in the Municipal Building:

The Mayor and Council will go into a Closed /Executive Session for the following: Council On Affordable Housing Attorney/Client Privilege:

- 1) Council On Affordable Housing (C.O.A.H)
- 2) ERUV
- 3) Libock

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 Arendacs	Councilmember Koelling
Councilmember Curry	Councilmember Lane
Councilmember Gloeggler	Councilmember Weaver

CHAMBER OF COMMERCE

Donation – Digital Sign

ASSEMBLYMAN ROBERT AUTH / GRANTS

UPDATE: RICH CAMPANELLI, PVDPW SUPERINTENDENT

CURRENT BUDGET OVERVIEW: KENNETH SESHOLTZ, CHIEF FINANCIAL OFFICER

TOLL BROTHERS / PRESENTATION: 2 Paragon Drive/Proposed Development

ENVIRONMENTAL COMMISSION, Rob Hanrahan

Tree Removal Ordinance/Comments/Recommendations

ORDINANCE:

PUBLIC HEARING ORDINANCE NO. 2017-1431 AN ORDINANCE OF THE BOROUGH OF MONTVALE, COUNTY OF BERGEN, STATE OF NEW JERSEY AMENDING AND SUPPLEMENTING CHAPTER 121 OF THE BOROUGH CODE TO ESTABLISH A RESIDENT PARKING PERMIT PROGRAM IN DESIGNATED AREAS

MEETING OPEN TO PUBLIC:

Agenda Items Only

MEETING CLOSED TO PUBLIC:

Agenda Items Only

RESOLUTIONS:

200-2017 A Resolution Amending a Professional Services Contract to Jeffrey R. Surenian and Associates, LLC to Serve as Special Counsel in Connection with the Borough's Affordable Housing Litigation to Increase the Amount of the Contract

BILLS:

REPORT OF REVENUE:

COMMITTEE REPORTS:

ENGINEER'S REPORT:

Andrew Hipolit

Report/Update

- a. Authorization Bid / Flood Detention Dam

ATTORNEY REPORT:

Joe Voytus, Esq.

Report/Update

UNFINISHED BUSINESS:

NEW BUSINESS:

- a. Mayor's Advisory Committee / Appointments
- b. Best Practices Worksheet

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.

MEETING CLOSED TO THE PUBLIC:

ADJOURNMENT:

The next Meeting of the Mayor and Council will be held October 30, 2017 at 7:30 p.m.

ADJOURNMENT:

*****Disclaimer*****

Subject To Additions And/Or Deletions

BOROUGH OF MONTVALE
PROJECTED SPENDING CAP CALCULATION

2018

CAP BASE - 2017	10,523,418.00
CAP BASE ADJUSTMENT	<u>0.00</u>
	10,523,418.00
3.5% CAP CALCULATION (SUBJECT TO ADOPTION OF CAP BANK ORDINANCE)	<u>368,319.63</u>
ALLOWABLE APPROPRIATIONS PRIOR TO MODIFICATIONS	10,891,737.63
NEW CONSTRUCTION (TAX ASSESSOR - ESTIMATE)	254,434.82
CAP BANK - 2016	0.00
CAP BANK - 2017	<u>210,423.00</u>
TOTAL PROJECTED ALLOWABLE APPROPRIATIONS - 2018	11,356,595.45
CAP BASE - 2017	<u>(10,523,418.00)</u>
PROJECTED AMOUNT AVAILABLE FOR 2018 BUDGET	<u>833,177.45</u>
AMOUNT AVAILABLE FOR 2017 BUDGET (FOR COMPARISON PURPOSES ONLY)	980,431.02

BOROUGH OF MONTVALE

CURRENT FUND - APPROPRIATIONS

8. GENERAL APPROPRIATIONS (A) Operations - Excluded from "CAPS"	FCOA	Appropriated				Expended 2016	
		For 2017	For 2016	For 2016 By Emergency Appropriations	Total For 2016 As Modified By All Transfers	Paid or Charged	Reserved
		XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
Maintenance of Free Public Library Ch. 82, 541 P.L. 85	28-390-2	782,833.00	729,004.00		729,004.00	729,004.00	-
Maintenance of Free Public Library Ch. 82, 541 P.L. 85-Additions	28-390-2	41,073.00	58,644.00		58,644.00	44,284.00	14,360.00
Sewerage Processing and Disposal (Sanitation Chap. 74, P.L. 87)							
Contractual	31-455-2	890,000.00	875,000.00		875,000.00	874,679.00	321.00
Reserve for Tax Appeals							
Other Expenses	30-426-2	1,000,000.00	1,110,000.00		1,110,000.00	1,110,000.00	-
Recycling Tax	26-305-2	12,000.00	12,000.00		12,000.00	6,825.00	5,175.00
Fire							
LOSAP	25-265-2	52,500.00	50,000.00		50,000.00		50,000.00

BOROUGH OF MONTVALE

CURRENT FUND - APPROPRIATIONS

8. GENERAL APPROPRIATIONS (A) Operations - Excluded from "CAPS"	FCOA	Appropriated				Expended 2016	
		For 2017	For 2016	For 2016 By Emergency Appropriations	Total For 2016 As Modified By All Transfers	Paid or Charged	Reserved
Shared Service Agreements	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
Police Dispatch / 911							
Other Expenses	42-250-2	189,000.00	187,000.00		187,000.00	185,219.00	1,781.00
Municipal Court Administration							
Salaries & Wages	42-200-1	108,240.00	103,714.00		105,214.00	101,786.00	3,428.00
Other Expenses	42-200-2	67,812.00	61,576.00		67,576.00	65,153.00	2,423.00
Prosecutor							
Other Expenses	42-200-2	13,780.00	13,520.00		13,520.00	13,520.00	-
Public Defender							
Other Expenses	42-200-2	3,770.00	3,718.00		3,718.00	3,454.00	264.00
Department of Public Works							
Other Expenses	42-290-2	1,578,250.00	1,549,470.00		1,549,470.00	1,549,444.00	26.00
Total Shared Service Agreements	42-999	1,961,852.00	1,918,998.00	-	1,926,498.00	1,918,576.00	7,922.00

BOROUGH OF MONTVALE

CURRENT FUND - APPROPRIATIONS

8. GENERAL APPROPRIATIONS (A) Operations - Excluded from "CAPS"	FCOA	Appropriated				Expended 2016	
		For 2017	For 2016	For 2016 By Emergency Appropriations	Total For 2016 As Modified By All Transfers	Paid or Charged	Reserved
Public and Private Programs Offset by Revenues	xxxxxx	xxxxxx	xxxxxx				xxxxxx
Recycling Tonnage	41-701-2	7,462.00	8,392.00		8,392.00	8,392.00	-
CDBG Senior Citizen Activities	41-709-2	3,530.00	4,125.00		4,125.00	4,125.00	-
Clean Communities Program							
Other Expenses	41-770-2		20,821.00		20,821.00	19,214.00	1,607.00
Municipal Alliance Program - County Funds	41-703-2	9,876.00	9,876.00		9,876.00	2,546.00	-
Municipal Alliance Program - Matching Funds	41-703-2	2,469.00	2,469.00		2,469.00	636.00	1,833.00
Drunk Driving Enforcement	41-745-2		4,452.00		4,452.00	2,300.00	2,152.00
Body Armor-State Share	41-711-2	2,264.00	2,352.00		2,352.00	619.00	1,733.00
Alcohol Education	41-702	1,251.00	1,514.00		1,514.00		1,514.00

BOROUGH OF MONTVALE

CURRENT FUND - APPROPRIATIONS

8. GENERAL APPROPRIATIONS (C) Capital Improvements - Excluded from "CAPS"	FCOA	Appropriated				Expended 2016	
		For 2017	For 2016	For 2016 By Emergency Appropriations	Total For 2016 As Modified By All Transfers	Paid or Charged	Reserved
Down Payments on Improvements	44-901						
Capital Improvement Fund	44-902	25,000.00	150,000.00		150,000.00	150,000.00	-
Road Improvement Program	44-905	500,000.00					-
Acquisition of Equipment - Police Department	44-907	25,000.00					-
Acquisition of Vehicles & Equipment - Uniform Construction Code	44-908	180,000.00					-
Various Office Improvements - Uniform Construction Code	44-908	145,000.00					-
							-
							-
Improvements to Swim Pool Complex	44-912		40,000.00		40,000.00	3,400.00	36,600.00
							-

BOROUGH OF MONTVALE

CURRENT FUND - APPROPRIATIONS

[illegible]

BOROUGH OF MONTVALE

CURRENT FUND - APPROPRIATIONS

8. GENERAL APPROPRIATIONS (E) Deferred Charges Municipal - Excluded from "CAPS"	FCOA	Appropriated				Expended 2016	
		For 2017	For 2016	For 2016 By Emergency Appropriations	Total For 2016 As Modified By All Transfers	Paid or Charged	Reserved
(1) DEFERRED CHARGES	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
Emergency Authorizations	46-870		50,000.00	XXXXX	50,000.00	50,000.00	XXXXX
Special Emergency Authorizations - 5 years (N.J.S. 40A:4-55)	46-875	22,000.00	22,000.00	XXXXX	22,000.00	22,000.00	XXXXX
Special Emergency Authorizations - 3 Years (N.J.S. 40A:4-55.1 & 40A:4-55.13)	46-871			XXXXX			XXXXX
				XXXXX			XXXXX
				XXXXX			XXXXX
Deferred Charges to Future Taxation - Unfunded	46-880			XXXXX			XXXXX
	46-880			XXXXX			XXXXX
	46-880			XXXXX			XXXXX
				XXXXX			XXXXX
Total Deferred Charges - Municipal Excluded from "CAPS"	46-999	22,000.00	72,000.00	XXXXX	72,000.00	72,000.00	XXXXX
(F) Judgements (N.J.S.A. 40A:4-45.3cc)	37-480			XXXXX			XXXXX
Transferred to B.O.E. for Use of Local Schools							
(N) (N.J.S.A. 40:48-17.1 & 17.3)	29-405			XXXXX			XXXXX
				XXXXX			XXXXX
With Prior Written Consent of Local Finance Board:							
(G) Cash Deficit of Preceding Year	46-885			XXXXX			XXXXX
				XXXXX			XXXXX
(H-2) Total General Appropriations for Municipal Purposes Excluded from "CAPS"	34-309	7,513,158.00	6,885,602.00	-	6,873,102.00	6,742,550.00	123,217.00

