

**SINE DIE MEETING  
BOROUGH OF MONTVALE  
MAYOR AND COUNCIL  
SUNDAY, JANUARY 1, 2023  
12:00PM**

**SUNSHINE LAW STATEMENT**

In accordance with the provisions of the Open Public Meetings Law, notification of this meeting was provided to the Bergen Record on December 26, 2021 informing the public of time and place according to the provisions of the Open Public Meeting Law (Chapter 231, P.L.1975) posted on the Montvale web site and on the Municipal Building bulletin board

**MAYOR GHASSALI CALLS THE MEETING TO ORDER:**

**SALUTE TO THE FLAG:**

**ROLL CALL:**

Councilmember Arendacs  
Councilmember Cudequest  
Councilmember Koelling  
Councilmember Lane  
Councilmember Roche  
Councilmember Russo-Vogelsang

**UNFINISHED BUSINESS OF 2022:**

None

**ADJOURNMENT SINE DIE MEETING:**

**FOLLOWED BY REORGANIZATION MEETING FOR THE YEAR 2023:**

**BOROUGH OF MONTVALE  
Mayor and Borough Council  
REORGANIZATION MEETING  
Sunday, January 1, 2023  
12:00 p.m.**

**OPEN PUBLIC MEETING STATEMENT**

In compliance with the Open Public Meetings Law, notification of this meeting has been sent to our official newspapers of the Borough of Montvale, and notice posted on the municipal bulletin board at Borough Hall

**OPENING PRAYER:**

Pastor Sam Goertz – Montvale Evangelical Free Church

**SWEARING IN OF COUNCILMEMBERS (3 YEAR TERM)**

Theresa Cudequest

Christopher Roche

Timothy Lane

**SWEARING IN OF POLICE CHIEF**

Douglas McDowell

**SWEARING IN OF THE OFFICERS OF MONTVALE FIRE DEPARTMENT**

Geoffry Gibbons – Chief

Bruce Hopper – Deputy Chief

Michael Cintineo - Captain

Rick Alton – Lieutenant Company #1

Ray Hutchison – Lieutenant Company #2

**MEETING CALLED TO ORDER**

**ALL MEMBERS OF THE GOVERNING BODY SEATED ON THE DAIS**

**ROLL CALL:**

Mayor Ghassali

Councilmember Arendacs

Councilmember Cudequest

Councilmember Koelling

Councilmember Lane

Councilmember Roche

Councilmember Russo-Vogelsang

**ELECTION OF COUNCIL PRESIDENT:**

(Council Appointment)

**ELECTION OF PLANNING BOARD LIAISON:**

(Council Appointment)

**NON-CONSENT RESOLUTIONS**

00-2023 Temporary Budget

17-2023 Officers Fire Department

18-2023 Professional Service Contract Appointments 2023 / New Jersey Local Unit Pay to Play"  
Law, N.J.S.A. 19:44A-20.4

**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.*

01-2023 THROUGH 16-2023, 19-2023 THROUGH 22-2023 - List attached

**APPOINTMENTS**

**2023 STAFF, BOARDS, COMMITTEES AND MAYORAL APPOINTMENTS**  
(see attached list)

**COUNCILMEMBER ROLL CALL: CONFIRMATION OF APPOINTMENTS**

**ROLL CALL:**

Councilmember Arendacs  
Councilmember Cudequest  
Councilmember Koelling  
Councilmember Lane  
Councilmember Roche  
Councilmember Russo- Vogelsang

**MEETING OPEN TO THE PUBLIC**

**MEETING CLOSED TO THE PUBLIC**

**COUNCIL COMMENTS**

**MESSAGE FROM MAYOR GHASSALI**

**CLOSING PRAYER:**

Pastor Sam Goertz – Montvale Evangelical Free Church

**ADJOURNMENT**

All Budget Meetings will be held on Zoom on the following Mondays, January 9, 23, and 30 at 6:00pm

Next scheduled Mayor and Council meeting will be held January 10, 2023 at 7:30pm  
(In Person)

**ZOOM information is as follows FOR BUDGET MEETINGS ONLY**

Topic: BUDGET MEETING

<https://us02web.zoom.us/j/88491084325?pwd=L2U5RVpYMGIeFdaNzdGcFFWUTd3UT09>

Passcode: 222775

By phone

1 929 436 2866

Webinar ID: 884 9108 4325

Passcode: 222775

BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY

RESOLUTION NO.00-2023

TEMPORARY APPROPRIATIONS

WHEREAS, 40A: 4-19 provides that where any contract, commitment or payment are to be made prior to the final adoption of the 2023 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

WHEREAS, the effective date of this resolution is January 1, 2023; and

WHEREAS, the total appropriations in the 2022 budget, exclusive of any appropriations for debt service, capital improvement fund and public assistance are as follows:

Current	\$19,634,520.00
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WHEREAS, 26.25 percent of the total appropriations in the 2022 budget, exclusive of any appropriations for debt service, capital improvement fund and public assistance in said 2022 budget is as follows:

Current	\$ 5,154,061.50
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NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Montvale that the following temporary appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for his records:

General Appropriations

Operations - Within "CAPS"

Administrative and Executive:	
Salaries and Wages	\$95,000.00
Other Expenses	50,000.00
Mayor and Council:	
Salaries and Wages	17,000.00
Other Expenses	4,000.00
Borough Clerk:	
Salaries and Wages	155,000.00
Other Expenses	7,000.00
Financial Administration:	
Salaries and Wages	60,000.00
Other Expenses	9,500.00
Assessment of Taxes:	
Salaries and Wages	12,000.00
Other Expenses	8,500.00
Collection of Taxes:	
Salaries and Wages	20,000.00
Other Expenses	10,500.00
Legal Services and Costs:	
Other Expenses	100,000.00
Engineering Services and Costs:	
Other Expenses	50,000.00
Cable TV Committee:	
Salaries and Wages	2,500.00
Other Expenses	4,000.00
Planning Board:	
Salaries and Wages	30,000.00
Other Expenses	50,000.00
Zoning Official:	
Salaries and Wages	3,000.00
Property Maintenance:	
Salaries and Wages	7,000.00

Life Insurance	1,500.00
General Liability Insurance	125,000.00
Worker's Compensation Insurance	115,000.00
Employee Group Health	425,000.00
Employee Group Health - Waiver	10,000.00
Fire:	
Other Expenses	45,000.00
Fire Hydrant Service	60,000.00
Police:	
Salaries and Wages	1,250,000.00
Other Expenses	50,000.00
Purchase of Police Vehicles	10,000.00
Police Dispatch:	
Other Expenses	10,000.00
First Aid Organization:	
Other Expenses	10,000.00
Emergency Management:	
Salaries and Wages	2,500.00
Other Expenses	2,500.00
Uniform Fire Safety:	
Salaries and Wages	35,000.00
Other Expenses	3,000.00
Prosecutor:	
Other Expenses	4,500.00
Road Repairs and Maintenance:	
Other Expenses	10,000.00
Sewer System:	
Other Expenses	30,000.00
Garbage and Trash Removal:	
Other Expenses	290,000.00
Public Buildings and Grounds:	
Salaries and Wages	7,000.00
Other Expenses	50,000.00
Maintenance of All Vehicles:	
Other Expenses	12,500.00
Municipal Services Act:	
Other Expenses	5,000.00
Public Health Services:	
Salaries and Wages	4,000.00
Other Expenses	25,000.00
Environmental Commission:	
Salaries and Wages	1,500.00
Other Expenses	1,000.00
Animal Regulation:	
Other Expenses	4,000.00
Administration of Public Assistance:	
Salaries and Wages	1,000.00
Other Expenses	200.00
Parks and Playground Maintenance:	
Other Expenses	1,000.00
Recreation:	
Salaries and Wages	23,000.00
Other Expenses	5,000.00
Senior Citizen:	
Salaries and Wages	5,000.00
Other Expenses	5,000.00
Municipal Court:	
Salaries and Wages	40,000.00
Other Expenses	3,500.00
Public Defender:	
Other Expenses	1,500.00

Construction Code Official:	
Salaries and Wages	50,000.00
Other Expenses	7,500.00
Building Sub-Code Official:	
Salaries and Wages	15,000.00
Plumbing Sub-Code Official:	
Salaries and Wages	10,000.00
Fire Sub-Code Official:	
Salaries and Wages	7,000.00
Electrical Sub-Code Official:	
Salaries and Wages	15,000.00
Elevator Sub-code Official:	
Other Expenses	10,000.00
Gasoline	25,000.00
Electricity	65,000.00
Telephone	15,000.00
Natural Gas	30,000.00
Street Lighting	50,000.00

**Deferred Charges and Statutory**

**Expenditures - Municipal Within "CAPS"**

**Statutory Expenditures:**

Social Security System	65,000.00
Defined Contribution Retirement Program	<u>4,000.00</u>

3,747,700.00

**Operations - Excluded from "CAPS"**

Maintenance of Free Public Library	250,000.00
Sewer Processing and Disposal:	
Contractual	<u>325,000.00</u>
	<u>575,000.00</u>

**Shared Service Agreements:**

Police Dispatch / 911:	
Other Expenses	60,000.00
Municipal Court Administration:	
Salaries and Wages	40,000.00
Other Expenses	20,000.00
Prosecutor:	
Other Expenses	4,000.00
Public Defender:	
Other Expenses	1,500.00
Pascack Valley Special Police Officers:	
Salaries & Wages	50,000.00
Other Expenses	5,500.00
Department of Public Works:	
Other Expenses	<u>650,000.00</u>
	<u>831,000.00</u>

5,153,700.00

**Municipal Debt Service - Excluded from "CAPS"**

Payment of Bond Principal	1,290,000.00
Interest on Bonds	<u>318,240.00</u>

1,608,240.00

\$6,761,940.00

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Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Cudequest							
Koelling							
Lane							
Roche							
Russo-Vogelsang							

**Adopted: January 1, 2023**

ATTEST:

APPROVED:

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

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

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
ORGANIZATION MEETING  
RESOLUTION NO. 17-2023**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Montvale, N.J., that the following Officers of the Montvale Fire Department be approved for the year 2023:

Fire Chief	-	Geoffrey Gibbons
Deputy Fire Chief	-	Bruce Hopper
Captain	-	Michael Cintineo
Lieutenant Co. #1	-	Rick Alton
Lieutenant Co. #2	-	Ray Hutchison

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Cudequest							
Koelling							
Lane							
Roche							
Russo-Vogelsang							

**Adopted: January 1, 2023**

ATTEST:

APPROVED:

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

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



**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
ORGANIZATION MEETING  
RESOLUTION NO. 18-2023**

**WHEREAS**, on January 2006, the "New Jersey Local Unit Pay to Play" Law, N.J.S.A. 19:44A-20.4, et. seq., took effect; and

**WHEREAS**, the Borough of Montvale has a need to award certain professional contracts for services required by the municipality in calendar year 2021; and

**WHEREAS**, the Pay to Play Law permits such services to be acquired through the "non-fair and open" process as declined in N.J.S.A. 19:44A-20.4 or 20.5 on those contracts where it is anticipated that the total cost will exceed \$17,500.00; and

**WHEREAS**, the anticipated term of these contracts is 1 year; and

**WHEREAS**, the public good and interest of the citizens of the Borough of Montvale will best be served by the "alternative" process to secure experienced professional services, rather than the "fair and open" process awarding a contract to the lowest bidder; and

**WHEREAS**, each professional will be required to first complete and submit a Business Entity Disclosure Certification which certifies these professionals have not made any reportable contributions to a political or candidate committee in the Borough of Montvale in the previous one year, and that said professionals will be prohibited from making any reportable contributions through the term of the contract, and

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

The following professional 2023 contracts shall be awarded under the alternative process at the next regular meeting of the Governing Body:

*Borough Attorney:*

David S. Lafferty, Esq.  
Huntington Bailly, L.L.P.  
373 Kinderkamack Rd  
Westwood, NJ 07675

*Borough Engineer:*

Andrew Hipolit  
Colliers Engineering & Design  
400 Valley Road, Suite 304  
Mount Arlington, NJ 07856

*Auditor:*

Jeff Bliss  
Lerch, Vinci & Higgins  
1717 Route 208  
Fairlawn, NJ 07407

The said professionals, prior to securing such contract, shall execute and file with the Municipal Clerk, a 2023 Business Entity Disclosure Certification pursuant to N.J.S.A. 19:44A-20-8.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Cudequest							
Koelling							
Lane							
Roche							
Russo-Vogelsang							