General Appropriations

		Projected 2017	Adopted Budgeted 2016	\$ Incr/Decr	% Incr/Decr
General Government					
Administrative/Executive	Salaries and Wages	\$216,525.00	\$180,125.00	\$36,400.00	20.2%
	Other Expenses	\$159,747.00	\$159,900.00	(\$153.00)	-0.1%
Election	Salaries and Wages	\$2,500.00	\$2,000.00	\$500.00	25.0%
	Other Expenses	\$8,700.00	\$8,850.00	(\$150.00)	-1.7%
Mayor & Council	Salaries and Wages	\$46,150.00	\$46,150.00	\$0.00	0.0%
	Other Expenses	\$16,600.00	\$16,800.00	(\$200.00)	-1.2%
Borough Clerk	Salaries and Wages	\$140,125.00	\$136,500.00	\$3,625.00	2.7%
	Other Expenses	\$20,900.00	\$20,700.00	\$200.00	1.0%
Financial Administration	Salaries and Wages	\$237,450.00	\$209,400.00	\$28,050.00	13.4%
	Other Expenses	\$22,100.00	\$21,900.00	\$200.00	0.9%
Audit Services	Other Expenses	\$41,500.00	\$40,000.00	\$1,500.00	3.8%
Collection of Taxes	Salaries and Wages	\$61,950.00	\$60,250.00	\$1,700.00	2.8%
	Other Expenses	\$20,300.00	\$20,350.00	(\$50.00)	-0.2%
Assessment of Taxes	Salaries and Wages	\$36,450.00	\$35,500.00	\$950.00	2.7%
	Other Expenses	\$35,100.00	\$35,450.00	(\$350.00)	-1.0%
Legal Services and Costs	Other Expenses	\$325,000.00	\$295,000.00	\$30,000.00	10.2%
Prosecutor	Other Expenses	\$12,720.00	\$12,480.00	\$240.00	1.9%
Historian	Other Expenses	\$100.00	\$180.00	(\$80.00)	-44.4%
Engineering Services & Costs	Other Expenses	\$135,000.00	\$132,000.00	\$3,000.00	2.3%
Cable TV Committee	Salaries and Wages	\$4,500.00	\$4,500.00	\$0.00	0.0%
	Other Expenses	\$6,525.00	\$13,250.00	(\$6,725.00)	-50.8%
Public Employees Award Program	Other Expenses	\$0.00	\$0.00	\$0.00	0.0%
Environmental Commission	Salaries and Wages	\$1,450.00	\$1,450.00	\$0.00	0.0%
	Other Expenses	\$8,700.00	\$1,050.00	\$7,650.00	728.6%
Historic Preservation Comm.	Salaries and Wages	\$0.00	\$0.00	\$0.00	0.0%
	Other Expenses	\$1,000.00	\$1,000.00	\$0.00	0.0%
Municipal Land Use Law					
Planning Board	Salaries and Wages	\$89,300.00	\$84,050.00	\$5,250.00	6.2%
	Other Expenses	\$218,725.00	\$154,370.00	\$64,355.00	41.7%
Zoning Board of Adjustment	Salaries and Wages				
	Other Expenses				
Zoning Official	Salaries and Wages	\$8,975.00	\$8,750.00	\$225.00	2.6%
Property Maintenance	Salaries and Wages	\$3,275.00	\$3,200.00	\$75.00	2.3%
State Uniform Construction Code					
Construction Code Official	Salaries and Wages	\$171,800.00	\$133,200.00	\$38,600.00	29.0%
	Other Expenses	\$75,854.00	\$12,600.00	\$63,254.00	502.0%
Building	Salaries and Wages	\$42,500.00	\$41,400.00	\$1,100.00	2.7%
Plumbing	Salaries and Wages	\$53,200.00	\$27,550.00	\$25,650.00	93.1%
Electrical	Salaries and Wages	\$43,000.00	\$28,800.00	\$16,200.00	60.4%
Elevator	Salaries and Wages	\$0.00	\$0.00	\$0.00	0.0%
	Other Expenses	\$23,000.00	\$22,000.00	\$1,000.00	4.5%

General Appropriations

		Projected 2017	Adopted Budgeted 2016	\$ Incr/Decr	% Incr/Decr
Insurance					
Liability Insurance		\$210,000.00	\$174,000.00	\$36,000.00	20.7%
Workers' Compensation		\$166,000.00	\$179,000.00	(\$13,000.00)	-7.3%
Group Insurance (Health Benefits) - within "CAPS"		\$1,107,700.00	\$1,011,000.00	\$96,700.00	9.6%
Group Insurance (Health Benefits) - excluded from "CAPS"		\$0.00	\$0.00	\$0.00	100.0%
Health Benefit Waiver		\$35,000.00	\$35,000.00	\$0.00	0.0%
Life Insurance		\$2,900.00	\$3,000.00	(\$100.00)	-3.3%
Public Safety					
Police Department	Salaries and Wages	\$3,365,430.00	\$3,120,751.00	\$244,679.00	7.8%
	Other Expenses	\$140,672.00	\$138,128.00	\$2,544.00	1.8%
Police Dispatch	Salaries and Wages	\$0.00	\$0.00	\$0.00	0.0%
	Other Expenses	\$40,000.00	\$40,000.00	\$0.00	0.0%
EXCLUDED FROM "CAP" - Interlocal	Contractual	\$189,000.00	\$187,000.00	\$2,000.00	1.1%
Emergency Management	Salaries and Wages	\$5,025.00	\$3,500.00	\$1,525.00	43.6%
	Other Expenses	\$9,450.00	\$17,300.00	(\$7,850.00)	-45.4%
First Aid Organization	Other Expenses	\$34,000.00	\$34,000.00	\$0.00	0.0%
Fire Department	Salaries and Wages	\$0.00	\$0.00	\$0.00	0.0%
	Other Expenses	\$135,450.00	\$133,500.00	\$1,950.00	1.5%
Uniform Fire Safety Act	Salaries and Wages	\$47,500.00	\$47,500.00	\$0.00	0.0%
	Other Expenses	\$10,300.00	\$10,300.00	\$0.00	0.0%
Fire Subcode Official	Salaries and Wages	\$17,625.00	\$17,205.00	\$420.00	2.4%
Police Vehicles	Other Expenses	\$67,000.00	\$63,000.00	\$4,000.00	6.3%
Public Works					
Road Repair & Maintenance	Salaries and Wages	\$0.00	\$0.00	\$0.00	0.0%
	Other Expenses	\$10,000.00	\$10,000.00	\$0.00	0.0%
Maintenance of All Vehicles	Other Expenses	\$45,000.00	\$35,000.00	\$10,000.00	28.6%
Sewer System	Other Expenses	\$20,000.00	\$10,000.00	\$10,000.00	100.0%
Garbage & Trash Removal	Other Expenses	\$575,000.00	\$565,000.00	\$10,000.00	1.8%
Public Buildings & Grounds	Salaries and Wages	\$27,125.00	\$26,400.00	\$725.00	2.7%
	Other Expenses	\$103,500.00	\$50,000.00	\$53,500.00	107.0%
Recycling	Salaries and Wages	\$0.00	\$0.00	\$0.00	0.0%
	Other Expenses	\$5,000.00	\$5,000.00	\$0.00	0.0%
Recycling Tax-EXCLUDED	Other Expenses	\$12,000.00	\$12,000.00	\$0.00	0.0%
Health and Human Services					
Board of Health	Salaries and Wages	\$3,000.00	\$2,600.00	\$400.00	15.4%
	Other Expenses	\$91,300.00	\$88,000.00	\$3,300.00	3.8%
Animal Regulation	Other Expenses	\$12,000.00	\$12,000.00	\$0.00	0.0%
Administration Public Assistance	Salaries and Wages	\$6,650.00	\$6,500.00	\$150.00	2.3%
	Other Expenses	\$350.00	\$420.00	(\$70.00)	-16.7%
Senior Citizens	Salaries and Wages	\$15,000.00	\$23,000.00	(\$8,000.00)	-34.8%
	Other Expenses	\$19,300.00	\$16,800.00	\$2,500.00	14.9%
Park and Recreation					
Recreation	Salaries and Wages	\$41,000.00	\$84,750.00	(\$43,750.00)	-51.6%
	Other Expenses	\$22,500.00	\$21,500.00	\$1,000.00	4.7%
Parks and Playgrounds	Salaries and Wages	\$5,450.00	\$5,300.00	\$150.00	2.8%
	Other Expenses	\$1,000.00	\$1,000.00	\$0.00	0.0%
Celebration of Public Events	Other Expenses	\$27,500.00	\$27,500.00	\$0.00	0.0%

General Appropriations

		Projected 2017	Adopted Budgeted 2016	\$ Incr/Decr	% Incr/Decr
Unclassified					
Municipal Services Act	Other Expenses	\$17,500.00	\$17,000.00	\$500.00	2.9%
Salary Adjustment Account		\$10,000.00	\$5,000.00	\$5,000.00	100.0%
Prior Year Bills			\$578.71	(\$578.71)	-100.0%
Utilities					
Electricity		\$160,000.00	\$154,000.00	\$6,000.00	3.9%
Street Lighting		\$125,000.00	\$125,000.00	\$0.00	0.0%
Telephone		\$45,000.00	\$45,000.00	\$0.00	0.0%
Natural Gas		\$55,000.00	\$56,500.00	(\$1,500.00)	-2.7%
Gasoline		\$60,000.00	\$70,000.00	(\$10,000.00)	-14.3%
Fire Hydrant Service		\$210,000.00	\$210,000.00	\$0.00	0.0%
Contingent		\$1,000.00	\$1,000.00	\$0.00	0.0%
Statutory Expenditures					
Contribution to Public Employee's Retirement System (within "CAP")		\$151,241.00	\$130,648.00	\$20,593.00	15.8%
Contribution to Social Security		\$200,000.00	\$202,000.00	(\$2,000.00)	-1.0%
Contribution to Police & Firemen's Retirement System (within "CAP")		\$647,270.89	\$630,625.00	\$16,645.89	2.6%
Defined Contribution Retirement Program (DCRP)		\$10,000.00	\$9,000.00	\$1,000.00	11.1%
Contribution to Public Employee's Retirement System (excluded from "CAP")		\$0.00	\$0.00	\$0.00	0.0%
Contribution to Police & Firemen's Retirement System (excluded from "CAP")		\$0.00	\$0.00	\$0.00	0.0%
Unemployment		\$0.00	\$0.00	\$0.00	0.0%
Fair Housing Compliance Act	Other Expenses	\$0.00	\$0.00	\$0.00	0.0%
PEOSHA Compliance - Hepatitis B	Other Expenses	\$2,000.00	\$2,000.00	\$0.00	0.0%
Reserve for Tax Appeals	Other Expenses	\$1,000,000.00	\$1,110,000.00	(\$110,000.00)	-9.9%
Maintenance of Free Public Library		\$762,832.75	\$729,003.79	\$33,828.96	4.6%
Maintenance of Free Public Library - Additional		\$41,073.25	\$58,644.21	(\$17,570.96)	100.0%
Sewer Contract BCUA		\$890,000.00	\$875,000.00	\$15,000.00	1.7%
Length of Service Award Program (LOSAP)		\$52,500.00	\$50,000.00	\$2,500.00	5.0%
Municipal Court - Interlocal (EXCLUDED FROM "CAP")	Salaries and Wages	\$108,240.00	\$103,714.00	\$4,526.00	4.4%
	Other Expenses	\$67,812.00	\$61,576.00	\$6,236.00	10.1%
Prosecutor - Interlocal	Other Expenses	\$13,780.00	\$13,520.00	\$260.00	1.9%
Public Defender - Interlocal	Other Expenses	\$3,770.00	\$3,718.00	\$52.00	1.4%
Municipal Court	Salaries and Wages	\$99,910.00	\$95,736.00	\$4,174.00	4.4%
	Other Expenses	\$10,568.00	\$9,232.00	\$1,336.00	14.5%
Public Defender	Other Expenses	\$3,480.00	\$3,432.00	\$48.00	1.4%
Department of Public Works - Interlocal		\$1,579,250.00	\$1,549,470.00	\$29,780.00	1.9%
Public and Private Programs					
Municipal Alliance - County		\$9,876.00	\$9,876.00	\$0.00	0.0%
Municipal Alliance - Matching		\$2,469.00	\$2,469.00	\$0.00	0.0%
Clean Communities Program		\$0.00	\$0.00	\$0.00	0.0%
Recycling Tonnage		\$7,461.93	\$8,392.27	(\$930.34)	-11.1%
Alcohol Ed/Rehabilitation		\$1,251.08	\$728.35	\$522.73	100.0%
Drunk Driving Enforcement		\$0.00	\$4,452.10	(\$4,452.10)	-100.0%
Click it or Ticket		\$0.00	\$0.00	\$0.00	0.0%
Senior Citizen Program		\$3,530.00	\$4,125.00	(\$595.00)	-14.4%
Donation - Church		\$0.00	\$0.00	\$0.00	0.0%
Recycling (MRAP)		\$0.00	\$0.00	\$0.00	0.0%
Body Armor Fund		\$2,264.37	\$2,352.27	(\$87.90)	-3.7%
Senior Citizen Van		\$0.00	\$0.00	\$0.00	0.0%
FEMA - Gabion Wall / Sanitary Sewer		\$0.00	\$0.00	\$0.00	-100.0%
Domestic Violence		\$0.00	\$0.00	\$0.00	0.0%
County of Bergen - Open Space: Huff Playground		\$21,093.00	\$0.00	\$21,093.00	0.0%
NJDOT - Safe Routes to School Program		\$0.00	\$0.00	\$0.00	-100.0%

General Appropriations

	Projected 2017	Adopted Budgeted 2016	\$ Incr/Decr	% Incr/Decr
Capital Improvements				
Capital Improvement Fund	\$25,000.00	\$150,000.00	(\$125,000.00)	-83.3%
Road Improvement Fund	\$500,000.00	\$0.00	\$500,000.00	0.0%
Equipment - Administration	\$0.00	\$0.00	\$0.00	0.0%
Vehicles and Equipment - UCC	\$160,000.00	\$0.00	\$160,000.00	100.0%
Vehicles and Equipment - Fire	\$0.00	\$0.00	\$0.00	0.0%
Vehicle - Fire Prevention	\$0.00	\$0.00	\$0.00	0.0%
Equipment - Police	\$25,000.00	\$0.00	\$25,000.00	100.0%
Equipment - Senior Citizens	\$0.00	\$0.00	\$0.00	0.0%
Various Improvements - UCC	\$145,000.00	\$0.00	\$145,000.00	100.0%
Improvements - Swim Pool	\$0.00	\$40,000.00	(\$40,000.00)	-100.0%
Municipal Debt Service				
Payment of Bond Principal	\$1,630,000.00	\$1,595,000.00	\$35,000.00	2.2%
Payment of Notes	\$0.00	\$0.00	\$0.00	0.0%
Interest on Bonds	\$152,455.00	\$200,955.00	(\$48,500.00)	-24.1%
Interest on Notes	\$85,500.00	\$0.00	\$85,500.00	0.0%
Deferred Charges				
Special Emergencies	\$22,000.00	\$22,000.00	\$0.00	0.0%
Emergencies	\$0.00	\$50,000.00	(\$50,000.00)	-100.0%
Total General Appropriations	\$18,036,576.27	\$16,597,406.70	1,439,169.57	8.7%
Reserve for Uncollected Taxes	<u>\$1,662,978.56</u>	<u>\$1,581,443.08</u>	<u>81,535.48</u>	<u>5.2%</u>
Total General Appropriations	\$19,699,554.83	\$18,178,849.78	1,520,705.05	8.4%
Total Salaries and Wages	\$4,911,105.00	\$4,542,781.00	368,324.00	8.1%
Total Other Expenses	\$14,788,449.83	\$13,636,068.78	1,152,381.05	8.5%
Grand Total	\$19,699,554.83	\$18,178,849.78	1,520,705.05	8.4%
Inside Caps	\$10,523,417.89	\$9,753,410.71	770,007.18	7.9%
Outside caps	\$9,176,136.94	\$8,425,439.07	750,697.87	8.9%
Grand Total	\$19,699,554.83	\$18,178,849.78	1,520,705.05	8.4%

*Best
Wish*

To: Mayor Ghassali
Councilmember Arendacs
Councilmember Gloeggler
Council President Curry
Councilmember Dieter
Councilmember Lane
Councilmember Weaver

From: Robert Hanrahan
EC Chairman

July 24, 2017

RE: Tree Removal Ordinances

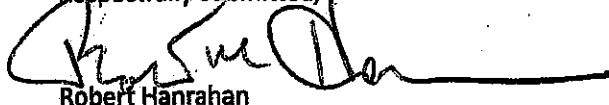
On behalf of the Montvale Environmental Commission, attached are our recommendations for two (2) tree removal ordinances.

As per directions from the Planning Board, we worked with Mr. Deblasio from Maser Consulting in creation of the attached ordinances. The EC has reviewed and incorporated the comments from the Mayor & Council's meeting held on March 28 and the Planning Board's meeting held on April 4. This is the final draft as a result of numerous meetings on the subject as well as further research and public input.

We did our best to strike a balance between creating regulations which will have measurable effect on reduction of indiscriminant tree removal while not negatively affecting the general public. In fact we believe residents will realize and appreciate the positive effect of ensuring existing tree buffering is maintained during construction events on adjoining properties.

The EC wishes to thank Mayor Ghassali, Council Members, Maureen Iarossi Alwan, the Planning Board, and Maser Landscape Architect Mr. De Blasio for all their assistance. We would be happy to join any future meetings to entertain any further questions, suggestions, and/or concerns.

Respectfully Submitted,



Robert Hanrahan

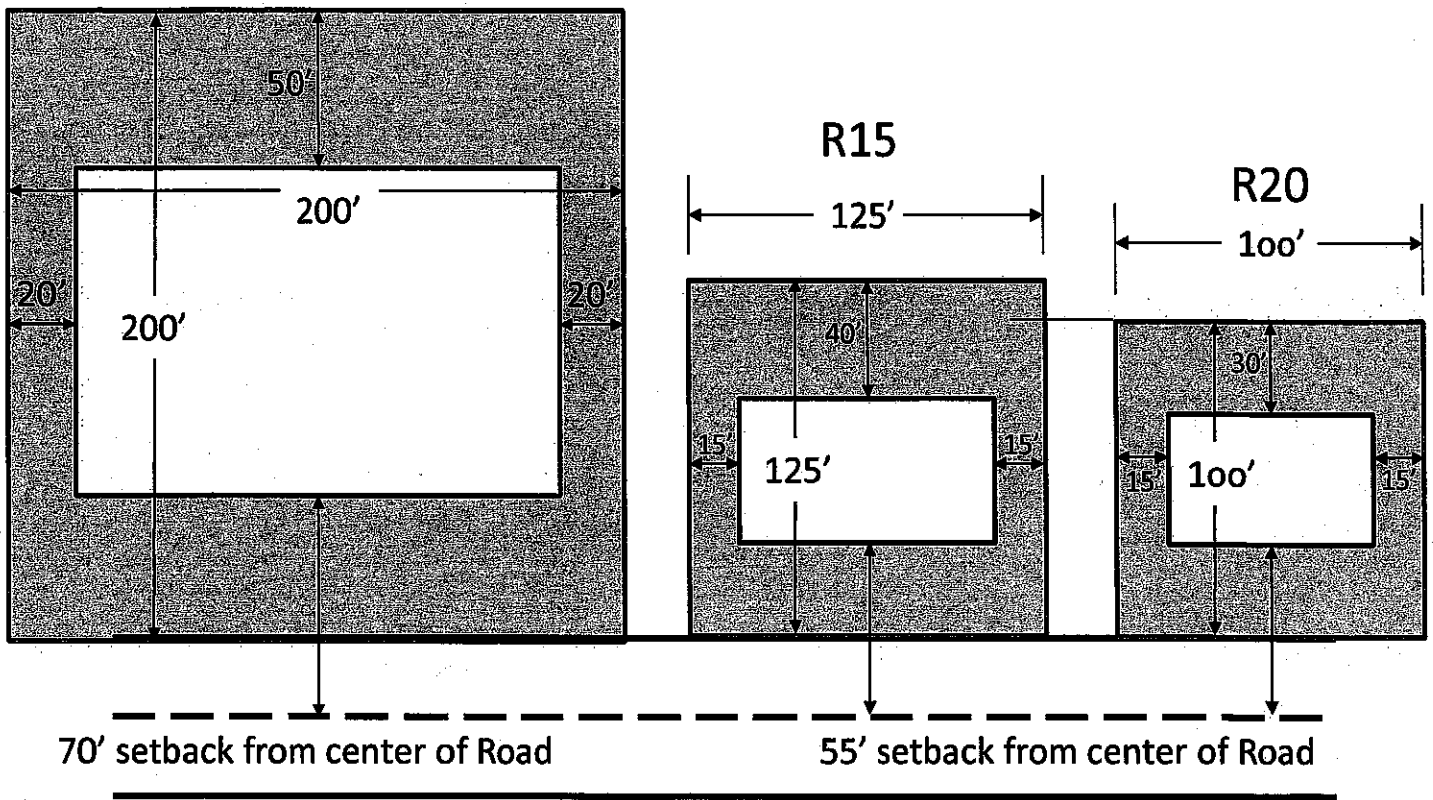
CC: PB Chairman DePinto
Gus De Blasio
Jeff Fette
Andy Hipolit
EC Members

Schedule XXX - Tree Preservation Zones

R40

R15

R20



Minor Street = 50' Width

 = No Tree Removal

50'
~ SCALE

Montvale Borough, Demolition & Tree Removal Ordinances
Project No. 17001260G

Chapter XXX Tree Removal during Demolition

The Borough Council of the Borough of Montvale does hereby find and determine that:

- A. There is a need to regulate and control the demolition of buildings and structures because uncontrolled demolition and clearing of land can be detrimental to the public safety, health and general welfare.
- B. There is a desire to control and regulate indiscriminant tree removal as part of the demolition of buildings and structures.