**Adopted: January 1, 2023**

**ATTEST:**

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

**APPROVED:**

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

**CONSENT AGENDA RESOLUTIONS  
2023 ORGANIZATION MEETING**

- |         |  |
|---------|--|
| 01-2023 | Cash Management Plan   |
| 02-2023 | Authorizing payment to the United States Postal Service to affect the use of a Postal Machine  |
| 03-2023 | Establish 2023 Holiday Schedule For Administrative Non-Contractual Employees   |
| 04-2023 | Designating the Mayor, Municipal Clerk, Administrator, Chief Municipal Financial Officer and Treasurer as Official signatories on Borough Warrants and the Judge, Municipal Court Administrator and Deputy Court Administrator as Official signatories on Municipal Court Accounts |
| 05-2023 | Roll Call of the Council members to be called in alphabetical order  |
| 06-2023 | Authorizing the Mayor, Clerk and Collector to issue warrants for certain items with ratification at the following meeting  |
| 07-2023 | All bills to be presented in proper form to the Finance Department no later than the 25th of each month  |
| 08-2023 | Change Fund in the amount of \$150.00 front counter Administration; Municipal Clerk petty cash \$500.00; Municipal Court \$150.00 each for a total of \$450.00; and \$300.00 for the Police Department   |
| 09-2023 | Designation of official newspapers for advertising for the Borough of Montvale   |
| 10-2023 | Fixing the rate of interest to be charged for the nonpayment of taxes, assessments and excess sewer fees   |
| 11-2023 | Order of business to be followed at all regular meetings of the Mayor and Council  |
| 12-2023 | All monies collected by any Borough Official or Employee of the Borough shall be turned over the Borough Treasurer within 48 hours   |
| 13-2023 | Establish Mayor & Council Meeting Schedule for the Year 2023   |
| 14-2023 | Procedure for the Periodic Release of Closed Session Minutes   |
| 15-2022 | Open Public Meetings Act, Chapter 231 of Public Laws of the State of New Jersey/Closed Executive Sessions of the Montvale Governing Body   |
| 16-2023 | Adoption of year 2023 By-Laws of the Mayor and Council of the Borough of Montvale  |
| 19-2023 | Adoption Borough Policy & Procedures Manual / Administration   |
| 20-2023 | Re-affirming the Borough's Existing Policy For Eligible Municipal Employee To Voluntarily Waive The Medical & Prescription Coverages Provided Through The Employee Benefits Program Calendar Year 2023   |

- 21-2023      A 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
- 22-2023      Authorize Designation of Public Agency Compliance Officer (P.A.C.O.)/Christine Kalafut

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
ORGANIZATION MEETING  
RESOLUTION NO. 01-2023**

**WHEREAS**, P. L. 1983, Chapter 8, Local Fiscal Affairs Law; N.J.S. 40A:5-2, has been amended to require that each municipality designate a Cash Management Plan for the deposit of each local unit's monies,

**NOW THEREFORE, BE IT RESOLVED**, that the following Cash Management Plan of the Borough of Montvale be and hereby is adopted:

**A. DESIGNATION OF OFFICIAL DEPOSITORIES:**

The following financial institutions are designated official depositories:

Bank of America  
Wells Fargo  
N.J. Cash Management Fund  
TD Bank

2. Designated Official depositories are required to submit to the Chief Financial Officer of the Borough of Montvale a copy of the State of New Jersey, Department of Banking, Governmental Unit Deposit Protection Act Notification of eligibility, which must be filed semiannually in the Department of Banking as of June 30<sup>th</sup> and December 31<sup>st</sup> of each year. Said Notices must be available for annual audit.
3. Designated official depositories are required to submit to the Chief Financial Officer a copy of institution's "Annual Report" on an annual basis.

**B. DEPOSIT OF FUNDS**

All funds shall be deposited within Forty-Eight (48) hours of receipt in accordance with State statute.

1. Operating funds shall be deposited into interest bearing accounts to maximize interest earnings.
2. Capital and Debt service funds may be deposited into interest bearing accounts. Non-Interest bearing accounts shall be regularly monitored for the availability of funds for investment.
3. Trust funds may be deposited into interest bearing accounts in accordance with the State statutes regulating the deposit of developer's escrow deposits. Non-Interest bearing accounts should be regularly monitored for availability of funds for investment except where either State or Federal laws prohibit the earning of interest on such funds.
4. Payroll and agency remittance funds shall be maintained in regular checking accounts, only insofar as they serve to compensate the bank for payroll data processing services.

C. DEFINITION OF ALLOWABLE INVESTMENT INSTRUMENTS:

The Borough may permit deposits and investments in such depositories as permitted in Section 4 of P.L. 1970, Chapter 236 (C.17:9-44) and other instruments specified below:

1. United States Treasury Bills (T-Bills)
2. Borough of Montvale Bonds or Notes
3. Commercial Bank Deposits and Certificates of Deposit (CD's)
4. Repurchase Agreements (Repo's)
5. Investments in Savings and Loan Association
6. United States Government Agency and Instrumentality Obligations
7. State of New Jersey Cash Management Fund
8. School District Obligations

D. DEFINITION OF ACCEPTABLE COLLATERAL AND PROTECTION OF BOROUGH ASSETS

1. All designated depositories must conform to all applicable State statutes concerning depositories of Public Funds.
2. All depositories shall obtain the highest amount possible F.D.I.C. and/or F.S.L.I.C. coverage of all Borough Assets (Demand and Certificate of Deposit)
3. Collateral will be required for all deposits and investments of the Borough, except for those in the State Cash Management Fund, collateral must have a market value of not less than 100 percent of all deposits and investments.
4. For pledges by depositories on Borough Funds, the following securities will be considered acceptable for pledges:
  - a. Any security backed by the U.S. Government
  - b. Any direct obligation of any taxing authority within the Borough of Montvale
  - c. Real Estate Mortgage Loans for Real Estate property located within the Montvale market area. Pledges of Real Estate Mortgage Loans shall be maintained at a market value of 115 percent of deposits
  - d. All pledges of collateral must be indicated on an advice copy of the investment instrument which shall be forwarded to the Chief Financial Officer or Treasurer

E. COMPENSATING BALANCE AGREEMENTS:

Where compensating balances are used to offset bank expenses, an agreement between the bank and the Borough shall be executed, specifying the charge for each service. Said agreement shall be reviewed annually.

F. REPORTING PROCEDURES:

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

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

2. QUARTERLY REPORTING: A detailed summary analysis of all investments by fund, specifying the quarterly interest rate earned, quarterly interest earned on NOW and Savings Accounts and Year-To-Date total interest earnings.
3. The Treasurer shall prepare a schedule of outstanding investments for the independent auditors as of December 31<sup>st</sup> of each year and at other such times as required by the auditors.
4. The Treasurer shall also periodically provide analysis of average daily balances in interest bearing checking accounts vs. other investment vehicle potential.
5. All such reports may include a comparison of current investment income vs. forecast, prior year or market conditions.

G. DIVERSIFICATION REQUIREMENTS:

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

H. MAXIMUM MATURITY POLICY:

Investments shall be limited to a maturity not to exceed one year on all operating funds unless a longer maturity is permitted within the provision of regulation promulgated by either the Federal or State Governments.

I. INVESTMENT PROCEDURES:

Bids for Certificates of Deposit and Repurchase Agreements will be solicited of at least three (3) designated depositories only if the amount is \$100,000 or greater.

Telephone bids will be solicited of designated depositories by the Chief Financial Officer or Treasurer or designated staff member.

The depository shall specify the principal amount of the investment bid on, interest rate and number of days used to calculate the interest to be paid upon maturity.

Interest paid shall be from the date the bid was awarded to the date of maturity.

All bidders may request the results of the bid after the bid is formally awarded.

A check or wire transfer of funds will be made available to the winning bidder on the same business day the bid is awarded.

Each quotation shall be documented to record the date and time of quote, the parties in the discussion, the instrument(s), maturities and rates. A bid form of the Borough may be used.

J. RETURN ON INVESTMENT:

Where the return on a proposed investment does not exceed the cost of making said investment by a minimum amount the Chief Financial Officer and/or Treasurer will not make the investment. The Chief Financial Officer and/or Treasurer shall have the discretion to award an investment to the bank wherein the funds reside, should that bank's quoted rate be less than other quoted rates received in the event that the differential in interest rates is less than 25 basis points, and providing that the term of the investment is less than fifteen (15) days.

K. CONTROLS:

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

L. BONDING:

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

Tax Collector  
Treasurer  
Municipal Court Administrator  
Deputy Municipal Court Administrator  
Magistrate

Staff members of the Department of Finance not covered by separate surety bonds shall be covered by a Public Employee's Faithful Performance Bond in the minimum amount of \$50,000.00

M. COMPLIANCE:

The Cash Management Plan of the Borough of Montvale shall be subject to the annual audit conducted pursuant to N.J.S. 40A:5-4.

N. The official charged with the custody of the monies of the Borough of Montvale shall deposit them as designated by the Cash Management Plan and shall thereafter be

O. relieved of any liability or loss of such monies due to the insolvency or closing of any depository designated in the Cash Management Plan pursuant to N.J.S. 40A:5-2.

P. Where a conflict exists between this Cash Management Plan and State statute, the applicable State statute shall apply.

Q. The Cash Management Plan shall be subject to the approval of the Borough Attorney.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Cudequest							
Koelling							
Lane							
Roche							
Russo-Vogelsang							

**Adopted: January 1, 2023**

ATTEST:

APPROVED:

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

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

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
ORGANIZATION MEETING  
RESOLUTION NO. 02-2023**

BE IT RESOLVED by the Mayor and Council of the Borough of Montvale, N.J., that the Administrator be authorized to issue payment through appropriate methods, to the United States Postal Service, not to exceed One Thousand Dollars (\$1,000.00) per month, to effect the use of a Postal Mailing System.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Cudequest							
Koelling							
Lane							
Roche							
Russo-Vogelsang							

**Adopted: January 1, 2023**

ATTEST:

APPROVED:

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

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



**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 03-2023**

**RE: Establish 2023 Holiday Schedule For Administrative Non-Contractual Employees**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Montvale that the following 2023 Holiday Schedule for eligible Administrative non-contractual employees be and is hereby established:

**SECTION 1.** Mandatory holidays during which Borough Hall Administrative Offices shall be closed:

<b><u>HOLIDAY</u></b>	<b><u>DAY OBSERVED</u></b>
Martin Luther King Day	Monday, January 16
President's Day	Monday, February 20
Memorial Day	Monday, May 29
Juneteenth	Monday, June 19
Independence Day	Tuesday, July 4
Labor Day	Monday, September 4
Columbus Day	Monday, October 9
Veterans Day	Friday, November 10 (observed)
Thanksgiving Day	Thursday, November 23
and the Day After	Friday, November 24
Christmas Day	Monday, December 25
New Year's Day	Monday, January 1, 2024

**SECTION 2.** Two Floating Holidays to be taken any time during the year. If not used during the calendar year, it will be lost with no ability to be carried or receive pay.

**SECTION 3.** If any of the above holidays fall on Saturday, the holiday shall be observed on Friday. If any of the above holidays fall on Sunday, the holiday shall be observed on Monday.

If Christmas Day and New Year's Day fall on Saturday, these two holidays shall be observed on Friday. Therefore, the two-1/2 holidays shall be observed on the Thursday before the holidays.

If Christmas Day and New Year's Day fall on Sunday, these two holidays shall be observed on Monday. Therefore, the two-1/2 holidays shall be observed on the Friday before the holidays.

**SECTION 4.** Pursuant to the Personnel Policy, those employees classified as full-time employees (working 35 hours or more each week) shall be entitled to all days, as outlined above in Section 1 through Section 3. Pursuant to the Personnel Policy, all employees classified as part-time employees (working less than 35 hours per week) and eligible to receive holidays, shall only be entitled to the holidays listed in Section 1, and only when the holidays fall on their regularly scheduled days of work.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Cudequest							
Koelling							
Lane							
Roche							
Russo-Vogelsang							

**Adopted: January 1, 2023**

**ATTEST:**

**APPROVED:**

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

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

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
ORGANIZATION MEETING  
RESOLUTION NO. 04-2023**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Montvale, N.J., that the Mayor, Municipal Clerk, Treasurer, Borough Administrator, Certified Municipal Finance Officer are hereby designated as the official signatories on Borough Warrants.

**BE IT FURTHER RESOLVED**, that the Judge, Municipal Court Administrator and Deputy Court Administrator are hereby designated as the official signatories on all Municipal Court accounts.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Cudequest							
Koelling							
Lane							
Roche							
Russo-Vogelsang							

**Adopted: January 1, 2023**

**ATTEST:**

**APPROVED:**

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

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

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
ORGANIZATION MEETING  
RESOLUTION NO. 05-2023**

BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale,  
N.J. that a Roll Call of the Council Members at the Council meetings is to be taken in  
alphabetical order.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Cudequest							
Koelling							
Lane							
Roche							
Russo-Vogelsang							

**Adopted: January 1, 2023**

ATTEST:

APPROVED:

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

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

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
ORGANIZATION MEETING  
RESOLUTION NO. 06-2023**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Montvale, N.J., that the Mayor, Clerk and Collector be authorized to issue warrants for the following purposes, with ratification at the following meeting, on due dates for the following items:

Board of Education, Montvale, NJ  
Pascack Valley Regional Board of Education  
County Tax  
Bergen County Sewer Authority  
Medical Insurance  
Life Insurance  
Bond and Note Payments  
Interest on Bonds and Notes  
Payrolls  
Investments  
Gasoline  
Scavenger Service

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Cudequest							
Koelling							
Lane							
Roche							
Russo-Vogelsang							

**Adopted: January 1, 2023**

ATTEST:

APPROVED:

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

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

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
ORGANIZATION MEETING  
RESOLUTION NO. 07-2023**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Montvale, N.J., that all bills must be presented in proper form to the Finance Department no later than the 25<sup>th</sup> of each month, and;

**BE IT FURTHER RESOLVED** that any bills received later than this date shall be held over for payment until the following month.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Cudequest							
Koelling							
Lane							
Roche							
Russo-Vogelsang							

**Adopted: January 1, 2023**

ATTEST:

APPROVED:

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

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

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
ORGANIZATION MEETING  
RESOLUTION NO. 08-2023**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Montvale, N.J., that the governing body approves the establishment of "a general change fund at the front counter in the municipal building in the amount of \$150.00, the Municipal Clerk/Deputy Municipal Clerk has a petty cash fund in the amount of \$500.00, the Joint Municipal Court Violations Clerks (3) have a change fund in the amount of \$450.00 or \$150.00 each; and the Police Department has a petty cash fund in the amount of \$300.00.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Cudequest							
Koelling							
Lane							
Roche							
Russo-Vogelsang							

**Adopted: January 1, 2023**

**ATTEST:**

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

**APPROVED:**

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

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
ORGANIZATION MEETING  
RESOLUTION NO. 09-2023**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Montvale, N.J.,  
that the following newspapers are hereby designated as the official newspapers for  
advertising for the Borough of Montvale, NJ for the year 2023:

The Bergen Record – Hackensack, N.J.

The Ridgewood News – Hackensack, N.J.

The Star Ledger – Newark, NJ

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Cudequest							
Koelling							
Lane							
Roche							
Russo-Vogelsang							

**Adopted: January 1, 2023**

**ATTEST:**

**APPROVED:**

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

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

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
ORGANIZATION MEETING  
RESOLUTION NO. 10-2023**

**WHEREAS**, R.S. 54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for nonpayment of taxes, assessments and excess sewer fees subject to any abatement or discount for the late payment of taxes, assessments and excess sewer fees as provided by law; and

**WHEREAS**, R.S. 54:4-67 has been amended to permit the fixing of said rate of 8% per annum of the first \$1,500.00 of the delinquency and 18% per annum on any amount in excess of \$1,500.00;

**NOW THEREFORE, BE IT RESOLVED**, by the Borough of Montvale, County of Bergen, State of New Jersey, as follows:

1. The Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500.00 of taxes and excess sewer fees becoming delinquent after due date and 18% per annum on any amount of taxes and excess sewer fees in excess of \$1,500.00 becoming delinquent after due date, subject to any abatement or discount for the late payment of taxes and excess sewer fees as provided by law.
2. Re Chapter 72 laws of 94 CTC 94-3. If the new tax bills are not in the mail by June 14, interest will then be charged 25 calendar days after the bills were mailed. Interest shall be calculated from August 1.
3. No interest shall be charged if payment of any quarterly tax payment and bi-annual excess sewer fess is received within ten (10) days of the date upon which the same becomes payable.
4. In connection with any delinquency of taxes, assessments or municipal charges in excess of \$10,000 which has not been paid prior to the end of a calendar year, there shall be imposed a penalty in a sum equal to six (6%) percent of the delinquency in excess of \$10,000.
5. With respect to tax certificates in excess of the sum of \$200 the following additional penalties shall be charged: two (2%) percent on the amount due over \$200 up to \$5,000; four (4%) percent of the amount due over \$5,000 up to \$10,000; and six (6%) percent on the amount in excess of \$10,000; plus cost 2% and \$25.00 per Title 54.
6. Any payments not made in accordance with Paragraph Two of this resolution shall be charged interest from the due date, as set forth in Paragraph One of this resolution.
7. The Tax Collector is authorized to hold a tax sale for unpaid taxes and/or excess sewer charges.
8. This resolution shall be published in its entirety once in the newspaper.
9. A certified copy of this resolution shall be provided by the Office of the Municipal Clerk to each of the following officials: Tax Collector; Borough Attorney; Borough Auditor; Chief Financial Officer.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Cudequest							
Koelling							
Lane							
Roche							
Russo-Vogelsang							

**Adopted: January 1, 2023**

**ATTEST:**

**APPROVED:**

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

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



**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
ORGANIZATION MEETING  
RESOLUTION NO. 11-2023**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Montvale, the agenda to the extent known will be established and printed for each regular meeting of the Council.

**BE IT FURTHER RESOLVED**, the agenda is subject to amendments by a majority vote of the council and action may be taken on issues that are not listed on the agenda, as authorized by the Open Public Meetings Act.

**BE IT FURTHER RESOLVED** that the following order of business shall be followed at all public meetings of the Mayor and Council of the Borough of Montvale, N.J.

1. Roll Call
2. Reading and/or approval of all unapproved minutes
3. Second reading, public hearing and final passage of ordinances and introduction of ordinances
4. Presentation of resolutions/consent resolutions
5. Presentation of bills
6. Reports of committees, Mayor, Treasurer and Administrator
7. Old Business
8. New Business
9. Reading of all communications, petitions, etc.
10. Both Public and Workshop Meetings are opened to the public to speak
11. Adjournment

The Borough Council will conduct a meeting on the last Tuesday of each month, which will serve as workshop sessions. Action may be taken at this meeting.

The public is invited to attend all meetings and speak at all public and workshop sessions of the Mayor & Council.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Cudequest							
Koelling							
Lane							
Roche							
Russo-Vogelsang							

**Adopted: January 1, 2023**

ATTEST:

APPROVED:

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

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

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
ORGANIZATION MEETING  
RESOLUTION NO. 12-2023**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Montvale, N.J., that all monies collected by any Borough Official or Employee of the Borough of Montvale, N.J. shall be turned over to the Borough Treasurer, in full, within forty-eight (48) hours, without any fees being deducted; and

**BE IT RESOLVED**, the Tax Collector or Borough Treasurer shall deposit funds collected within forty-eight (48) hours, as required by law; and

**BE IT RESOLVED**, all cash receivables will be posted and recorded; and

**BE IT FURTHER RESOLVED** that any fees to which any Borough Official or Employee is entitled shall be set forth in detail on a regular Borough Voucher and presented for payment in the same manner as all bills are submitted.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Cudequest							
Koelling							
Lane							
Roche							
Russo-Vogelsang							

**Adopted: January 1, 2023**

ATTEST:

APPROVED:

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

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

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 13-2023**

**BE IT RESOLVED** that public meetings of the Mayor and Borough Council shall be held on the following dates for the year 2023 at the location of Borough of Montvale, Municipal Complex, 12 DePiero Drive, 2<sup>ND</sup> Floor, Montvale, New Jersey.

<b>*January 1 (Sunday)</b>	Organization Meeting
January 10	Public Meeting
January 31	Workshop Session
February 14	Public Meeting
February 28	Workshop Session
March 14	Public Meeting
March 28	Workshop Session
April 11	Public Meeting
April 25	Workshop Session
May 9	Public Meeting
May 30	Workshop Session
June 13	Public Meeting
June 27	Workshop Session
July 11	Public Meeting
July 25	Workshop Session
August 8	Public Meeting
<b>Cancelled</b>	Workshop Session
September 12	Public Meeting
September 26	Workshop Session
October 10	Public Meeting
October 31	Workshop Session
November 14	Public Meeting
November 28	Workshop Session
December 12	Public Meeting
December 26	Workshop Session

All meetings will commence at 7:30 p.m. except where noted. Closed sessions of the Mayor and Council may commence before 7:30 p.m. as indicated on the agenda for the meeting.

Meeting dates are subject to change. 48-hour notification will be provided as per N.J.S.A. 10:4-18.

**ACTION MAY BE TAKEN AT BOTH PUBLIC AND WORKSHOP MEETINGS.**

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Cudequest							
Koelling							
Lane							
Roche							
Russo-Vogelsang							

**Adopted: January 1, 2023**

ATTEST:

APPROVED:

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

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

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
ORGANIZATION MEETING  
RESOLUTION NO. 14-2023**

**WHEREAS**, the Borough Council of the Borough of Montvale periodically conducts executive session meetings pursuant to N.J.S.A. 10:4-12; and

**WHEREAS**, the Borough Council is desirous of establishing a procedure for the periodic release of minutes of executive session meetings.

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

- Borough Council Minutes Review Committee. There shall be a minutes review committee (MRC) consisting of the Borough Administrator, the Borough Attorney and the Municipal Clerk, whose job shall be to periodically review the minutes of closed sessions of the Borough Council and make recommendations to the Borough Council which minutes should be made public. The MRC shall have no power and shall not be a "public body" within the meaning of the Open Public Meetings Act.
- Meetings of MRC. The MRC shall meet on an as-needed basis. Meetings of the MRC shall be as scheduled at the convenience of the MRC members by the Borough Administrator.
- Preparatory staff work. Prior to each meeting of the MRC, the Borough Attorney shall prepare a list of all closed sessions minutes which have been prepared by the Borough Attorney that have not been made public. The list and the minutes listed shall be made available to the MRC at their meetings.
- Basis for recommendation. Recommendations to make minutes public shall be on a case-by-case basis, taking into consideration both the interest in maintaining confidentiality set forth in N.J.S.A. 10:4-12 and the interest in prompt disclosure set forth in N.J.S.A. 10:4-14. The applicable guidelines set forth in paragraph 7 of this resolution may be considered as a general standard.
- Decision. The decision to make public the minutes of any closed session shall be made only by the Governing Body of the Borough of Montvale and shall be based on a finding that public disclosure of the matters discussed at such closed session will not be detrimental to the public interest. In making this finding, the public body shall take into consideration, but need not agree with, the recommendation of the MRC and the basis for the recommendation as set forth in paragraph 4 above. In cases where more than one matter was discussed in closed session, the public body may elect to make public only the minutes pertaining to certain of those matters, and to keep the remaining portion(s) of the minutes confidential. Should the minutes contain any material entitled to protection, the public body shall excise or redact such protected matter, provided, that all materials required to be contained in the minutes by N.J.S.A. 10:4-14 shall be set forth.
- Once public, always public. Minutes which are made public shall not thereafter be treated as confidential, but may be seen and copied by any person in the same manner as minutes of open meetings.

- Guidelines. The following general guidelines pertaining to the nine purposes for closed meetings set forth in N.J.S.A. 10:4-12.B, may be considered in recommending and deciding when to make public minutes of closed session;
  - (a) Matters required by law to be confidential. When the need to preserve the secrecy of the confidential information discussed no longer exists; provided, that material entitled to court protection shall not be disclosed.
  - (b) Matters affecting the right to receive federal funds. When disclosure would no longer impair the right to receive funds or cause funds already received to be forfeited.
  - (c) Matters involving individual privacy. Such matters shall not be disclosed except as ordered by a court of competent jurisdiction, or with the written consent of all of the individual(s) concerned.
  - (d) Matters relating to collective bargaining agreements. When the collective bargaining agreement has been made, executed, and ratified.
  - (e) Certain matters involving public funds. After the transaction involving the public funds has been made.
  - (f) Matters affecting public safety and property. When the disclosure would no longer impair the safety and property of the public or the conduct of any investigation.
  - (g) Litigation, contract negotiation and certain privileged matters. As to litigation, when a final decision has been rendered and all rights of appeal are exhausted; as to anticipated litigation, when the statute of limitations has been made as to contract negotiation, when either the contract has been made and is binding on all parties or if not made, when negotiation is terminated; as to matters falling within the attorney-client privilege, at such time, if ever, that disclosure would not violate the attorney's ethical duties.
  - (h) Employment matters. When the employment decision has been made and all rights to litigate or appeal are exhausted; provided, that material entitled to court protection shall not be disclosed.
  - (i) Deliberations after hearing in penalty matters. After the decision of whether to impose the penalty has been made and all rights to litigate or appeal are exhausted; provided, that material entitled to court protection shall not be disclosed.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Cudequest							
Koelling							
Lane							
Roche							
Russo-Vogelsang							

**Adopted: January 1, 2023**

**ATTEST:**

**APPROVED:**

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

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

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
ORGANIZATION MEETING  
RESOLUTION NO. 15-2023**

**RE: Open Public Meetings Act, Chapter 231 of Public Laws of the State of New Jersey/Closed Executive Sessions of the Montvale Governing Body**

**WHEREAS**, it is necessary for the Mayor and Council of the Borough of Montvale to discuss matters relating to such matters and which matters are permitted by Section 7.b of the Open Public Meeting Act, Chapter 231 of the Public Laws of the State of New Jersey for 1975 to be discussed in closed session in the absence of the public from time to time:

- 1.) Any matter considered confidential by federal law, state statute, or court rule;
- 2.) Any matter in which the release of information would impair the receipt of federal funds;
- 3.) Any material which would constitute an unwarranted invasion of individual privacy if disclosed;
- 4.) Any collective bargaining agreements or other discussion of the terms and conditions of a collective bargaining agreement, including negotiations leading up to such an agreement.
- 5.) Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates or investment of public funds where disclosure of such matter could adversely affect the public interest.
- 6.) Any tactics and techniques used in protecting the safety and property of the public and investigations of violations or possible violations of the law.
- 7.) Any pending or anticipated litigation or contract negotiations in which the public body is or may become a party, and any matter falling within the attorney-client privilege, to the extent that confidentiality is required to preserve the attorney-client relationship.
- 8.) Personnel matters related to the employment, appointment or termination of current or prospective employees, unless all individuals who could be adversely affected request, in writing, that the matter be discussed at a public meeting.
- 9.) Any deliberations of a public body occurring after a public hearing that may result in the imposition of a fine upon an individual or the suspension or the loss of license or permit belonging to an individual.