XXX-X Demolition Permit Required

No person, applicant, developer or contractor shall initiate and/or commence demolition or removal of any buildings or structures without first obtaining a demolition permit from the construction code official. A site survey showing the limits of disturbance required to accomplish the demolition or removal shall be provided as part of the demolition permit application. Tree removal outside the approved limits of disturbance shall not be permitted without first obtaining a Tree Removal Permit.

XXXX-XX Exemptions

The following shall be exempt from the requirements of this article:

- 1) Tree removal is permitted outside the area of disturbance to allow for the following:
 - a. Removal of any tree with caliper below six (6) inch caliper measured 4 ½ ft above the highest side of existing grade

XXXX-XX Violations

- 1) A fine of not less than \$500.00 (five hundred US dollars) will be imposed for each tree removed in violation of this Chapter.
 - 2) Tree removal outside of the limits described in this chapter will result in a revocation of any existing building permit(s) and will begin the start of a 6 month waiting period before further permitting will be considered.
-
-

Chapter XXXX Tree Removal

The Borough Council of the Borough of Montvale does hereby find and determine that:

- A. Indiscriminate and uncontrolled tree removal upon lots and tracts of land within the Borough contributes to drainage problems, increased soil erosion and dust conditions tending to decrease property values and adversely affects the public health, safety and general welfare of the community.
- B. The Borough desires to control and regulate tree removal and to preserve the maximum number of trees during the course of development of lots or parcels of land.
- C. This ordinance is not intended to directly affect those not involved with construction efforts.

XXXX-X Tree Removal Permit Required

- a) With the exception of the exemptions listed in this article, no person, applicant, developer or contractor shall cut or remove trees six (6) inch caliper or greater measured 4½ ft. above the high side of existing grade from the Tree Preservation Zone on any lands within the Borough as part of a site plan, subdivision, or building expansion application without first obtaining a tree removal permit from the Construction Code Official in accordance with this article.
- b) In the case of site plan and subdivision applications, the reviewing Board shall request recommendations from the Montvale Environmental Commission on tree removal prior to any Board decision. For applications not subject to Planning & Zoning Board review, the Construction Code Official shall request the recommendations of the Montvale Environmental Commission before issuing a tree removal permit.
- c) Tree removal shall be restricted from the Tree Preservation Zone which is defined as the area between the lot or parcel perimeter property lines and the front, side and rear building setback lines as established in each zoning district.
- d) A site survey or plan showing the tree removal limits shall be provided for review and approval with the tree removal application.
- e) A letter submitted from the Montvale Environmental Commission through the Construction Code Official describing the tree removal shall constitute the tree removal application limits.

XXXX-XX Exemptions

The following shall be exempt from the requirements of this article:

- 1) Single family residential lots containing an existing dwelling that is not subject of an expansion or land development application.
- 2) Tree removal is permitted within the Tree Preservation Zone to allow for the following:
 - a. Driveway or roadway access from an existing road frontage.

- b. Land grading necessary to establish the appropriate proposed grade elevations to foster proper drainage and construction of the proposed building or buildings on a lot or parcel.
- c. Construction of underground utilities that serve the new building or buildings.
- d. Removal of trees that are dead, dying or diseased, trees that have sustained significant storm damage or trees due to their location or physical condition render them a hazard to structures or people.
- e. Removal of any tree with caliper below six (6) inch measured from 4 ½ ft above the highest side of existing grade
- f. Any tree growing in a public right-of-way, land or property
- g. Tree removal as part of a Municipal, County or State agency or authority improvement project.
- h. Commercial nurseries, Christmas tree plantations and farming activities requiring tree removal.
- i. Any trees hindering sight distance from property.

XXXX-XXX Compensatory Plantings

In the event that preservation of existing trees within any designated Tree Preservation Zone is impossible or impractical based on the proposed development, compensatory plantings shall be required for each live tree within the Tree Preservation Zone being removed. Compensation shall be on a one for one basis with the compensation trees being 2" caliper minimum to be planted on the project lot or parcel. The Montvale Environmental Commission will review and consider approval of any compensatory planting as a result of actions described in this chapter.

XXXX-XXX Violations

- 1) A fine of not less than \$500.00 (five hundred US dollars) will be imposed for each tree removed in violation of this Chapter.
 - 2) Tree removal outside of the limits described in this chapter will result in a revocation of any existing building permit(s) and will begin the start of a 6 month waiting period before further permitting will be considered.
-

SCHEDULE XXX Tree Preservation Zones

**** ADD SCHEDULE HERE****

**BOROUGH OF MONTVALE
ORDINANCE NO. 2017-1431**

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 12th day of September 2017, 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 10th day of October, 2017 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, COUNTY OF BERGEN, STATE OF NEW JERSEY AMENDING AND SUPPLEMENTING CHAPTER 121 OF THE BOROUGH CODE TO ESTABLISH A RESIDENT PARKING PERMIT PROGRAM IN DESIGNATED AREAS

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

Section 1. Chapter 121 of the Code of the Borough of Montvale is hereby amended and supplemented to add a new Article XVI, "Resident Permit Parking," as follows:

Article XVI - RESIDENT PERMIT PARKING

§121-46	Program established; purpose.
§121-47	Permit zones designated.
§121-48	Permit application and issuance.
§121-49	Permit regulations.
§121-50	Enforcement, violations and penalties.

§121-46 Program established; purpose.

- A. Establishment of program. The Borough of Montvale finds that parking restrictions that limit on-street parking to neighborhood residents in certain designated areas are necessary and advisable. Therefore, the Borough does hereby establish a Resident Parking Permit Program in the Borough for the streets and areas set forth herein.
- B. Purpose. The purpose of the Resident Parking Permit Program is to:
 - 1. Reduce hazardous traffic conditions within certain residential areas.
 - 2. Protect residents from unreasonable burdens in gaining access to their residences.
 - 3. Promoting efficiency in the maintenance of those streets in a safe and clean condition.

4. Ensuring proper vehicular traffic flow.
5. Controlling and/or monitoring on-street parking in the Borough in a safe, efficient and non-hazardous manner.

§121-47 Permit zones designated.

- A. The following streets or parts of streets are hereby designated as resident parking permit zones:

Zone	Street	Side and Hours	Location
1	Akers Avenue	West	From a point 340 feet north of the centerline of the intersection of Akers Avenue and Grand Avenue, northerly to a point 430 feet south of the intersection of Akers Avenue and Ellsworth Terrace

- B. For the zones set forth above, the residents entitled to permits shall be as set forth below:

Zone	Residence location
1	Akers Avenue, between Grand Avenue and Ellsworth Terrace

- C. It shall be unlawful and a violation of this Article for any person to park any vehicle in a resident parking permit zone without a valid permit issued by the Borough Clerk.

§121-48 Permit application and issuance.

- A. Application.

1. Application for resident parking permits shall be made in writing to the Borough Clerk upon forms approved by the Borough.
2. An applicant for a permit shall show to the Borough Clerk satisfactory evidence that the applicant fulfills all the conditions required for the issuance of such permit.
3. There shall be no fee for a resident parking permit.

B. Proofs required. Proof of residency and vehicle ownership must be presented to and approved by the Borough Clerk prior to the issuance of a permit. The following documents shall be submitted:

1. A copy of a valid New Jersey driver's license for the applicant which reflects an address within the applicable permit zone.
2. A copy of a valid New Jersey motor vehicle registration for the vehicle for which the permit is sought reflecting an address within the applicable permit zone.
3. Proof that the vehicle is insured in the State of New Jersey.
4. A current utility or telephone bill with the resident's name and with the same address as described on the driver's license and motor vehicle registration.
5. If the vehicle for which a permit is sought is leased:
 - i. A copy of the motor vehicle registration.
 - ii. A copy of the lease agreement.
6. If the vehicle for which a permit is sought is a company vehicle:
 - i. A copy of the motor vehicle registration.
 - ii. A letter from a reasonable company official, under oath, confirming that the applicant is authorized to use the vehicle.

C. Upon satisfactory completion of the application and submission of the necessary proofs, a permit of a design specified by the Borough shall be issued to the resident owner for a qualifying vehicle.

§121-49 Permit regulations.

A. Permit details and display.

1. The permit shall display the permit number, the make, model and color of the vehicle, and the date the permit expires.
2. The permit is to be displayed on the front windshield, directly above the vehicle registration sticker.
3. On a motorcycle, the permit shall be placed on the windshield or on the casing of the side mirror.
4. The vehicle must be owned by a person residing in the qualifying area for each permit zone.
5. Permits may be not displayed on a vehicle other than the one for which it is issued, and it shall be a violation of this Article to allow an individual to take and/or borrow any permit for said unlawful purpose.

B. Vehicle types permitted.

1. Permits may be issued for:

- i. Cars
- ii. SUVs
- iii. Mini-vans
- iv. Pickup trucks
- v. Motorcycles
- vi. Similar passenger motor vehicles

2. No permit shall be issued for:

- i. Vehicles having more than four wheels
- ii. Vehicles with a gross weight of more than 2.5 tons
- iii. Vehicles registered or described as a trailer
- iv. Commercial vehicles or vehicles displaying commercial advertising
- v. Other vehicles not listed in §121-49(B)(1) above

C. Annual permits; changes.

- 1. A permit shall be valid for the calendar year for which it is issued.
- 2. Commencing November 1 of each year, residents may reapply for a permit for the subsequent year.
- 3. A new permit must be obtained in the event of a change in residency or a change of any vehicle or license plate on a previously registered vehicle.

D. Temporary residential parking permits.

- 1. A temporary residential parking permit may be issued to a new resident who has not yet changed his or her driver's license, registration or insurance.
- 2. To obtain such a temporary permit, the resident must show:
 - i. A copy of a utility or telephone bill or lease agreement within the permit zone.
 - ii. Proof of vehicle registration and insurance.
 - iii. Proof of a valid driver's license.

3. A temporary permit will only be valid for a period of 30 days.
4. The permit must be placed in the same location as a resident parking permit and must be returned to the Borough Clerk in order for a resident parking permit to be issued.