**WHEREAS**, the Mayor and Council of the Borough of Montvale have determined that it is necessary in the public interest that the matters in fact be discussed in closed session, and has estimated that as nearly as can now be ascertained, the results of the discussion can be disclosed to the public at the conclusion of such matters; and

**WHEREAS**, any motion to go into closed session will be deemed to include a motion that the matters discussed at such closed session will be disclosed to the public when such matters are finally determined and there is no further reason to prohibit the public disclosure of information relating to such matters; and

**NOW, THEREFORE BE IT RESOLVED**, that any motion to go into closed session shall have the same effect as this resolution being adopted; and

**NOW, THEREFORE BE IT FURTHER RESOLVED** that the public be excluded from said portions of the meetings, when said closed session is deemed necessary and the appropriate motion adopted.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Cudequest							
Koelling							
Lane							
Roche							
Russo-Vogelsang							

**Adopted: January 1, 2023**

ATTEST:

APPROVED:

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

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

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
ORGANIZATION MEETING  
RESOLUTION NO. 16-2023**

**RE: Adoption of year 2023 By-Laws of the Mayor and Council of the Borough of Montvale**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Montvale, that the By-laws of the Mayor and Council of the Borough of Montvale are hereby adopted.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Cudequest							
Koelling							
Lane							
Roche							
Russo-Vogelsang							

**Adopted: January 1, 2023**

ATTEST:

APPROVED:

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

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

**BY-LAWS  
OF THE COUNCIL OF THE BOROUGH OF MONTVALE  
ADOPTED January 1, 2023**

**ARTICLE I  
Rules of Order**

- § 1. Governing rules.**
- § 2. Questions and motion require second.**
- § 3. Speakers must be recognized.**
- § 4. Decorum while public speaks.**
- § 5. Reconsideration.**
- § 6. Limits on public participation.**

**ARTICLE II  
General Provisions**

- § 1. Governing Body.**
- § 2. Re-organization.**
- § 3. Time and place of regular meetings.**
- § 4. Election of President.**
- § 5. Special Meetings.**
- § 6. Quorum.**
- § 7. Participation by telephone or other communication equipment permitted; requirements.**
- § 8. Adjournment of meetings.**
- § 9. Order of business.**
- § 10. Action by majority vote.**
- § 11. Roll-call vote.**
- § 12. Consent Resolutions.**
- § 13. Agenda.**

**ARTICLE III  
Mayor**

- § 1. Presiding officer.**
- § 2. Preservation of order.**
- § 3. Conflicts over right to floor.**
- § 4. Questions of order.**
- § 5. Liaisons.**
- § 6. Absence of Mayor.**



**ARTICLE IV**  
**Borough Clerk**

- § 1. General duties.**
- § 2. Additional responsibilities.**
- § 3. Record of ordinances.**

**ARTICLE V**  
**Borough Administrator**

- § 1. General duties.**
- § 2. Additional responsibilities.**

**ARTICLE VI**  
**Appointments; Liaisons**

- § 1. Appointments; Mayor's responsibilities.**
- § 2. Standing Committees.**
- § 3. Special Council Committees.**
- § 4. Liaisons.**
- § 5. Purpose of Liaisons.**
- § 6. Council Liaisons; Attendance at meetings.**
- § 7. Liaison reports.**

**ARTICLE VII**  
**Bills, Claims and Vouchers**

- § 1. Preparation and submission.**
- § 2. Certification, checking, review and preliminary approval.**
- § 3. Authorization by Council.**
- § 4. Signing of checks.**
- § 5. Filing of bills, vouchers and paid checks.**

**ARTICLE VIII**  
**Press Releases**

- § 1. Procedure for issuance.**

**ARTICLE IX**  
**Duties of Liaisons**

- § 1. Administration**
- § 2. Board of Health**
- § 3. Chamber of Commerce**
- § 4. COAH**
- § 5. Construction**

- § 6. Economic Development Committee**
- § 7. Engineer**
- § 8. Environmental**
- § 9. Finance**
- § 10. Fire Department**
- § 11. Fire Prevention**
- § 12. Historic Preservation**
- § 13. Insurance**
- § 14. Joint Court**
- § 15. Local Assistance Board**
- § 16. Local Board of Education**
- § 17. Mayor's Advisory Committee**
- § 18. Municipal Alliance**
- § 19. Office of Emergency Management**
- § 20. Ordinances**
- § 21. Pascack Valley Department of Public Works Joint Committee**
- § 22. Planning Board**
- § 23. Police**
- § 24. Regional Board of Education**
- § 25. Regional/Local School Funding**
- § 26. Senior Club**
- § 27. Special Events Committee**
- § 28. TV Access**
- § 29. Youth Guidance Council**
- § 30. Website**

## **ARTICLE X Amendments**

- § 1. Proposal to amend; appointment of committee.**
- § 2. Presentation of committee recommendations.**
- § 3. Vote required.**

## **ARTICLE XI Adoption and Term**

- § 1. Adoption by resolution; when effective; expiration date**

## ARTICLE I Rules of Order

### **§ 1. Governing rules.**

Except as otherwise provided herein or as otherwise required by law, the deliberations of the Council shall be governed by “Robert’s Rules of Order Newly Revised” (“Robert’s Rules”).

### **§ 2. Questions and motion require second.**

No question or motion shall be put unless seconded, except referring to a report or a question put by the Mayor.

### **§ 3. Speakers must be recognized.**

No member shall speak unless recognized by the Mayor and shall only speak on the pending subject matter or question. Every member, when speaking, shall address himself to the Mayor and shall not occupy more time that is deemed necessary by the Mayor.

### **§ 4. Decorum while public speaks.**

While a member of the public is speaking, no member shall entertain any lengthy private discourse.

### **§ 5. Reconsideration.**

When a question has been put and decided, it shall be in order for any member of the Council to move for reconsideration thereof, providing such motion for reconsideration shall be moved at the same, or at the next public meeting.

### **§ 6. Limits on public participation.**

- a. No person not a member of the Governing Body shall be given the privileges of the floor except by permission of the Mayor or upon the request of a member of the Council if supported by the votes of a majority of the members of the Council present. However, during the portion of a meeting open for remarks from the public, all citizens of the Borough who conduct themselves with decorum shall be heard.
- b. The Mayor may limit each member of the audience to no more than five (5) minutes on the floor. Members of the audience who have not been heard on the floor are not permitted to grant their limit of (5) minutes to another individual on any given subject.
- c. When all members of the audience requesting the right to speak have been heard on any given subject, then the Mayor may permit members of the audience who have previously been heard to be heard on additional subjects.

- d. Members of the public may speak on any matter relevant to Borough business and affairs but the Governing Body may decline to hear comments on matters that are pending before other municipal bodies.
- e. It shall be appropriate for the Mayor or members of the Council to respond directly to questions from the public as they are asked through the Mayor.
- f. Personal attacks by a member of the Governing Body or a member of the public shall not be permitted, and personal attacks by a member of the public shall be grounds for removal from the meeting.

## **ARTICLE II**

### **General Provisions**

#### **§ 1. Governing Body.**

The Mayor and Council of the Borough of Montvale shall constitute the Governing Body thereof.

#### **§ 2. Re-organization.**

- a. The Council shall hold an annual meeting during the first seven days of each year ("Re-organization") as prescribed by law. The date and time of the annual meeting will be determined by resolution of the Council at a regular meeting to be held in December of the year preceding the Re-organization meeting.
- b. The Mayor shall, at the annual meeting, assign the seating arrangement for Council members which shall be retained throughout the year. The roll shall be called in alphabetical order except that the Mayor's name is called last, and only when his or her vote will affect the result.

#### **§ 3. Time and place of regular meetings.**

The Council shall fix the time and place for holding regular meetings during the ensuing year, which time and place shall not be changed except by resolution adopted at a regular or special meeting. The public portion of all regularly scheduled and special meetings of the Mayor and Council shall be called to order at 7:30 P.M. for that portion of the meeting that is open to the public, and adjourned no later than midnight. Closed sessions of the Mayor and Council may begin before 7:30 P.M. in order to allow the public portion of the meeting to begin at 7:30 P.M. The time for commencement of closed session shall be posted on the agenda.

#### **§ 4. Election of President.**

At the Re-organization meeting, the Council shall elect one of its members as Council President to serve for the calendar year. The members of the Council must receive the names of those being proposed for Council President at least 10 days before the annual meeting.

## **§ 5. Special Meetings.**

The Mayor shall, when necessary, call special meetings of the Council. In the case of his neglect or refusal, any four members of the Council may call such meeting at such time and place in the Borough as they may designate. In all cases of special meetings, reasonable advance notice, considered to be 48 hours except in case of emergency, shall be given in person to all members of the Council or left at their place of residence.

## **§ 6. Quorum.**

A quorum shall be three Councilpersons and the Mayor, or in the absence of the Mayor, four Councilpersons.

## **§ 7. Participation by telephone or other communication equipment permitted; requirements.**

Except as otherwise prohibited by law, members of the Governing Body who are unavailable to be physically present at any meeting of the Governing Body may attend and participate in such meeting by means of telephone or other communication equipment, to the same extent as if said member were physically present at such meeting, provided the following criteria are met:

- a. The member who is not physically present is on a speaker phone or similar device so that the absent member may hear everything said in the meeting room and everyone in the room, including the public, can hear everything the absent member says;
- b. The absent member actually hears and can participate in the entire discussion of the subject at hand; and
- c. The procedural aspects to the meeting as to notice, etc., are regular in every other respect.

If the above criteria are satisfied, the absent member shall be deemed to be present at the meeting, such presence shall be counted for purposes of establishing a quorum of the Governing Body, and said member shall be permitted to participate fully as if physically present.

**Notwithstanding the foregoing, communication during public meetings between councilmembers by means of text message, email, or other similar electronic communication concerning public matters is not permissible. All communication between councilmembers during public meetings concerning public matters should be made verbally and should be audible to other councilmembers and members of the public.**

Meetings held remotely via "Zoom" or other similar platforms shall be governed by the Borough of Montvale **"POLICY CONCERNING HOLDING REMOTE MEETINGS"** adopted by the Governing Body, as same may be amended from time to time.

**§ 8. Adjournment of meetings.**

If no quorum is present at any meeting, those assembled shall have the power and are hereby authorized to set a new meeting date and then adjourn.

**§ 9. Order of business.**

- a. The following order of business shall be observed:

Call to Order and Open Public Meetings Act Notice  
Roll Call  
Flag Salute (not during work session)  
Closed/Executive Session  
Special/Miscellaneous Reports or Appointments  
Ordinances  
Public Comment: Agenda Items Only (not during work session)  
Reading and/or Approval of Minutes  
Consent Resolutions  
Resolutions  
Bills  
Liaison Reports (not during work session)  
Engineer Reports  
Attorney Reports  
Unfinished Business  
New Business  
Communications and Correspondence  
Public Comment: Items of Public Importance  
Closed/Executive Session (if necessary)  
Adjournment

- b. The aforesaid order of business at any meeting may be changed by a two-thirds (2/3) vote of the members of the Council present at such meeting.

**§ 10. Action by majority vote.**

Except as otherwise required by these Bylaws or by law, all actions of the Council may be by majority vote of those present, provided that a quorum of the Governing Body has been established.

**§ 11. Roll-call vote.**

Upon demand of one (1) member of the Council, or when ordered by the Mayor, or when provided by law, a roll call vote shall be taken and the yeas and nays entered in the Minutes of the meeting.

## **§ 12. Consent Resolutions.**

- a. All resolutions previously sent to Council members prior to the meeting at which a vote on said resolution(s) is anticipated and upon which no discussion is anticipated may be included in a single resolution entitled "Consent Resolution."
- b. All resolutions included in the Consent Resolution shall be adopted by a single roll call vote and no discussion thereon shall be entertained at the time the Consent Resolution is moved for adoption.
- c. Any Council member, for any reason whatsoever, and said reasons need not be disclosed, may remove any items included in the Consent Resolution at any time prior to the adoption of the Consent Resolution.
- d. In order to provide an orderly method of preparing the Consent resolution, Council members should notify the Municipal Clerk by 11:00 A.M. on the date on which the Council meeting is to be held at which the Consent Resolution is to be adopted, of the matter to be removed from the Consent Resolution. Notwithstanding the aforesaid, each Council Member shall still have the right to remove any matter from the Consent Resolution prior to the adoption of the Consent Resolution.
- e. The Consent Resolution shall not be utilized with respect to the adoption of ordinances or other matters as required by law.

## **§13. Agenda.**

- a. The Mayor shall set the agenda for all Meetings of the Mayor and Council, in consultation with the Municipal Clerk and Borough Administrator, and subject to additions requested by the Council President.
- b. All items that Council members would like placed on the agenda shall be requested no later than 12:00 Noon on the Thursday prior to the Council Meeting, and such requests shall be directed to either the Mayor or the Municipal Clerk. The Municipal Clerk shall then provide a draft agenda to the Mayor and Council President. Subsequent additions to the agenda prior to the agenda being finalized may be made by either the Mayor or the Council President. The agenda may also include additions or deletions at the meeting.
- c. Notwithstanding the foregoing, the Council may amend the agenda at a Council Meeting by a vote of a majority of those present, the Mayor having no vote except in the case of a tie.