E. Revocation of permits.

1. A permit shall be automatically revoked in any of the following circumstances:
 - i. If the assigned vehicle or resident ceases to qualify for the residential parking permit program for the relevant permit zone.
 - ii. If the permit is affixed to a car other than the one so designated at the time of the application, or if the vehicle registration number on the permit is different from the one on the vehicle.
 - iii. If the assigned vehicle is parked on the relevant street without properly displaying the permit.
 - iv. For other sufficient cause as determined by the Borough Clerk or his/her designee.
2. If revoked, a permit shall be promptly returned to the Borough Clerk.

F. Miscellaneous regulations.

1. Other parking restrictions not superseded. In the event that a street located within a permit zone has a more restrictive parking regulation in place for certain hours, the more restrictive regulation shall control. By way of example, a generally-applicable "no parking" or "no stopping or standing" regulation shall be enforced, even if the parked vehicle has a resident parking permit.
2. The unauthorized making, duplicating, selling, lending or giving of any resident parking permit is hereby prohibited. This provision shall include, but is not limited to, any unauthorized duplication or use of a resident parking permit sticker.

§121-50 Enforcement, violations and penalties.

A. Enforcement procedures.

1. The provisions of this Article shall be enforced by the Police Department of the Borough of Montvale and also as permitted by law.
2. The Borough of Montvale shall erect or cause to be erected appropriate signage in each permit zone setting forth the residential parking permit restriction and providing a citation to the relevant section of the Borough Code.

B. Violations.

1. Any person, firm or corporation violating any of the provisions of this Article shall be subject to a fine of \$54.
2. In the event that any individual is found to be in possession of an invalid, expired or counterfeit resident parking permit, in addition to the fine set forth herein, said individual and anyone residing at the individual's residence shall surrender any active permits to the Borough Clerk and shall be prohibited from obtaining any resident parking permit for a period of two (2) years.
3. In the event that any individual is found to be in possession of a parking permit issued to a vehicle other than the one on which it is displayed, in addition to the fine set forth herein, said individual, anyone residing at the individual's residence, and anyone residing at the residence to which the permit was originally issued, shall be surrender any active permits to the Borough Clerk and shall be prohibited from obtaining any residential parking permit for a period of two (2) years.

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 on October 15, 2017. Notwithstanding the foregoing, the Borough Clerk shall be authorized to begin accepting applications and issuing resident parking permits pursuant to this Ordinance immediately after adoption and publication according to 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.

MICHAEL GHASSALI, Mayor

ATTEST:

MAUREEN IAROSHI-ALWAN
Municipal Clerk

On Borough Letterhead

RESIDENT PARKING PERMIT APPLICATION

ZONE 1 - AKERS AVENUE

The Borough of Montvale has adopted Ordinance #17-xxxxx effective October 15, 2017, which establishes a resident permit parking program for certain streets in the Borough of Montvale. Only vehicles with valid resident parking permits may be parked in the applicable zone. Permits may only be issued for cars, SUVs, mini-vans, pickup trucks, motorcycles, and similar motor vehicles. Permits must be obtained for new or additional cars before they may be parked in the applicable zone. Follow all applicable signs concerning vehicle parking, stopping and standing. For more information, refer to Borough Code §121-46 through -50.

Directions: Complete this application and return or mail to:

**Borough of Montvale
Attn: Resident Parking Permit - Zone 1
12 Mercedes Drive
Montvale, New Jersey 07645.**

Homeowner/Renter _____

Address _____ Akers Avenue, Montvale Email _____

Home Phone# _____ Cell Phone# _____

Vehicle #1

Vehicle Owner _____ License Plate # _____

Make _____ Model _____ Color _____ Year _____

Vehicle #2

Vehicle Owner _____ License Plate # _____

Make _____ Model _____ Color _____ Year _____

Vehicle #3

Vehicle Owner _____ License Plate # _____

Make _____ Model _____ Color _____ Year _____

Vehicle #4

Vehicle Owner _____ License Plate # _____

Make _____ Model _____ Color _____ Year _____

In addition, for each vehicle listed above, include a copy of the following:

- Valid New Jersey driver's license for owner of vehicle
- Current utility or telephone bill with applicant's name and address
- Valid motor vehicle registration
- Proof of insurance
- A copy of the lease agreement (if applicable)
- If the vehicle is a company vehicle, a letter from a company official, under oath, confirming the applicant's authority to drive the vehicle

Applicant's Certification

I hereby certify that the foregoing information is accurate and that the documents enclosed are true and accurate copies. I understand that any false statements may disqualify myself and any individual in my household from obtaining a resident parking permit.

Dated _____

[Print Name]

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 200-2017**

A Resolution Amending a Professional Services Contract to Jeffrey R. Surenian and Associates, LLC to Serve as Special Counsel in Connection with the Borough's Affordable Housing Litigation to Increase the Amount of the Contract

WHEREAS, the Governing Body previously adopted Resolution No. 155-2017, which awarded a professional services contract to Jeffrey R. Surenian, Esq. of Jeffrey R. Surenian & Associates, LLC, 707 Union Avenue, Suite 301, Brielle, New Jersey 08730, to represent the Borough of Montvale and to perform all services necessary and appropriate in connection with the Borough's affordable housing litigation, Docket No. BER-L-6141-15; and

WHEREAS, that contract included an initial "Not To Exceed" figure of \$25,000.00; and

WHEREAS, Mr. Surenian has advised that his firm is approaching the Not To Exceed figure and needs authorization from the Borough of Montvale to proceed with additional work; and

WHEREAS, the Governing Body is desirous of authorizing same; 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 that the professional services contract with Jeffrey R. Surenian and Associates, LLC is hereby amended to increase the "Not To Exceed" value to a total of \$50,000.00.

BE IT FURTHER RESOLVED that all other terms and conditions of said contract shall remain the same.

BE IT FURTHER RESOLVED that the Mayor and Borough Clerk are hereby authorized and empowered to execute an amended contract consistent with the provisions and intent of this Resolution, subject to approval of same by the Borough Attorney.

BE IT FURTHER RESOLVED that the Borough Clerk shall publish notice of this contract award in the official newspaper of the Borough, in accordance with N.J.S.A. 40A:11-5.

Councilmember	Motion	Second	Yes	No	Absent	Abstain
Arendacs						
Curry						
Gloeggler						
Koelling						
Lane						
Weaver						

Adopted: October 10, 2017

ATTEST:

APPROVED:

Maureen Iarossi-Alwan
Municipal Clerk

Michael Ghassali
Mayor

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	\$3,180,651.39	Bill List Wire 10/10/17
	<u>698,353.28</u>	Wires/Manual Checks
Current TOTAL	3,879,004.67	
Escrow - Trust	22,138.75	Bill List Wire 10/10/17
Capital	221,780.04	Bill List Wire 10/10/17
Open Space Trust	7,196.83	Bill List Wire 10/10/17

*This resolution was adopted by the Mayor and Council of Montvale
at a meeting held on 10/10/17*

Introduced by: _____

Approved: 10/10/17

Seconded by: _____

Michael Ghassali, Mayor

ATTEST:

Maureen Iarossi-Alwan, Municipal Clerk

MANUAL/VOID CHECKS - WIRES
October 10, 2017

<u>Check #</u>	<u>PO #</u>	<u>Date</u>	<u>Transaction/Vendor</u>	<u>Amount</u>
WIRE		9/26/17	Payroll Account	152,215.68
WIRE		9/26/17	Salary Account	91,486.70
WIRE		9/26/17	FSA Account	668.35
13715	17-00760	9/26/17	DLS Contracting, Inc	<u>453,982.55</u>
	Total			<u>698,353.28</u>

October 5, 2017
01:15 PM

Borough of Montvale
Bill List By Vendor Name

Page No: 1

P.O. Type: All
Range: First to Last
Format: Detail with Line Item Notes

Open: N Paid: N Void: N
Rcvd: Y Held: Y Aprv: N
Bid: Y State: Y Other: Y Exempt: Y

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First	Rcvd	Chk/Void	1099	
Item Description	Amount	Charge Account	Acct Type Description				Enc Date	Date	Date	Invoice	Excl
01593 AMERICAN LAWN SPRINKLER CO.											
17-00959 08/28/17 SERVICE CALL CHECK FOR LEAKS											
1 SERVICE CALL CHECK FOR LEAKS	212.50	7-01-26-772-085	B BUILDING MAINT - 12 MERCEDES	R	08/28/17	10/04/17				166033	N
Vendor Total:	212.50										
01524 BATCH, CHARLES											
17-01111 10/05/17 Mileage reimbursement											
1 Mileage reimbursement	77.04	7-01-22-725-045	B TRAVEL	R	10/05/17	10/05/17				MILEAGE JUL-SEP	N
Vendor Total:	77.04										
01707 BEN VELTIDI, INC.											
17-00952 08/23/17 Huff Playground Mulch											
1 200 Yards Play Cushion Mulch	3,850.00	T-14-56-286-001	B RESERVE FOR OPEN SPACE TRUST	R	08/23/17	10/04/17				17-02564-02565	N
Vendor Total:	3,850.00										
00420 BERGEN COUNTY CLERK											
17-01086 09/27/17 FEE TO RECORD DEVELOPER'S AGR.											
1 FEE TO RECORD DEVELOPER'S AGREEMENT.	1,023.00	7-01-20-712-028	B OTHER PROF/CONSULTANT SERVICES	R	09/27/17	10/04/17				DEV FEE RECORD	N
Vendor Total:	1,023.00										
00554 BERGEN MUNI EMPL BENEFITS FUND											
17-01098 10/02/17 HEALTH BENEFITS -OCT											
1 MEDICAL BENEFITS -OCT	71,776.00	7-01-23-733-096	B OTHER CONTRACTUAL - BMED	R	10/02/17	10/04/17				OCT 2017	N
2 DENTAL BENEFITS -OCT	3,721.00	7-01-23-733-095	B DENTAL	R	10/02/17	10/04/17				OCT 2017	N
3 PRESCRIPTION BENEFITS -OCT	21,292.00	7-01-23-733-097	B PRESCRIPTION	R	10/02/17	10/04/17				OCT 2017	N
	96,789.00										
Vendor Total:	96,789.00										

October 5, 2017
01:15 PM

Borough of Montvale
Bill List By Vendor Name

Page No: 2

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 Exc1
01645 BOROUGH OF WOODCLIFF LAKE												
	17-01053	09/20/17	TRI-BORO DISPATCH CONSULTANT									
	1		TRI-BORO DISPATCH CONSULTANT	772.33	7-01-25-746-029	B OTHER CONTRACTUAL ITEMS	R	09/20/17	10/05/17		3RD. QTR.2017	N
			3RD QUARTER OF 2017.									
			Vendor Total:	772.33								
01720 CTAND												
	17-01104	10/03/17	Annual Subscription									
	1		Annual Subscription	475.00	7-01-21-720-044	B PROFESSIONAL ASSOCIATION DUES	R	10/03/17	10/04/17		ANNUAL SUBSCRIP	N
			Vendor Total:	475.00								
00152 COHEN, JOYCE												
	17-00996	09/11/17	juice serve after flu shots									
	1		juice serve after flu shots	26.98	7-01-27-785-041	B MEAL REIMBURSEMENT	R	09/11/17	10/04/17		09062017	N
			Vendor Total:	26.98								
00096 E-Z PASS CUSTOMER SVS CTR												
	17-01071	09/25/17	PD TOLL REPLENISHMENT									
	1		PD TOLL REPLENISHMENT	200.00	7-01-25-745-045	B TRAVEL	R	09/25/17	10/04/17		TOLL REPLENISH	N
			POLICE DEPARTMENT									
			TOLL REPLENISHMENT									
			ACCOUNT 10000 00000 0375 5									
				\$200.00								
			Vendor Total:	200.00								
03951 EDIBLE ARRANGEMENTS												
	17-01001	09/12/17	Carl Bello Fam Sympathy basket									
	1		Carl Bello Family Sympathy bas	84.59	7-01-20-701-041	B MEAL REIMBURSEMENT	R	09/12/17	10/04/17		F0124072895	N
			Vendor Total:	84.59								

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Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First	Rcvd	Chk/Void	1099
Item Description	Amount	Charge	Account	Acct Type	Description	Enc Date	Date	Date	Invoice	Excl
01443 FOUR SEASONS AT RIDGEMONT										
16-01361 12/16/16 SNOW REMOVAL@STR.LIGHTING 2016										
1 SNOW REMOVAL@ MAXIMUM 2016	550.00	6-01-38-854-029		B	OTHER CONTRACTUAL ITEMS	R	12/16/16	10/05/17	2016 MAXIMUM	N
2 STREET LIGHTING @ MAXIMUM 2016	442.08	6-01-38-854-029		B	OTHER CONTRACTUAL ITEMS	R	12/16/16	10/05/17	2016 MAXIMUM	N
	992.08									
Vendor Total:	992.08									
00922 GEORGE ELY ASSOCIATES, INC										
17-00953 08/24/17 ADA Swing for Huff Park										
1 ADA Swing for Huff Park	697.00	T-14-56-286-001		B	RESERVE FOR OPEN SPACE TRUST	R	08/24/17	10/04/17	E-36391	N
2 Freight Cost	120.78	T-14-56-286-001		B	RESERVE FOR OPEN SPACE TRUST	R	08/24/17	10/04/17	E-36391	N
	817.78									
Vendor Total:	817.78									
00896 GIAMMARINO, MICHAEL										
17-00074 01/11/17 INTERPRETER SERVICES 2017				B						
27 INTERPRETER SERVICES 2017	72.00	7-01-42-855-028		B	OTHER PROF/CONSULTANT SERVICES	R	08/18/17	10/04/17	9/13/17	N
28 INTERPRETER SERVICES 2017	78.00	7-01-41-250-028		B	OTHER PROFESSIONAL/CONSULTING SERVICES	R	08/18/17	10/04/17	9/13/17	N
	150.00									
Vendor Total:	150.00									
01335 HACKENSACK UNIVERSITY MEDICAL										
17-00308 03/07/17 HEALTH AWARENESS PROGRAM 2017				B						
7 HEALTH AWARENESS PROGRAM 2017	715.50	7-01-27-785-029		B	OTHER CONTRACTUAL ITEMS	R	06/21/17	10/04/17	B-0917-C/SEPT.	N
INVOICE #B-0917-C/SEPTEMBER.										
Vendor Total:	715.50									
00762 HARBORTOUCH										
17-01026 09/15/17 COURT CREDIT CARD FEES -AUG										
1 COURT CREDIT CARD FEES -AUG	130.22	7-01-41-250-029		B	OTHER CONTRACTUAL ITEMS	R	09/15/17	10/05/17	AUG 2017	N

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Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/chk	First	Rcvd	Chk/Void	1099	
Item Description			Amount	Charge Account	Acct Type Description		Enc Date	Date	Date	Invoice	Excl
<hr/>											
00762	HARBORTOUCH		Continued								
17-01026	09/15/17	COURT CREDIT CARD FEES -AUG	Continued								
2		COURT CREDIT CARD FEES -AUG	120.20	7-01-42-855-029	B OTHER CONTRACTUAL ITEMS	R	09/15/17	10/05/17		AUG 2017	N
			250.42								
		Vendor Total:	250.42								
<hr/>											
01028	HAWKEN, CHRISTOPHER										
17-01070	09/25/17	REIMB UNIFORM TAILORING									
1		REIMB UNIFORM TAILORING	136.00	7-01-25-745-275	B HAWKEN, CHRISTOPHER - CLOTHING	R	09/25/17	10/04/17		CLOTHING	N
		C. HAWKEN									
		REIMBURSEMENT FOR TAILORING OF									
		UNIFORMS	\$136.00								
		Vendor Total:	136.00								
<hr/>											
00619	INSTITUTE FORENSIC PSYCHOLOGY										
17-01029	09/18/17	CARON / MILLER PSYCH EVAL									
1		CARON / MILLER PSYCH EVAL	650.00	7-01-25-745-093	B MEDICAL EXAMS/TESTING	R	09/18/17	10/05/17		10705	N
		8/15/2017									
		PSYCHOLOGICAL EVALUATION OF									
		R. CARON AND M. MILLER									
		SLEO III PHHS	\$650.00								
		INVOICE #10705									
		Vendor Total:	650.00								
<hr/>											
01643	LISA DENT										
17-01106	10/03/17	Halloween Carnival Decorations									
1		Halloween Carnival Decorations	60.89	7-01-28-795-068	B SPECIAL EVENTS	R	10/03/17	10/04/17		HALLOWEEN DECOR	N
2		Halloween Carnival Decorations	133.55	7-01-28-795-068	B SPECIAL EVENTS	R	10/03/17	10/04/17		HALLOWEEN DECOR	N

[illegible]

Vendor # Name	PO # PO Date Description	Contract PO Type	First Rcvd Chk/Void	1099	
	Item Description	Amount Charge Account Acct Type Description	Stat/Chk Enc Date Date	Date Invoice	Exc
00731 MASER CONSULTING P.A.	Continued				
17-01022 09/14/17 ESCROW PAYMENTS	Continued				
	423336+423335+423338+423259				
	21,848.75				
Vendor Total:	23,685.80				
00102 MGL PRINTING SOLUTIONS					
17-01108 10/05/17 1099 FORMS 2017					
1 1099 FORMS 2017	107.00 7-01-20-701-023	B PRINTING & BINDING	R 10/05/17 10/05/17	2017-1099	N
MISC - 100					
INT - 25					
ENVL - 75					
Vendor Total:	107.00				
00104 MONTVALE BOARD OF EDUCATION					
17-00019 01/04/17 2017 LOCAL SCHOOL TAX	B				
12 2017 LOCAL SCHOOL TAXES/OCT.	1,291,287.00 7-01-55-207-000	B LOCAL SCHOOL TAXES	R 06/01/17 10/04/17	OCTOBER	N
13 INTEREST & PRINCIPAL	195,000.00 7-01-55-207-000	B LOCAL SCHOOL TAXES	R 06/01/17 10/04/17	OCTOBER	N
	1,486,287.00				
Vendor Total:	1,486,287.00				
01856 MONTVALE FLORIST					
17-01000 09/12/17 9-11 memorial					
1 Prsentation bouquet to family	60.00 7-01-20-703-091	B AWARDS/TROPHIES	R 09/12/17 10/04/17	000199	N
17-01007 09/13/17 9/11 MEMORIAL WREATH					
1 9/11 MEMORIAL WREATH	150.00 7-01-25-745-058	B OTHER EQUIPMENT & SUPPLIES	R 09/13/17 10/04/17	000199	N
PRESNTATION WREATH FOR 9/11 MEMORIAL SERVICE 9/11/2017	\$150.00				
Vendor Total:	210.00				

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Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
00108 MONTVALE HARDWARE & SUPPLY	17-00916 08/14/17 PD HARDWARE SUPPLIES -									
	1 PD HARDWARE SUPPLIES -		31.49 7-01-25-745-058	B OTHER EQUIPMENT & SUPPLIES	R	08/14/17	10/04/17		A131620	N
	7/10/17 9V BATTERIES FOR DEFIB INVOICE A131620		\$31.49							
	Vendor Total:		31.49							
00659 MOORE MEDICAL LLC	17-01017 09/14/17 HEARTSTART BATTERY									
	1 HEARTSTART BATTERY		0.00 7-01-26-772-029	B OTHER CONTRACTUAL ITEMS	R	09/14/17	10/04/17		99626616	N
	AED PLUS LITHIUM BATTERY PK/10; FUEL SURCHARGE									
	2		190.68 7-01-26-772-029	B OTHER CONTRACTUAL ITEMS	R	09/14/17	10/04/17		99626616	N
			190.68							
	Vendor Total:		190.68							
00019 MUNICIPAL CAPITAL CORPORATION	17-00211 02/06/17 SHREDDER LEASE 2017	B								
	11 SHREDDER LEASE 2017		69.00 7-01-20-701-061	B LEASED EQUIPMENT	R	04/28/17	10/05/17		4975290817/OCT.	N
	INVOICE #4975290817/OCTOBER.									
	Vendor Total:		69.00							
00402 MUNICIPAL CAPITAL CORPORATION	17-00296 03/03/17 2017 POLICE DPT.COPY MACHINE	B								
	10 2017 POLICE DPT.COPY MACHINE		169.00 7-01-25-745-061	B LEASED EQUIPMENT	R	05/02/17	10/05/17		4975010917/OCT.	N
	INVOICE #4975010917/OCTOBER.									
	Vendor Total:		169.00							