ARTICLE III  
Mayor

**§ 1. Presiding officer.**

The Mayor shall preside over the deliberations of the Council and shall conduct the meetings thereof. He or she shall also participate in the determination of Borough affairs to the extent permitted by law and may vote to break a tie.

**§ 2. Preservation of order.**

The Mayor shall on all occasions preserve the strictest order and decorum, and he or she shall cause the removal of all persons who interrupt the orderly proceedings of the Council.

**§ 3. Conflicts over right to floor.**

When two or more Councilpersons shall rise at the same time, the Mayor shall name the one entitled to the floor.

**§ 4. Questions of order.**

The Mayor shall decide all questions of order without debate, and he or she may call upon the Clerk or the Borough Attorney for an opinion upon any question of order.

**§ 5. Liaisons.**

The Mayor shall be an *ex officio* Liaison to all departments, boards, committees, agencies or organizations, both standing and special. Notwithstanding the foregoing, the Mayor may assign any Councilperson to act as Liaison to any such department, board, committee, agency or organization, as he may deem necessary and proper, and the Mayor and Borough Administrator shall be informed in advance of all meetings between the assigned Liaison and said department, board, committee, agency or organization. Any such Liaison shall serve at the pleasure of the Mayor, and such Liaison may be replaced or removed in the sole discretion of the Mayor.

**§ 6. Absence of Mayor.**

In the absence of the Mayor, or if the Mayor is unable to perform his or her duties, the Council President, or, in the event the Council President is unable to act, the Council member having the longest tenure as such, shall act as Mayor. The Council President or Councilperson acting as Mayor shall retain his or her right to vote.



**ARTICLE IV**  
**Municipal Clerk**

**§ 1. General duties.**

The Municipal Clerk shall perform such duties as set forth in the Revised Statutes of New Jersey, the Borough Code, and these Bylaws.

**§ 2. Additional responsibilities.**

The Clerk shall keep the minutes and ordinance books properly and fully indexed and shall perform all the duties usually devolving upon such officer and, in addition, such other duties or services as the Mayor or Council may direct.

**§ 3. Record of ordinances.**

Upon final passage of an ordinance, the same shall be properly numbered and recorded at length by the Borough Clerk in the ordinance book.

**ARTICLE V**  
**Borough Administrator**

**§ 1. General duties.**

The Administrator shall perform such duties as set forth in the Revised Statutes of New Jersey, the Borough Code, and these Bylaws.

**§ 2. Additional responsibilities.**

The Administrator shall provide periodic reports at public meetings and shall keep the Mayor and Council informed of all matters that require the attention or action of the Mayor and Council.

**ARTICLE VI**  
**Appointments; Liaisons**

**§ 1. Appointments; Mayor's responsibilities.**

- a. The Mayor shall nominate and, with the advice and consent of the Council, appoint all subordinate officers of the Borough, unless otherwise provided by the Borough Code or State law. The Mayor shall make his or her nomination to any such office within 30 days of that office becoming vacant.

- b. The members of the Council shall receive the names of those being proposed for appointment at least 5 days before the meeting when the appointment will take place. The Council shall submit any comments, suggestions or recommendations regarding the proposed appointments to the Mayor at least 2 days before the meeting when the appointment will take place.
- c. The Council, whenever it fails to confirm the nomination by the Mayor of any official to a subordinate office in the Borough within 30 days of being presented such nomination, shall make the appointment to that office, provided that at least three affirmative votes shall be required for such purposes, the Mayor to have no vote thereon except in the case of a tie.
- d. Special Mayoral appointments. Notwithstanding anything in these bylaws to the contrary, the following appointments shall be made by the Mayor. All such appointees shall serve at the pleasure of the Mayor, and such appointees may be replaced or removed in the sole discretion of the Mayor. No Council approval shall be required for any such appointment or removal/replacement.

Chamber of Commerce  
COAH Committee  
Council Liaisons  
Economic Development  
Environmental Commission  
Federal Aviation Administration (FAA – airplane traffic)  
Historian  
Historic Preservation Commission  
Insurance Committee  
Bergen Joint Insurance Fund Commissioner  
Joint Court Committee  
Mayor's Advisory Committee  
Montvale Seniors Club  
Planning Board – Class I, II, and IV  
Police Commissioner/Deputy Police Commissioner  
Veterans Affairs Committee

## **§ 2. Standing Committees.**

- a. The Mayor shall appoint all committee members at his or her sole discretion.
- b. The following Standing Committees of the Council, consisting of at least two Council Members each (other than the Mayor, *ex officio*) shall be appointed at the annual re-organization meeting:

COAH Committee  
Federal Aviation Administration Committee (FAA – airplane traffic)  
Finance Committee  
Joint Court Committee  
Pascack Valley Department of Public Works Committee

- c. Each councilmember shall be a member of at least one Standing Committee.
- d. The Standing Committees are appointed to expedite and facilitate the work of the Council, but only within the limits prescribed by law. A Standing Committee shall:
  - i. Meet when requested by the Chairperson, or a majority of the committee, and all members shall participate actively in committee deliberations, the performance of its duties and the formulation of its recommendation(s) to the Council.
  - ii. Perform such acts as may be assigned to it by the Council.
- e. Except as provided above, a Standing Committee shall not:
  - i. Make promises or commitments to anyone which directly or by inference binds the Council.
  - ii. Act in such a manner or make decisions which set a precedent, or violate established Council policy.
- f. Notwithstanding the foregoing, all Councilpersons appointed to Standing Committees shall serve at the pleasure of the Mayor, and such Councilpersons may be replaced or removed in the sole discretion of the Mayor.
- g. In the event of an individual's death, resignation, removal from office or incapacity to serve on a Standing Committee, the Mayor shall name a successor member.

## **§ 3. Special Council Committees.**

Special Council Committees may be appointed for purposes other than those included in the duties of the Standing Committees listed in Section 2 of this Article.

**§ 4. Liaisons.**

- a. At the Re-organization meeting, each Councilperson shall be appointed by the Mayor to serve as Liaison to at least one of the following departments, boards, committees, agencies or organizations:

Administration  
Board of Health  
Chamber of Commerce  
COAH Committee  
Construction  
Corporate Residents  
Economic Development  
Engineer  
Environmental Commission  
FAA Committee  
Finance Committee  
Fire Department  
Fire Prevention  
Historic Preservation Commission  
Insurance  
Bergen Joint Insurance Fund Commissioner  
Joint Court Committee  
Local Assistance Board  
Local Board of Education  
Mayor's Advisory Committee  
Municipal Alliance  
Ordinances  
Office of Emergency Management  
Pascack Valley Department of Public Works Joint Committee  
Planning Board  
Police  
Regional Board of Education  
Regional/Local School Funding  
Senior Club  
Special Events Committee  
TV Access  
Youth Guidance Council  
Veterans Affairs  
Website

- b. Nothing herein shall prevent the Mayor from appointing an additional Liaison(s) for any of the above issues, or from appointing a Special Liaison(s) for special issues or projects. The appointment(s) of a Special Liaison shall be for the duration of said project or issue.

- c. Notwithstanding the foregoing, all Councilpersons appointed as Liaisons shall serve at the pleasure of the Mayor, and such Liaisons may be replaced or removed in the sole discretion of the Mayor.
- d. In the event of an individual's death, resignation, removal from office or incapacity to serve as a Liaison, the Mayor shall name a successor Liaison.

**§ 5. Purpose of Liaisons.**

- a. Liaisons are appointed to expedite and facilitate the work of the Council, but the entire Council shall be responsible for acts done pursuant to a Liaison's recommendations.
- b. The Liaison shall:
  - i. Plan, study, direct and make commitments within budgetary limitations, and carry on the routine activities for which the Liaison has primary responsibility. The Liaison shall at all times be subject to ultimate control of the Mayor and Borough Council.
  - ii. Furnish a written report each month to be read at the first regular meeting of the Mayor and Council in each month, which report shall cover the detailed operations of their department, board, committee, agency or organization for the preceding month. A copy of the report shall be provided to the Municipal Clerk for inclusion in the minutes.
  - iii. Perform such acts, in addition to the routine activities, as may be assigned to him or her by the Mayor.
- c. Except as noted above, a Liaison shall not:
  - i. Make any purchase except in accordance with the ordinances of the Borough of Montvale and applicable law, or exceed its budgetary appropriations without prior approval of the Council.
  - ii. Make promises or commitments to anyone which directly or by inference binds the Council.
  - iii. Act in such a manner or make decisions which set a precedent, or violate established Council policy.
  - iv. Meet directly with any employee of the Borough regarding department matters in absence of the Borough Administrator or relevant Department Head.

## **§ 6. Council Liaisons; Attendance at meetings.**

The Liaison shall attend the meetings of such departments, boards, committees, agencies and organizations to which the Liaison has been assigned. In the event the Liaison is unable to attend any particular meeting, he or she shall notify the Mayor, who may attend such meeting or appoint a substitute Liaison to attend such meeting.

## **§ 7. Liaison reports.**

Each Liaison shall be prepared to report to the Mayor and Council at each regular meeting on the principal activities and achievements of his or her department, board, committee, agency or organization. The Liaison shall also prepare and submit in writing to the Mayor, not later than the Re-organization meeting of the following year, a suitable report regarding relevant activity from the previous year.

# **ARTICLE VII Bills, Claims and Vouchers**

## **§ 1. Preparation and submission.**

- a. All bills or claims against the Borough shall be in writing, fully itemized and on such forms as the Borough shall provide for that purpose. As required by statute, they shall be sworn to by the claimant before submission for approval and payment.
- b. All vouchers must be submitted to the Municipal Clerk and Borough Administrator in full form, except for Council Committee approval, on or before the Wednesday preceding the meeting of the Mayor and Council at which they are presented for approval.

## **§ 2. Certification, checking, review and preliminary approval.**

- a. All bills and claims must be supported by a certification of the receipt of the goods, or the satisfactory rendering of the services, by the responsible person accepting the same on behalf of the Borough and who may be held accountable therefor. Each such bill or claim shall then be carefully reviewed and checked by, or under the direction of, the Borough official who performs the administrative certification on the voucher form.
- b. All checked vouchers with supporting papers attached will then be presented to the Liaison having jurisdiction over the activity or matter for which the expenditure was incurred. The appropriate Liaison shall examine all vouchers, and if approved by the appropriate Liaison, the voucher will then be submitted to the Council for authorization to pay the same.

**§ 3. Authorization by Council.**

- a. All vouchers recommended for payment shall be presented to the Council by the Borough Clerk at a regular or special meeting or an adjourned regular or special meeting.
- b. The Municipal Clerk shall present the total of all vouchers to be approved.
- c. Authorization to draw the checks and pay the amounts of the approved vouchers shall be by resolution of the Council.

**§ 4. Signing of checks.**

The corresponding vouchers shall accompany all checks drawn in payment thereof when the said checks are presented to the Mayor, the Treasurer and to the Municipal Clerk for signature.

**§ 5. Filing of bills, vouchers and paid checks.**

All bills, vouchers and paid checks shall be filed in a safe place and be made available for public inspection whenever requested.

**ARTICLE VIII  
Press Releases**

**§ 1. Procedure for issuance.**

- a. Official Borough press releases shall be approved by the Mayor or by a majority of the Council and issued through the Borough Administrator's office. Press releases other than official Borough press releases shall not be prepared on Borough letterhead and shall contain a disclaimer noting that the views contained therein do not represent the official views of the Council of the Borough of Montvale.
- b. Any request from the public or the media that goes beyond simple factual statements (e.g., "What is Montvale's policy on open space?" vs. "Why are the municipal offices closed today? – Because the County is repaving.") should be referred to the Mayor and Council member(s) serving as Liaison to those activities.
- c. All press releases shall be reviewed with the appropriate Council member(s) and the Mayor prior to being distributed. If it is not necessary to contact the Mayor and appropriate Council member(s) prior to answering questions or issuing statements (for simple factual statements), the Borough Administrator shall notify the Mayor and Council of any such answer or issuance immediate afterward by e-mail, fax or phone.

**ARTICLE IX**  
**Duties of Liaisons**

**§ 1. Administration**

The Administration Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Act as the Liaison, in coordination with the Borough Administrator and Department Heads in the review of all aspects of the Borough staff.
- b. Act as the Liaison to the Administrator for the review and presentation to the Council of proposed changes to the Borough staff.

**§ 2. Board of Health**

The Board of Health Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the operation of refuse collection, disposal and recycling.
- b. Scavenger contract negotiation committee.
- c. Board of Health
- d. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

**§ 3. Chamber of Commerce**

The Chamber of Commerce Liaison shall have primary responsibility for cooperation and coordination between the Borough Council and the Montvale Chamber of Commerce.

**§ 4. COAH**

The COAH Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the COAH Committee, including compliance with the mandates of COAH or any successor agency.



- b. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

## **§ 5. Construction**

The Construction Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the following:
  - i. Construction, alteration and repair of all public buildings, structures and land uses.
  - ii. Construction and maintenance of sidewalks and curbs.
  - iii. The Construction Official and his/her office.
  - iv. Maintenance and operation of all public buildings and structures, including the Borough Garage.
- b. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

## **§ 6. Economic Development Committee**

The Economic Development Committee Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Attendance and participation of all meetings of the Economic Development Committee.
- b. Provide regular feedback to the Mayor on matters raised by the Economic Development Committee.
- c. Provide information useful to the Economic Development Committee or as directed by the Mayor.

**§ 7. Engineer**

The Engineer Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the Borough Engineer.
- b. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

**§ 8. Environmental**

The Environmental Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the Environmental Commission.
- b. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

**§ 9. Finance**

The Finance Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Examination, review and approval of all vouchers prior to their submission to the Council for authority to pay the same.
- b. Liaison for the administration, practices, procedures and records of the following:
  - i. Borough Clerk and his/her office.
  - ii. Collector/Treasurer and his/her office.
  - iii. Chief Financial Officer.
  - iv. Borough Administrator.
  - v. Registered Municipal Accountant.
- c. Recommendation for the initiation of foreclosure actions, and subsequent administration and disposition of property acquired, by the Borough under Tax Title Liens.

- d. Coordination of departmental budgets, preparation of budgetary figures relating to the activities above-mentioned, final preparation, explanation and continuing supervision of the entire Municipal Budget.
- e. Maintenance, review and revision of the Borough Fixed Asset System.
- f. Liaison to Borough Administrator for the review and presentation to the Council of the proposed Municipal Budget, and the budget of any public body under the jurisdiction of the Council.

#### **§ 10. Fire Department**

The Fire Department Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Fire Department activities in all its branches.
- b. Installation of water facilities.
- c. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

#### **§ 11. Fire Prevention**

The Fire Prevention Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Enforcement of the Fire Prevention Code.
- b. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

#### **§ 12. Historic Preservation**

The Historic Preservation Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the Historic Preservation Committee and the Borough Historian.
- b. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

### **§ 13. Insurance**

The Insurance Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the Borough's Joint Insurance Fund and any additional insurers.
- b. Liaison for the administration, practices, procedures and records of the Borough's Risk Manager.
- c. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

### **§14. Joint Court**

The Joint Court Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the Pascack Joint Municipal Court.
- b. Attendance and participation at all meetings of the Joint Court Committee.
- c. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

### **§15. Local Assistance Board**

The Local Assistance Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the Local Assistance Board.
- b. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

### **§ 16. Local Board of Education**

The Local Board of Education Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the Local Board of Education Committee.
- b. Cooperation and coordination with the Local Board of Education.
- c. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

**§ 17. Mayor's Advisory Committee**

The Mayor's Advisory Committee Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Attendance and participation of all meetings of the Advisory Committee.
- b. Provide regular feedback to the Mayor on matters raised by the Advisory Committee.
- c. Provide information useful to the Advisory Committee or as directed by the Mayor.

**§ 18. Municipal Alliance**

The Municipal Alliance Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the Municipal Alliance.
- b. Coordination with the Montvale Police D.A.R.E. Program and the Hills Valley Coalition.
- c. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

**§ 19. Office of Emergency Management**

The Emergency Management Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the Office of Emergency Management.

- b. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

## **§ 20. Ordinances**

The Ordinance Liaison shall have primary responsibility for the review and presentment to the Council of ordinances for consideration of introduction and public hearing, as appropriate. Said consideration of ordinances shall be at the recommendation of the Mayor, Council, Borough Administrator, Borough Attorney or the appropriate Boards and Committees.

## **§ 21. Pascack Valley Department of Public Works Joint Committee**

The Joint Committee Liaisons shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures of the Pascack Valley Department of Public Works Shared Service Agreement.
- b. Attendance and participation and all meetings of the Joint Committee.

## **§ 22. Planning Board**

The Planning Board Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the Planning Board.
- b. Coordination of required zoning changes and other development ordinance amendments.
- c. Coordination of periodic reexamination of the Master Plan.
- d. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

## **§ 23. Police**

The Police Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, procedures and records of the following:
  - i. Policy activities

- ii. Granting of licenses, and the inspection of premises and persons, as designated by the Council.
- iii. Highway traffic and all parking matters.
- iv. Emergency management activities.
- b. Liaison between Council, Transportation Corporations, Municipal Magistrate, Animal Control and all other agencies concerned with public safety or delinquency.
- c. Police Contract Negotiating Committee.
- d. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

#### **§ 24. Regional Board of Education**

The Regional Board of Education Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the Regional Board of Education Committee.
- b. Cooperation and coordination with the Regional Board of Education.
- c. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

#### **§ 25. Regional/Local School Funding**

The Regional/Local School Funding Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the Regional/Local School Funding Committee.
- b. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

#### **§ 26. Senior Club**

The Senior Club Liaison shall have primary responsibility for cooperation and coordination between the Borough Council and the Montvale Senior Club.

## **§ 27. Special Events Committee**

The Special Events Committee Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison of the Special Events Committee will assist with the planning and coordination of all community events. This committee supports all phases of our community events that are instrumental in getting the residents engaged in events.
- b. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

## **§ 28. TV Access**

The TV Access Committee shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Ensure that the terms and conditions of the Borough's franchise with the provider of the Borough's cable television services are carried out and enforced.
- b. Liaison to the MontVale Access Group.
- c. Handle all unresolved resident complaints regarding cable televisions service if requested to do so by the resident after the resident has attempted to resolve the complaint on his/her own.
- d. Review of all video tapes prepared by or for the Montvale Access Group prior to broadcast to ensure the video tapes do not exceed the established boundaries of good taste and are in accordance with all other official communications and information presented and prepared by or for the Borough of Montvale.
- e. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

## **§ 29. Youth Guidance Council**

The Youth Guidance Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the Youth Guidance Council.



- b. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

### **§ 30. Website**

The Website Liaison shall have primary responsibility for the following described activities and matters, except as otherwise provided by law:

- a. Liaison for the administration, practices, procedures and records of the Website Committee.
- b. Determine and recommend necessary upgrades to the Borough website.
- c. Examination, review and approval of all vouchers prior to their submission to the Finance Committee for their approval prior to the submission to the Council for authority to pay the same.

## **ARTICLE X Amendments**

### **§ 1. Proposal to amend; appointment of committee.**

- a. The Mayor or any member of the Council may propose amendments to these bylaws at any meeting of the Council.
- b. The Mayor may then appoint a special committee of two or more members of the Council to consider the proposed amendments.

### **§ 2. Presentation of committee recommendations.**

The special committee will present its recommendations at a meeting of the Council.

### **§ 3. Vote required.**

These bylaws shall only be altered or amended by a two-thirds vote of the Council.

**ARTICLE XI**  
**Adoption and Term**

**§ 1. Adoption by resolution; when effective; expiration date**

These bylaws shall be adopted by a resolution of the Borough Council concurred in by a majority of the members. The bylaws shall become effective immediately after adoption and shall remain in effect for not longer than the Re-organization meeting for the year next following the year in which the bylaws were adopted.

**Originally Adopted January 2, 2013**

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
ORGANIZATION MEETING  
RESOLUTION NO. 19-2023**

**RE: A Resolution Authorizing the Re-Affirmation Of The Policy & Procedures Manual Of The Municipality**

**WHEREAS**, the Municipality has a Policies & Procedures Manual which has been established to ensure Employees and prospective Employees are treated in a manner consistent with all applicable employment laws, regulations and protocols; and

**WHEREAS**, the Borough places great value and consideration in relation to the health, well-being and safety of its Employees.

**WHEREAS**, said Manual is also in accordance with the requirements promulgated by the Bergen County Municipal Joint Insurance Fund and under the auspices of the New Jersey Municipal Excess Liability Fund; and

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Montvale, County of Bergen, State of New Jersey the Manual previously adopted by Resolution is hereby reaffirmed to serve as the Borough's Policies and Procedures serving and applying to every Employee, Volunteer, Elected & Appointed Official and Independent Contractor(s) serving the Municipality; and

**BE IT FURTHER RESOLVED**, the Borough will continue to monitor changes in Federal and State Statutes and Regulations to ensure continued compliance with applicable laws, regulations and policies that impact the employment practices of the Municipality; and

**BE IT FURTHER RESOLVED**, a certified copy of this Resolution shall be maintained on file in the Clerk's office and shall also be forwarded to Professional Insurance Associates, 429 Hackensack Street, P.O. Box 818 Carlstadt, NJ 07072, Risk Management Consultant to the Municipality.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Cudequest							
Koelling							
Lane							
Roche							
Russo-Vogelsang							

**Adopted: January 1, 2023**

**ATTEST:**

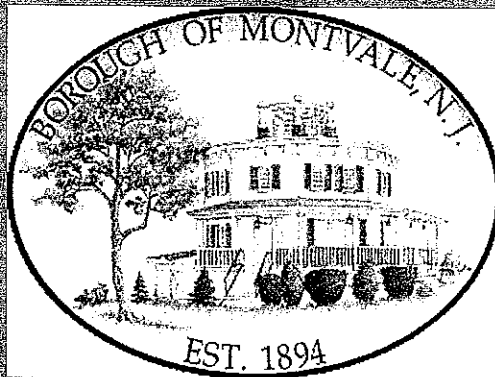
\_\_\_\_\_  
Maureen Iarossi-Alwan  
Municipal Clerk

**APPROVED:**

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

# BOROUGH OF MONTVALE PERSONNEL POLICIES & PROCEDURES MANUAL

A Non-Civil Service Jurisdiction



Municipal Excess Liability

Joint Insurance Fund

JANUARY 2023

(ENTIRE PACKET CAN BE VIEWED AT MUNICIPAL CLERK'S OFFICE)

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 20-2023**

**Re: A Resolution Re-Affirming The Borough's Existing Policy For Eligible Municipal Employees To Voluntarily Waive The Medical And Prescription Coverages Provided Through The Employee Health Benefits Program For Calendar Year 2023**

**WHEREAS**, the Borough of Montvale provides a comprehensive health benefits program comprised of medical, prescription, dental and vision coverages for eligible municipal employees, dependents and retirees; and

**WHEREAS**, the Governing Body desires the continuance of the program offering for the 2023 Calendar Year.

**NOW, THEREFORE BE IT RESOLVED**, the Mayor and Council of the Borough of Montvale, County of Bergen, hereby re-authorizes the offering of the Borough's "Opt – Out" Program to municipal employees/Plan participants eligible for health benefits coverage through the Borough Employee Health Benefit Program, whereby the employee/plan participant can voluntarily waive participation in consideration of an annual financial incentive; and

**BE IT FURTHER RESOLVED**, the waiver of benefits financial incentive shall be set on an annual basis, such incentive set for the 2023 calendar year as follows:

**FOR THOSE EMPLOYEES/PLAN PARTICIPANTS PARTICIPATING IN THE OPT-OUT  
AFTER MAY, 21, 2010**

<b>ELIGIBLE COVERAGE</b>	<b>ANNUAL FINANCIAL INCENTIVE (2023)</b>
Single	25% of the Net Savings to the Borough of Montvale or \$5,000, whichever is less
Employee/Spouse	
Parent/Child	
Family	

**BE IT FURTHER RESOLVED**, the above schedules are consistent with the amounts set forth by the Borough and in accordance with the provisions set forth by the NJ Divisions of Local Government Services, as established by Chapter 2, P.L. 2010.

**BE IT FURTHER RESOLVED**, the specific terms and conditions of said waiver of coverage are contained within the "Waiver of Coverage Offer and Agreement," a copy attached herewith and affirmed by this Resolution; and

**BE IT FURTHER RESOLVED**, a certified copy of this Resolution shall be forwarded to the Borough Finance Officer, Health Benefits Consultant and Borough Attorney.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Cudequest							
Koelling							
Lane							
Roche							
Russo-Vogelsang							

**Adopted: January 1, 2023**

**ATTEST:**

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

**APPROVED:**

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

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 21-2023**

**RE: A 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 the 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 the Borough of Montvale has determined that certain procedures need to be established to accomplish this policy

**NOW, THEREFORE BE IT ADOPTED** by the Governing Body 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 Governing Body 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 Governing Body 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 Governing Body 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 Governing Body 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	No Vote
Arendacs							
Cudequest							
Koelling							
Lane							
Roche							
Russo-Vogelsang							

**Adopted: January 1, 2023**

APPROVED:

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

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

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 22-2023**

**RE: Authorize Designation of Public Agency Compliance Officer (P.A.C.O.)/Christine Kalafut**

**WHEREAS**, NJAC 17:27-1.1, regulates equal employment opportunity in the performance of contracts funded by the state; and

**WHEREAS**, NJAC 17:27-3.2 requires that a public agency annually designate a public agency compliance officer who shall be responsible for ensuring the agency's compliance with the regulations;

**NOW, THEREFORE, BE IT RESOLVED** that Christine Kalafut, Borough Treasurer and Qualified Purchasing Agent, is hereby designated as the Public Agency Compliance Officer for Equal Employment Opportunity pursuant to this action.