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	Item	Description	Amount	Charge Account	Acct Type Description		Enc Date	Date	Date	Invoice	Exc1
01409	NARITA MARAJ, LLC.										
	17-00137	01/24/17	RECORDS MANAGEMENT SVS 2017	B							
	18		RECORD MANAGEMENT SERVICES	569.70	7-01-20-701-028	B OTHER PROF/CONSULTANT SERVICES	R	05/02/17	10/04/17	MTV-2017-016	N
	17-00993	09/06/17	RECORD MANAGEMENT SERVICES/CON	B							
	2		RECORD MANAGEMENT SERVICES	577.61	7-01-22-725-029	B OTHER CONTRACTUAL ITEMS	R	09/06/17	10/04/17	BLDG-2017-001	N
	Vendor Total:		1,147.31								
00125	NORTHWEST BERGEN REGIONAL										
	17-00135	01/24/17	HEALTH SERVICES 2017	B							
	9		HEALTH SERVICES 2017	4,660.31	7-01-27-785-029	B OTHER CONTRACTUAL ITEMS	R	04/28/17	10/05/17	0617-17/SEPT.	N
	INVOICE #0617-17/SEPTEMBER.										
	Vendor Total:		4,660.31								
00137	PASCACK VALLEY REGIONAL HS DST										
	17-00020	01/04/17	REGIONAL SCHOOL TAX 2017	B							
	11		REGIONAL SCHOOL TAX 2017/OCT.	1,202,389.24	7-01-55-206-000	B REGIONAL SCHOOL TAX	R	05/02/17	10/04/17	OCTOBER/2017	N
	Vendor Total:		1,202,389.24								
01227	PIAZZA & ASSOCIATES, INC.										
	17-00126	01/23/17	AFFORDABLE HOUSING SVS 2017	B							
	11		AFFORDABLE HOUSING SERVICES	600.00	7-01-21-720-028	B OTHER PROF/CONSULTANT SERVICES	R	01/23/17	10/04/17	1707-08	N
	FEE FOR JULY AND AUGUST 2017.										
	12		POSTAGE 07/01/17-08/31/17	60.27	7-01-21-720-028	B OTHER PROF/CONSULTANT SERVICES	R	01/23/17	10/04/17	1707-08	N
	INVOICE #1707-08										
	Vendor Total:		660.27								
01241	RAY'S PIZZA										
	17-01044	09/19/17	COAH Meeting								
	1		meeting	93.24	7-01-20-701-041	B MEAL REIMBURSEMENT	R	09/19/17	10/04/17	TICKET #29	N
	2		tip	15.00	7-01-20-701-041	B MEAL REIMBURSEMENT	R	09/19/17	10/04/17	TICKET #29	N
	Vendor Total:		108.24								

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 Exc1
01721 STRASSER & ASSOCIATES, P.C.												
17-01115 10/05/17 MTVL PUBLIC EE SETTLEMENT												
1	MTVL PUBLIC EE SETTLEMENT	250,000.00	7-01-23-730-029	B	OTHER CONTRACTUAL ITEMS	R	10/05/17	10/05/17		RESO 188-2017	N	
SETTLEMENT AGREEMENT BETWEEN MONTVALE PUBLIC EMPLOYEES ASSOCIATION V. BOROUGH OF MONTVALE												
RESO# 188-2017												
Vendor Total:		250,000.00										
00215 TOWNSHIP OF RIVER VALE												
17-00102 01/18/17 PASCACK VALLEY DPW 2017 SERVIC B												
11	PASCACK VALLEY DPW /OCTOBER	128,170.00	7-01-37-850-029	B	OTHER CONTRACTUAL - PASCACK VALLEY DPW	R	04/28/17	10/04/17		OCTOBER 2017	N	
Vendor Total:		128,170.00										
00578 TREASURER, STATE OF NJ DCA												
17-01063 09/22/17 UCC Book Order												
1	UCC Book Order	55.00	7-01-22-725-033	B	BOOKS & PUBLICATIONS	R	09/22/17	10/04/17		28077	N	
Vendor Total:		55.00										
01531 UNIMAK, LLC												
16-00504 04/27/16 CONSTRUCTION OF NEW FIREHOUSE B												
16	PAYMENT TO UNIMAK, LLC	254,166.04	C-04-55-405-A00	B	CONSTRUCTION OF FIRE HOUSE	R	04/27/16	10/04/17		9/25/17	N	
17	LIEN- STEEL FAB	32,554.00	C-04-55-405-A00	B	CONSTRUCTION OF FIRE HOUSE	R	04/27/16	10/04/17		9/25/17	N	
NJ -Municipal Mechanic's Lien File # 10794-378350 Peckar & Abramson Atty's												
		221,612.04										
Vendor Total:		221,612.04										

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Vendor # Name																	
PO #	PO Date	Description	Contract	PO Type				First	Rcvd	Chk/Void		1099					
Item	Description	Amount	Charge	Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl					
03215	UNUM LIFE INSURANCE																
17-00091	01/16/17	2017 LIFE INSURANCE		B													
10	2017	LIFE INSURANCE & AD&D/SEP	202.95	7-01-23-735-029	B	OTHER CONTRACTUAL ITEMS	R	05/02/17	10/04/17		SEPTEMBER 2017	N					
Vendor Total:			202.95														

Total Purchase Orders:	49	Total P.O. Line Items:	70	Total List Amount:	3,431,767.01	Total Void Amount:	0.00
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Borough of Montvale
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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 2016 BUDGET	6-01	992.08	0.00	992.08	0.00	0.00	992.08
CURRENT FUND 2017 BUDGET	7-01	3,179,659.31	0.00	3,179,659.31	0.00	0.00	3,179,659.31
CAPITAL FUND	C-04	221,780.04	0.00	221,780.04	0.00	0.00	221,780.04
BOA ESCROW ACCOUNTS	E-08	22,138.75	0.00	22,138.75	0.00	0.00	22,138.75
OPEN SPACE TRUST ACCT	T-14	7,196.83	0.00	7,196.83	0.00	0.00	7,196.83
Total of All Funds:		<u>3,431,767.01</u>	<u>0.00</u>	<u>3,431,767.01</u>	<u>0.00</u>	<u>0.00</u>	<u>3,431,767.01</u>



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Mount Arlington, NJ 07856
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F: 973.398.3199
www.maserconsulting.com

October 2, 2017

VIA EMAIL

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

Re: Authorization to Bid & Proposal for Professional Engineering Services
Montvale Flood Detention Dam
Block 504, Lot 5
Borough of Montvale, Bergen County, NJ
MC Project No. MVB-513P

Dear Ms. Iarossi-Alwan:

Maser Consulting is prepared to complete an Inspection Report and Operation & Maintenance (O&M) Manual for the Flood Detention Dam located near Wildwood Court. We are proposing to perform an inspection of the dam and update the existing report based on our findings. The update will include the current condition of the dam, updated recommendations and new photos.

The Montvale Flood Detention Dam is a class III hazard dam and needs to be inspected every 4 years. This dam was last inspected in 2011.

EXCLUSIONS

The following items are excluded from this proposal:

- Subsurface Investigation.
- Topographic Survey.
- Hydrologic/Hydraulic Analysis.
- Regulations Permitting.

Our Lump Sum Fee to complete the work described herein and provide the Borough with a Complete Report is **\$8,500.00**.



Maureen Iarossi-Alwan
MC Project No. MVB-513P
October 2, 2017
Page 2 of 2

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 'A. Hipolit'.

Andrew R. Hipolit, P.E.
Borough Engineer

NMG/ca

cc: Mayor and Council (via Clerk)

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Best Practices Worksheet CY 2017/SFY2018

Montvale Borough (Bergen)		
0236	Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments
Yes	N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to contracts@perc.state.nj.us . Has your municipality filed all current contracts with PERC?	
Yes	Has your municipality adopted a written vehicle use policy prohibiting personal use of municipal vehicles (except for commuting), and providing that employees authorized to use such vehicles for commuting to/from work have a fringe benefit value added to the gross income reported on the employee's W-2 (unless the vehicle meets the "qualified non-personal vehicle" criteria specified by the IRS)? Only answer "N/A" if your municipality does not have any municipally-owned vehicles.	
Yes	Active monitoring management of a municipality's ratable base is fundamental to helping ensure fiscal stability. There should be communication with the municipal tax assessor to ensure that the municipality has sufficient time to factor potential exposure to tax appeal judgements into their budgetary planning. <u>Does your municipality have an established written policy requiring its tax assessor to notify the chief financial officer and the governing body of all tax appeals upon filing, but no later than June 1st each year?</u> The policy should, at minimum, require the assessor's report to break down by property class the number of pending appeals, the current assessed value, and the reduction in assessed value if all appeals were successful. If there are appeals for which complete information is unavailable as of June 1, those appeals should be reported as information becomes available. Only answer "N/A" if your municipality is in Gloucester County (county assessor pilot program) or participates in the Monmouth County assessment demonstration program.	

Best Practices Worksheet CY 2017/SFY2018

Montvale Borough (Bergen)			
0236	Please see Color Key at bottom of sheet for limits on answers		
Answer	Question	Comments	
Yes	Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year's proposed budget (including the full adopted budget for the current year when approved by the governing body); most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?		
N/A	The "Director's Ratio" (the average ratio of assessed to true market value) for each municipality as determined by the Director of the Division of Taxation, in the Table of Equalized Valuations promulgated annually pursuant to N.J.S.A. 54:1-35.1. A Director's Ratio of lower than 85 percent generally denotes lack of uniformity in assessments and indicates a need for revaluation. <u>N.J.A.C. 18:12A-1.14. If the ratio of assessed values to market values in your municipality is presently less than 85%, has your municipality at minimum awarded a contract for the updating of tax maps and earmarked funds in its budget for the hiring of relevant firms and/or professionals?</u>	The Borough's ratio is not less than 85%.	
Yes	The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Forms. Compliance by local elected officials is particularly important. <u>Have all of your local elected officials filed their Financial Disclosure Form in 2017 that covers the 2016 calendar year?</u>		
No	While outside employment by municipal officials can sometimes be acceptable, it is imperative that no conflicts of interest impinge on municipal governance. Does your municipality have 1) an established documented process requiring department heads to submit notice of outside employment, and 2) upon receiving such notice, does your municipality have a documented process within its human resources function to determine whether or not a conflict of interest exists?		

Best Practices Worksheet CY 2017/SFY2018

Montvale Borough (Bergen)			
0236	<i>Please see Color Key at bottom of sheet for limits on answers</i>		
Answer	Question	Comments	
N/A	Many municipalities have created one or more authorities (including fire districts, utilities authorities, redevelopment authorities, housing authorities, port authorities, etc.) to provide greater focus and attention on addressing a public need, or to reduce governing body burdens. While creation of an authority is often appropriate, and many authorities successfully fulfill their missions, authorities with weak membership or insufficient local-level monitoring can become wasteful, inefficient and unresponsive to the public they serve. N.J.S.A. 40A:5A-20 allows a local governing body to dissolve an authority subject to certain parameters and with Local Finance Board approval. Municipalities should at least annually assess the authority or authorities they created and publicly discuss their findings and conclusions. Findings and conclusions should address whether their existing authorities 1) continue to serve the public interest, and 2) are more efficient than other potential alternatives in providing services and financing public facilities. <u>Within the past year, 1) has the above-referenced discussion appeared as a listed agenda item on a scheduled governing body meeting, and 2) do the findings and conclusion appear in publicly-available meeting minutes? Please identify the meeting date under "Comments".</u>	The Borough has not created any authorities.	
Yes	Audit findings address areas needing improvement. Ignoring these findings devalues the process; therefore, municipalities should correct noted deficiencies. <u>Have all audit findings from the 2015 audit been 1) identified in the corrective action plan and 2) addressed such that they are not repeated in the 2016 audit? If the answer is no, please list the repeat findings, along with the date the corrective action plan was submitted to DLGS, under Comments. Only answer "N/A" if there were no audit findings in 2015.</u>		
N/A	Payments In Lieu of Taxed (PILOTs) are often used as a tool for economic development. It is imperative that municipalities monitor PILOT agreements to ensure recipients complying with all agreement terms, including but not limited to timely payment and reporting. Does your municipality 1) have an official designated to monitor exemptions granted pursuant to the Long-Term Tax Exemption Law (N.J.S.A. 40A:20-1 et seq.) and Five-Year Exemptions/ Abatements granted pursuant to N.J.S.A. 40A:21-1 et seq., and 2) have in place a documented process for ensuring compliance with the terms of each PILOT agreement?	The Borough does not have any PILOT agreements granted pursuant to either of the referenced statutes.	