**BE IT FURTHER RESOLVED** that a copy of this resolution to the New Jersey Department of Treasury, Division of Contract Compliance & Equal Opportunity Office

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Cudequest							
Koelling							
Lane							
Roche							
Russo-Vogelsang							

**Adopted: January 1, 2023**

**ATTEST:**

**APPROVED:**

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

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



# Active Group Terms

Member terms that will be active on 01/01/2023

Group Name	Member Type	Member Role	Term Started On	Term Ends On
<b>ADMINISTRATION</b>				
Kasey Ciborowski	Employee	AdminFloaterArchivist	01/01/2023	12/31/2023
Erica Davenport	Employee	Admin/Floater	01/01/2023	12/31/2023
Nevene Gayed	Employee	Admin/Floater	01/01/2023	12/31/2023
Christopher Gruber	Employee	Facilities Insp	01/01/2023	12/31/2023
R. Lorraine Hutter	Employee	Office Manager	01/01/2023	12/31/2023
Timothy Lane	Elected Official	Council Liaison	01/01/2023	12/31/2023
Carol Manhart	Employee	Admin/Floater	01/01/2023	12/31/2023
Carol Manhart	Employee	Safety Coordinator	01/01/2023	12/31/2023
Heather McGee	Employee	Sec'y Police Chief	01/01/2023	12/31/2023
Zita Stratis	Employee	Secretary Police	01/01/2023	12/31/2023
Joe Voytus	Employee	Administrator	01/01/2023	12/31/2023
<b>ADMINISTRATOR HOUSING OFFICER</b>				
R. Lorraine Hutter	Employee	Land Use Admin	01/01/2023	12/31/2023
<b>ANIMAL CONTROL / HUMANE LAW ENFORCEMENT OFFICER</b>				
Kimberly Nangle	Contractual	Humane Law Enf Officer	01/01/2023	12/31/2023
Carol Tyler	Contractual	Humane Law Enf Officer	01/01/2023	12/31/2023
<b>BERGEN JIF FUND COMMISSIONER</b>				
Timothy Lane	Elected Official	Council Liaison	01/01/2023	12/31/2023
<b>BOARD OF HEALTH</b>				
Kasey Ciborowski	Employee	Deputy Registrar	01/01/2023	12/31/2023
Gail Clark	Volunteer	1st Alternate	01/01/2023	12/31/2023
Joyce Cohen	Volunteer	President/Member	01/01/2020	12/31/2024
Theresa Cudequest	Elected Official	Council Liaison	01/01/2023	12/31/2023
Monica Danna	Volunteer	Vice Pres/Member	01/02/2021	12/31/2023
Gary Dorsi	Contractual	Sanitary Inspector	01/01/2023	12/31/2023
Joyce Jacobson	Volunteer	Member	01/01/2023	12/31/2023
Joel Landzberg, MD	Volunteer	Member	01/02/2021	12/31/2023
Patricia Lennon	Volunteer	Member	01/01/2023	12/31/2023
Kimberly Nangle	Contractual	Animal Control Officer	01/01/2023	12/31/2023
Namitha Reddy	Contractual	Health Officer	01/01/2023	12/31/2023
Janet Russo	Employee	Secretary	01/01/2023	12/31/2023
Steven Salerno	Contractual	Sanitary Inspector	01/01/2023	12/31/2023
Fran Scordo	Employee	Registrar	01/01/2023	12/31/2023
Carol Tyler	Contractual	Animal Control Officer	01/01/2023	12/31/2023
<b>BONDING COUNSEL</b>				
McManimon Scotland	Contractual	Bonds	01/01/2023	12/31/2023
<b>BOROUGH ATTORNEY</b>				
Dave Lafferty	Contractual	Borough Attorney	01/01/2023	12/31/2023
<b>BOROUGH COUNCIL</b>				
Doug Arendacs	Elected Official	Council Member	01/04/2021	12/31/2023
Theresa Cudequest	Elected Official	Council Member	01/01/2023	12/31/2023
Dieter Koelling	Elected Official	Council Member	01/02/2022	12/31/2024
Timothy Lane	Elected Official	Council Member	01/01/2023	12/31/2025
Christopher Roche	Elected Official	Council Member	01/01/2023	12/31/2025
AnnMarie Russo-Vogelsang	Elected Official	Council Member	01/02/2022	12/31/2024

# Active Group Terms

Member terms that will be active on 01/01/2023

Group Name	Member Type	Member Role	Term Started On	Term Ends On
<b>CHAMBER OF COMMERCE/MAYOR APPT</b>				
Christopher Roche	Elected Official	Council Liaison	01/01/2023	12/31/2023
<b>CLERK'S OFFICE</b>				
Maureen Iarossi-Alwan	Employee	Muni Clerk/Tenured	08/01/1996	07/31/2050
Fran Scordo	Employee	Deputy Muni Clerk	01/01/2023	12/31/2023
<b>COAH COMMITTEE/MAYOR APPT</b>				
Theresa Cudequest	Elected Official	Council Liaison Alt	01/01/2023	12/31/2023
John DePinto	Volunteer	Chairman Planning Bd	01/01/2023	12/31/2023
Mike Ghassali	Elected Official	Mayor	01/01/2023	12/31/2023
Darlene Green	Contractual	Borough Planner	01/01/2023	12/31/2023
R. Lorraine Hutter	Employee	Housing Liaison	01/01/2023	12/31/2023
Timothy Lane	Elected Official	Council Member	01/01/2023	12/31/2023
Robert Regan Esq.	Contractual	PBoard Atty	01/01/2023	12/31/2023
Christopher Roche	Elected Official	Council Member	01/01/2023	12/31/2023
Joe Voytus	Employee	Administrator	01/01/2023	12/31/2023
<b>CONSTRUCTION</b>				
Roseanne Crisafi	Employee	Tech. Assistant	01/01/2023	12/31/2023
Thomas Dillon	Employee	Sub Code Fire	06/17/2019	06/17/2023
Frank "Duffy" Dyer	Employee	SubCodeElec/Tenured	08/21/2013	12/31/2050
Jeanne Fondacaro	Employee	Tech. Assistant	01/01/2023	12/31/2023
Christopher Gruber	Employee	Zoning Officer	01/01/2023	12/31/2023
Christopher Gruber	Employee	ConstCodeOff/BldgSub	11/13/2020	11/13/2024
Christopher Gruber	Employee	Bldg & Property Insp	01/01/2023	12/31/2023
Edward Hutter	Employee	Code Enfcmt/PropMain	01/01/2023	12/31/2023
David Ludwig	Employee	PlumbCode Tenured	10/01/2012	12/31/2050
AnnMarie Russo-Vogelsang	Elected Official	Council Liaison	01/01/2023	12/31/2023
<b>COURT</b>				
Sherri D'Alessandro	Employee	Acting Court Admin	01/01/2023	12/31/2023
Ann Levitzki	Employee	Court Admin /Tenured	01/01/2023	12/31/2050
Pedro Rodrigues	Employee	Deputy Court Admin	01/01/2023	12/31/2023
Gabrielle Scordo	Employee	Violations Clerk	01/01/2023	12/31/2023
<b>ECONOMIC DEVELP RETENTION COMMITTEE</b>				
Nevene Gayed	Employee	Secretary	01/01/2023	12/31/2023
Mike Ghassali	Elected Official	Mayor	01/01/2020	12/31/2024
Louis Hendi	Volunteer	Member	01/01/2023	12/31/2023
Raffi Joukhadarian	Volunteer	Member	01/01/2023	12/31/2023
David Laquidara	Volunteer	Member	01/01/2023	12/31/2023
Sal Rozzi	Volunteer	Member	01/01/2023	12/31/2023
AnnMarie Russo-Vogelsang	Elected Official	Council Liaison	01/01/2023	12/31/2023
John Ryan	Volunteer	Member	01/01/2023	12/31/2023
Don Watson	Volunteer	Member	01/01/2023	12/31/2023
<b>EMERGENCY MANAGEMENT</b>				
Mark Bardes	Volunteer	C.E.R.T. Member	01/01/2023	12/31/2023
Kathy Bowen	Employee	Local Assist Board	01/01/2023	12/31/2023
Frank DiPalma	Employee	Coordinator	01/01/2023	12/31/2025
James Ewing	Volunteer	Member	01/01/2023	12/31/2023
Mike Ghassali	Elected Official	Mayor	01/01/2020	12/31/2023

# Active Group Terms

Member terms that will be active on 01/01/2023

Group Name	Member Type	Member Role	Term Started On	Term Ends On
Geoffrey Gibbons	Volunteer	Fire Chief	01/01/2023	12/31/2023
Luigi Greco	Volunteer	Member	01/01/2023	12/31/2023
Theodore Guasconi	Volunteer	Member	01/01/2023	12/31/2023
Ariel Gungil	Volunteer	C.E.R.T. Member	01/01/2023	12/31/2023
Arslan Gungil	Volunteer	C.E.R.T. Member	01/01/2023	12/31/2023
Charlene Gungil	Volunteer	C.E.R.T. Member	01/01/2023	12/31/2023
Gurz Gungil	Volunteer	C.E.R.T. Member	01/01/2023	12/31/2023
Andrew Hipolit	Contractual	Borough Engineer	01/01/2023	12/31/2023
Dieter Koelling	Elected Official	Council Liaison	01/01/2023	12/31/2023
Alan Krampert	Volunteer	C.E.R.T. Member	01/01/2023	12/31/2023
Linda Krampert	Volunteer	C.E.R.T. Member	01/01/2023	12/31/2023
Sal Mastroeni	Volunteer	Member	01/01/2023	12/31/2023
Doug McDowell	Employee	Police Chief	01/01/2023	12/31/2023
Heather McGee	Volunteer	Tri Boro Amb, Pres	01/01/2023	12/31/2023
Bernadine Revie	Volunteer	C.E.R.T. Member	01/01/2023	12/31/2023
Peter Revie	Volunteer	C.E.R.T. Member	01/01/2023	12/31/2023
Eric Stoll	Volunteer	Member	01/01/2023	12/31/2023

## ENGINEERING

Doug Arendacs	Elected Official	Council Liaison	01/01/2023	12/31/2023
Andrew Hipolit	Contractual	Borough Engineer	01/01/2023	12/31/2023

## ENVIRONMENTAL COMMISSION/MAYOR APPT

Lisa DePellegrini	Volunteer	Member	01/01/2023	12/31/2023
Robert Hanrahan	Volunteer	Chairman	01/01/2023	12/31/2025
Mairead Jensen	Volunteer	Member	01/01/2023	12/31/2023
Randall Preston	Volunteer	Member	01/01/2023	12/31/2024
Ellen Riccardi	Employee	Secretary P/T	01/01/2023	12/31/2023
Christopher Roche	Elected Official	Council Liaison	01/01/2023	12/31/2023
Lisa Skoglund	Volunteer	Member	01/01/2023	12/31/2024
Antonio Vozzolo	Volunteer	1st Alternate	01/01/2023	12/31/2023
Michelle Zink-Jojic	Volunteer	Member	01/01/2023	12/31/2023
Robert Zitelli	Volunteer	Member	01/04/2021	12/31/2023

## FAA COMMITTEE

Doug Arendacs	Elected Official	Council Liaison	01/01/2023	12/31/2023
Dieter Koelling	Elected Official	Council Liaison	01/01/2023	12/31/2023

## FINANCE COMMITTEE

Timothy Lane	Elected Official	Council Member	01/01/2023	12/31/2023
Christopher Roche	Elected Official	Council Liaison	01/01/2023	12/31/2023
Joe Voytus	Employee	Administrator	01/01/2023	12/31/2023

## FINANCE DEPT

Christine Baker	Employee	Deputy Treasurer	01/01/2023	12/31/2023
Jeffrey Bliss	Contractual	Auditor	01/01/2023	12/31/2023
Matthew Cavallo	Employee	CMFO	12/01/2022	12/31/2026
Christine Kalafut	Employee	Treasurer/QPA	01/01/2023	12/31/2023
Timothy Lane	Elected Official	Council Liaison	01/01/2023	12/31/2023
Tybe Manzelli	Employee	Accounts Payable	01/01/2023	12/31/2023
Christopher Roche	Elected Official	2nd Signature Voucher	01/01/2023	12/31/2023

## FIRE DEPARTMENT

Rick Alton	Volunteer	Lieutenant Co. #1	01/01/2023	12/31/2023
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# Active Group Terms