Best Practices Worksheet CY 2017/SFY2018

Montvale Borough (Bergen)			
0236	Please see Color Key at bottom of sheet for limits on answers		
Answer	Question	Comments	
Yes	N.J.S.A. 40A:5-4 requires municipalities to complete their annual audit for the preceding fiscal year within 6 months after the close of their fiscal year. Further, N.J.S.A. 40A:5-6 requires the municipality's auditor to submit a certified duplicate copy of the audit report and recommendations with the Division within 5 days after filing the original with the municipal clerk. <u>Has your municipality received its completed audit for the preceding fiscal year within the statutory timeframe, and confirmed that your auditor has filed a certified duplicate copy of the audit report with the Division?</u> You may only answer this question "N/A" if the Director expressly granted an extension in response to a governing body resolution petitioning for same.		
Yes	Pursuant to N.J.S.A. 40A: 2-40, the chief financial officer each municipality shall, before the end of the first month of the fiscal year, file its Annual Debt Statement with the Division of Local Government Services. The annual debt statement must be filed electronically following the procedure described in Local Finance Notice 2013-3. <u>Did your municipality file its electronic Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 (July 31 for SFY municipalities)?</u>		
Yes	While the issuance and renewal of bond anticipation notes can be a reasonable and prudent financing mechanism, failing to take advantage of low interest rates on permanent financing can cause municipalities to incur unnecessary carrying costs and inflated costs of issuance. Has your municipality evaluated its outstanding bond anticipation notes and developed a strategy to move toward permanent financing?		

Best Practices Worksheet CY 2017/SFY2018

Montvale Borough (Bergen)			
0236	Please see Color Key at bottom of sheet for limits on answers		
Answer	Question	Comments	
N/A	Pursuant to <u>N.J.S.A. 40A:11-25</u> , the Director of the Division of Local Government Services must approve all prequalification regulations enacted by contracting units subject to the Local Public Contracts Law. Prequalification requirements can be fixed according to experience, financial ability, capital, and equipment. Absent Director approval, bid prequalification regulations are of no force and effect and may not be required as a condition of bid acceptance on any public contract. Local Finance Notice 2016-12 goes into further detail concerning prequalification regulations under the Local Public Contracts Law. Is your municipality following the process set forth in <u>N.J.S.A. 40A:11-25</u> , including seeking Director approval prior to implementing and enforcing all prequalification regulations? "N/A" is only applicable where the municipality has not adopted any prequalification regulations.	The Borough has not adopted any prequalification regulations.	
Yes	<u>N.J.A.C. 5:30-3.8(a)</u> requires that the introduced annual municipal budget incorporate a User-Friendly Budget section. Is your municipality providing the public with its introduced User-Friendly Budget at least one week prior to the date of the public hearing on adopting the annual budget?		
Yes	Unless the Director sets forth a later date pursuant to <u>N.J.S.A. 40A:4-5.1</u> , N.J.S.A. 40A:4-5 requires that calendar year municipalities approve their introduced budgets no later than February 10 (or August 10 for state fiscal year municipalities) and <u>N.J.S.A. 40A:4-10</u> requires that calendar year municipalities adopt their budgets no later than March 20 (or September 20 for state fiscal year municipalities). <u>Did your municipality introduce and adopt its current year budget no later than the dates provided by law or as extended by the Director in Local Finance Notice 2016-20?</u> This question may only be answered N/A if your municipality is under State Supervision or if the Division instructed the municipality to delay budget adoption.		

Best Practices Worksheet CY 2017/SFY2018

Montvale Borough (Bergen)			
0236	Please see Color Key at bottom of sheet for limits on answers		
Answer	Question	Comments	
Yes	Does your municipality exclude from healthcare coverage part-time elected and appointed officials (less than 35 hours per week)? Only answer "yes" if no part-time elected or appointed officials receive health benefits. If your municipality has part-time elected or appointed officials who elect to take State Health Benefits Program (SHBP) health benefits (or receive a waiver for not doing so) by virtue of serving in their position continuously since May 21, 2010, you must answer "No". If you answered "No", please list in the Comments section the name and title of each elected or appointed official receiving either health benefits or a waiver payment in lieu of health benefits.		
Yes	Is your municipality collecting at least the amount set forth by the Chapter 78 Grid for health benefit contributions (or 1.5% of base salary, whichever is greater) for all officers and employees?		
Yes	Payments for waivers filed before May 21, 2010, and maintained continuously since, cannot exceed fifty percent (50%) of the amount saved by the local unit as a result of the employee's waiver of coverage. For waivers filed on or after May 21, 2010, which is the effective date of P.L. 2010, c. 2, payments cannot exceed the lesser of twenty-five percent (25%) of the amount saved by the local unit as a result of the waiver, or \$5,000. When calculating an employee's waiver payment, the local unit must deduct the employee's healthcare contribution obligation from the total premium cost. Local units have sole discretion as to whether or not to offer employees payments for waiver of health benefits, and may offer waiver payments lower than the statutory maximum. Health benefit waiver payments are statutorily excluded from collective bargaining. See Local Finance Notices 2010-12 and 2016-10 for further discussion on health benefit waiver payments. Does your municipality 1) refrain from paying waiver payments in excess of the statutory maximum; 2) deduct employee healthcare contribution obligations from the total premium cost when calculating waiver payments; and 3) refrain from incorporating healthcare waiver payments in any labor agreement? "N/A" is only applicable where the municipality has a policy of not making payments in lieu of health benefits.		

Best Practices Worksheet CY 2017/SFY2018

Montvale Borough (Bergen)		
0236	Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments
No	The Fair Labor Standards Act (FLSA) is a federal law requiring that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and thus not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (you should consult with labor counsel for more detailed guidance). Exempt status would also preclude overtime pay for time worked during emergencies, attendance at night meetings and participation in training sessions. Compensated leave time in lieu of cash payments is considered to be a form of overtime pay unless such leave is utilized in the same pay period. <u>Does your municipality refrain from paying overtime to employees classified as exempt under the FLSA?</u>	
No	<u>For any employees covered by a collective bargaining agreement, has your municipality instituted a policy to not compensate said employees for sick leave accumulated after a certain date?</u> If such provisions were imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining, your answer can be "N/A". If answering "N/A", the municipality must identify under "Comments" each such provision imposed by an arbitrator, along with the status of the collective bargaining negotiations to eliminate each such provision.	
Yes	Has your municipality instituted a written policy to not compensate non-union employees for sick leave accumulated after a certain date?	
Yes	Has your municipality adopted an ordinance, resolution, regulation or written policy eliminating longevity awards, bonuses or payments for non-union employees?	

Best Practices Worksheet CY 2017/SFY2018

Montvale Borough (Bergen)		
0236	Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments
No	For any employees covered by a collective bargaining agreement, has your municipality eliminated all longevity awards, bonuses or payments for employees hired on or after a specified date, and refrained from increasing any longevity awards, bonuses or payments for employees hired before a specified date? The answer to this question can be "N/A" if such provisions were imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining. If answering "N/A", the municipality must identify under "Comments" each such provision imposed by an arbitrator, along with the status of the collective bargaining negotiations to eliminate each such provision.	
Yes	Employee personnel manuals or handbooks serve as a valuable tool to convey a municipality's policies, procedures and benefits. Many insurance carriers encourage the adoption of such a document and offer discounted rates for their use. These publications should review employees' rights and obligations in areas ranging from discrimination, safety, violence, and harassment to vacation and sick days, holidays, use of township vehicles, smoking and political activity, among others. Has your municipality adopted or updated an employee personnel manual/handbook by resolution or ordinance within the last five years? If yes, please provide in the Comments section the date of the meeting at which the personnel manual was adopted or updated.	Resolution #150-2016 (9/27/16)

Best Practices Worksheet CY 2017/SFY2018

Montvale Borough (Bergen)			
0236	<i>Please see Color Key at bottom of sheet for limits on answers</i>		
Answer	Question		Comments
0	Select		
17	Yes		
4	No		
4	N/A		
25	Total Answered:		
21	Score (Yes + N/A)		
84%	Score %		
Chief Administrative Officer's Certification			
	I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.	Certification #(s)	N/A
	Name & Title	Date	
	Maureen Iarossi-Alwan, Borough Administrator	10/10/2017	
Chief Financial Officer's Certification			
	I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.	Certification #(s)	N0167
	Name	Date	
	Kenneth Sesholtz	10/10/2017	
Municipal Clerk's Certification			
	I hereby certify that the Governing Body of the Borough of Montvale in the County of Bergen discussed the CY 2017/SFY 2018 Best Practice Inventory as completed herein at a public meeting on October 10, 2017, with the inventory results, and the certification thereof by the Chief Administrative and Chief Financial Officers, respectively, to be stated in the minutes of said public meeting.	Certification #(s)	C0986
	Name	Date	
	Maureen Iarossi-Alwan	10/10/2017	

Best Practices Worksheet CY 2017/SFY2018

		Montvale Borough (Bergen)	
0236		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
		Red = "Yes"; "No"; "N/A answers permitted	
		Green = Only "Yes" and "No" answers permitted	
	Question	Table of Weblinks	
	12	http://www.nj.gov/dca/divisions/dlgs/fns/13/2013-3.pdf	
	14	http://www.nj.gov/dca/divisions/dlgs/fns/16/2016-12.pdf	
	16	http://www.nj.gov/dca/divisions/dlgs/fns/16/2016_20.pdf	
	19	http://www.nj.gov/dca/divisions/dlgs/fns/10/2010-12.doc	
	19	http://www.nj.gov/dca/divisions/dlgs/fns/16/2016-10.pdf	
	Score	Aid Withheld	
	21-25	No Penalty	
	16-20	25% of final CMPTRA and ETR payment withheld	
	11-15	50% of final CMPTRA and ETR payment withheld	
	6-10	75% of final CMPTRA and ETR payment withheld	
	0-5	100% of final CMPTRA and ETR payment withheld	