Member terms that will be active on 01/01/2023

Group Name	Member Type	Member Role	Term Started On	Term Ends On
Mike Cintineo	Volunteer	Captain	01/01/2023	12/31/2023
Geoffrey Gibbons	Volunteer	Fire Chief	01/01/2023	12/31/2023
Bruce Hopper	Volunteer	Deputy Fire Chief	01/01/2023	12/31/2023
Ray Hutchison	Volunteer	Lieutenant Co. #2	01/01/2023	12/31/2023
Timothy Lane	Elected Official	Council Liaison	01/01/2023	12/31/2023
Heather McGee	Volunteer	Fire Commissioner	01/01/2023	12/31/2023
James Nicol	Volunteer	Fire Commissioner	01/01/2023	12/31/2023
AnnMarie Russo-Vogelsang	Elected Official	Council Liaison Alt	01/01/2023	12/31/2023
Sal Talarico	Volunteer	Fire Commissioner	01/01/2023	12/31/2023
<b>FIRE PREVENTION</b>				
Samuel Antoshak	Employee	Fire Inspector	01/01/2023	12/31/2023
Kasey Ciborowski	Employee	Admin. Asst.	01/01/2023	12/31/2023
Michael Halzack	Employee	Senior Fire Insp	01/01/2023	12/31/2023
John Kurz	Employee	Fire Offcl/Insp	01/01/2023	12/31/2023
Timothy Lane	Elected Official	Council Liaison	01/01/2023	12/31/2023
Christopher Mazzocchi	Employee	Fire Inspector	01/01/2023	12/31/2023
Clint Miller	Employee	Fire Inspector	01/01/2023	12/31/2023
<b>HISTORIAN/MAYOR APPT</b>				
Maria Hopper	Volunteer	Borough Historian	01/01/2023	12/31/2023
<b>HISTORIC PRESERVATION/MAYOR APPT.</b>				
Dawn Cherie-Hopper	Volunteer	Chairperson Class A	01/02/2022	12/31/2025
Symmi DeFrancesco	Volunteer	Class C Member	01/01/2023	12/31/2026
Maria Hopper	Volunteer	Class B Member	01/04/2021	12/31/2024
AnnMarie Russo-Vogelsang	Elected Official	Council Liaison	01/01/2023	12/31/2023
Vicki Slockbower	Volunteer	Class C Member	01/01/2023	12/31/2025
Richard Voorhees	Volunteer	Class C Member	01/01/2020	12/31/2023
<b>INSURANCE/MAYOR APPT</b>				
Mike Ghassali	Elected Official	Ins JIF Alternate	01/01/2023	12/31/2023
Joe Voytus	Employee	Ins JIF Employee Rep	01/01/2023	12/31/2023
<b>LIBRARY</b>				
Tom Bonnell	Volunteer	Board Member	01/01/2023	12/31/2024
Theresa Cudequest	Elected Official	Council Liaison	01/01/2023	12/31/2023
Tammy King	Volunteer	Board Member	01/02/2022	12/31/2024
Darren Petersen	Appointed	Superintendent Schls	01/01/2023	12/31/2023
Nancy Racich	Volunteer	Board Member	01/01/2023	12/31/2024
Vicki Slockbower	Volunteer	Board Member Pres	01/02/2022	12/31/2024
Geralyn Westervelt	Volunteer	Board Member VP	01/28/2020	12/31/2023
<b>LOCAL ASSISTANCE BOARD</b>				
Kathy Bowen	Employee	Director	01/02/2022	12/31/2026
Heather McGee	Volunteer	Member	01/01/2023	12/31/2023
Joanne Palkavich	Volunteer	Member	01/01/2023	12/31/2023
AnnMarie Russo-Vogelsang	Elected Official	Council Liaison	01/01/2023	12/31/2023
<b>LOCAL BD OF ED/ MAYOR APPT</b>				
AnnMarie Russo-Vogelsang	Elected Official	Council Liaison	01/01/2023	12/31/2023
<b>MAYOR'S ADVISORY COMMITTEE</b>				
Doug Arendacs	Elected Official	Council Liaison	01/01/2023	12/31/2023

# Active Group Terms

Member terms that will be active on 01/01/2023

Group Name	Member Type	Member Role	Term Started On	Term Ends On
Mike Ghassali	Elected Official	Mayor	01/01/2020	12/31/2023
Debra Kardjian-Stephans	Volunteer	Member	01/01/2023	12/31/2023
Cheryl Sawyer	Volunteer	Member	01/01/2023	12/31/2023
Judith Thomas	Volunteer	Member	01/01/2023	12/31/2023
<b>MAYORS OFFICE</b>				
Nevene Gayed	Employee	Mayor Secy	01/01/2023	12/31/2023
Mike Ghassali	Elected Official	Mayor	01/01/2020	12/31/2023
<b>MONTVALE ATHLETIC LEAGUE (MAL) LIAISON</b>				
Christopher Roche	Elected Official	Council Liaison	01/01/2023	12/31/2023
<b>MUNICIPAL ALLIANCE</b>				
Brian Lamendola	Employee	Police Officer	01/01/2023	12/31/2023
AnnMarie Russo-Vogelsang	Elected Official	Council Liaison	01/01/2023	12/31/2023
<b>ORDINANCE LIAISON / MAYOR APPT</b>				
Theresa Cudequest	Elected Official	Council Liaison	01/01/2023	12/31/2023
<b>PASCACK JOINT COURT COMMITTEE</b>				
Dieter Koelling	Elected Official	Council Member	01/01/2023	12/31/2023
Timothy Lane	Elected Official	Council Member	01/01/2023	12/31/2023
Ann Levitzki	Employee	Court Administrator	01/01/2023	12/31/2023
Joe Voytus	Employee	Administrator	01/01/2023	12/31/2023
<b>PASCACK JOINT MUNICIPAL COURT</b>				
Ronald Dario, Esq.	Contractual	Prosecutor	01/01/2023	12/31/2023
Brian Eyerman, Esq.	Contractual	Prosecutor	01/01/2023	12/31/2023
Richard Rosa, Esq.	Contractual	Alternate Prosecutor	01/01/2023	12/31/2023
Gerald Salerno, Esq.	Contractual	Public Defender	01/01/2023	12/31/2023
Salvadore Sclafani, Esq.	Contractual	Alt Public Defender	01/01/2023	12/31/2023
<b>PASCACK VALLEY DPW - LIAISON</b>				
Doug Arendacs	Elected Official	Council Liaison	01/01/2023	12/31/2023
<b>PASCACK VALLEY DPW JOINT COMMITTEE</b>				
Matthew Cavallo	Employee	CMFO	01/01/2023	12/31/2023
Theresa Cudequest	Elected Official	Council Member	01/01/2023	12/31/2023
Mike Ghassali	Elected Official	Mayor	01/01/2023	12/31/2023
Christopher Roche	Elected Official	Council Member	01/01/2023	12/31/2023
Joe Voytus	Employee	Administrator	01/01/2023	12/31/2023
<b>PLANNING BOARD COUNCIL LIAISON/COUNCIL APPT</b>				
Dieter Koelling	Elected Official	Council Liaison	01/01/2023	12/31/2023
<b>PLANNING BOARD/MAYOR APPTS. Class I, II &amp; 4</b>				
John Culhane	Volunteer	Class IV	01/04/2021	12/31/2024
Erica Davenport	Employee	PBoard Sec'y	01/01/2023	12/31/2023
John DePinto	Volunteer	Chairman	01/01/2023	12/31/2027
Darlene Green	Contractual	Borough Planner	01/01/2023	12/31/2023
Christopher Gruber	Employee	Class II	01/01/2023	12/31/2023
Javid Huseynov	Volunteer	1st Alternate	01/01/2023	12/31/2025
R. Lorraine Hutter	Employee	Land Use Admin	01/01/2023	12/31/2023
Dieter Koelling	Elected Official	Council Liaison	01/01/2023	12/31/2023

# Active Group Terms

Member terms that will be active on 01/01/2023

Group Name	Member Type	Member Role	Term Started On	Term Ends On
William Lintner	Volunteer	Class IV	01/01/2020	12/31/2023
Robert Regan Esq.	Contractual	Attorney	01/01/2023	12/31/2023
John Ryan	Volunteer	Mayor Degnee Class 1	01/01/2023	12/31/2023
Frank Stefanelli	Volunteer	Class IV	01/01/2020	12/31/2023
Dante Teagno	Volunteer	Class IV	01/02/2022	12/31/2026
Robert Zitelli	Volunteer	CL IV Envrn Lia 3 yr	01/04/2021	12/31/2023
Robert Zitelli	Volunteer	Class IV	01/04/2021	12/31/2023
<b>POLICE / CROSSING GUARDS</b>				
Roger Caron	Police Officer	SLEO/CLASS III	01/01/2023	12/31/2023
Hercules Covvelos	Employee	SchoolCrossing Guard	01/01/2023	12/31/2023
Frank DiPalma	Employee	Special Police Ofc.	01/01/2023	12/31/2023
Scott Ehalt	Police Officer	SLEO/CLASS III	01/01/2023	12/31/2023
Dawn Helfenbein	Employee	SchoolCrossing Guard	01/01/2023	12/31/2023
Michael Jewell	Employee	SchoolCrossing Guard	01/01/2023	12/31/2023
Eugenia Kalos	Employee	SchoolCrossing Guard	01/01/2023	12/31/2023
Dieter Koelling	Elected Official	Council Liaison	01/01/2023	12/31/2023
Frank Lentino	Employee	SchoolCrossing Guard	01/01/2023	12/31/2023
Mary Marsigliano	Employee	SchoolCrossing Guard	01/01/2023	12/31/2023
Heather McGee	Employee	Matron/Crossing Guar	01/01/2023	12/31/2023
Michael McGee	Police Officer	Special Police Ofc.	01/01/2023	12/31/2023
Matthew Miller	Police Officer	SLEO/CLASS III	01/01/2023	12/31/2023
Thomas Ritger	Employee	SchoolCrossing Guard	01/01/2023	12/31/2023
Maureen Scheffler	Employee	SchoolCrossing Guard	01/01/2023	12/31/2023
Zita Stratis	Employee	Police Matron	01/01/2023	12/31/2023
Jean Turi	Employee	SchoolCrossing Guard	01/01/2023	12/31/2023
<b>POLICE COMMISSIONER DEPUTY/MAYOR APPT</b>				
Doug Arendacs	Elected Official	Council Member	01/01/2023	12/31/2023
<b>POLICE COMMISSIONER/MAYOR APPT</b>				
Dieter Koelling	Elected Official	Council Member	01/01/2023	12/31/2023
<b>RECREATION</b>				
Edward Hutter	Employee	Field/Park Monitor	01/01/2023	12/31/2023
Lisa Loranger	Employee	Director	01/01/2023	12/31/2023
Christopher Roche	Elected Official	Council Liaison	01/01/2023	12/31/2023
Cassidy Strauss	Employee	Asst to Rec Director	01/01/2023	12/31/2023
<b>RECYCLE COORDINATOR</b>				
Rich Campanelli	Employee	DPW Superintendant	01/01/2023	12/31/2023
<b>REGIONAL BD OF ED / MAYOR APPT</b>				
Christopher Roche	Elected Official	Council Liaison	01/01/2023	12/31/2023
<b>RISK MANAGEMENT</b>				
PIA Frank Covelli	Contractual	Consultant/Insurance	01/01/2023	12/31/2023
<b>SENIOR CLUB LIAISON / MAYOR APPT</b>				
AnnMarie Russo-Vogelsang	Elected Official	Council Liaison	01/01/2023	12/31/2023
<b>SENIOR VAN DRIVERS</b>				
Jeffrey Forrest	Employee	Senior Van Driver	01/01/2023	12/31/2023

# Active Group Terms

Member terms that will be active on 01/01/2023

Group Name	Member Type	Member Role	Term Started On	Term Ends On
<b>SEXUAL HARASSMENT OFFICERS</b>				
Doug McDowell	Employee	Police Chief	01/01/2023	12/31/2023
Joe Voytus	Employee	Administrator	01/01/2023	12/31/2023
<b>SPECIAL EVENTS COMMITTEE</b>				
Gael Burman	Volunteer	Member	01/01/2023	12/31/2023
Frank DiPalma	Volunteer	Member	01/01/2023	12/31/2023
Lauren DiPalma	Volunteer	Member	01/01/2023	12/31/2023
Lisa Loranger	Employee	Director Recreation	01/01/2023	12/31/2023
Christopher Roche	Elected Official	Council Liaison	01/01/2023	12/31/2023
Kari Solomon	Volunteer	Member	01/01/2023	12/31/2023
Debbie Tomaselli	Volunteer	Member	01/01/2023	12/31/2023
Margo Vlahinich	Volunteer	Member	01/01/2023	12/31/2023
<b>STIGMA FREE</b>				
Theresa Cudequest	Elected Official	Ambassador	01/01/2023	12/31/2023
Christopher Roche	Elected Official	Ambassador	01/01/2023	12/31/2023
<b>STORMWATER MANAGEMENT COORDINATOR</b>				
Andrew Hipolit	Contractual	Coordinator	01/01/2023	12/31/2023
<b>TAX OFFICE</b>				
Fran Scordo	Employee	Tax Collector/Tenure	01/03/2016	12/31/2050
Raymond Tighe	Employee	Assessor/Tenured	07/01/2022	12/31/2050
<b>TV ACCESS/MAYOR APPT</b>				
Theresa Cudequest	Elected Official	Council Liaison	01/01/2023	12/31/2023
Peter George	Employee	Cable Access Member	01/01/2023	12/31/2023
Katherine Gray	Employee	Technician	01/01/2023	12/31/2023
Dan Cecconie Media Consultant	Contractual	Studio/Station Mgr	01/01/2023	12/31/2023
Jim Signorini Media Consultants	Contractual	Studio/Station Mgr	01/01/2023	12/31/2023
Anthony Salerno	Employee	Booker	01/01/2023	12/31/2023
<b>VETERAN AFFAIRS COMMITTEE</b>				
Dieter Koelling	Elected Official	Council Liaison	01/01/2023	12/31/2023
<b>WEB SITE</b>				
Theresa Cudequest	Elected Official	Council Liaison	01/01/2023	12/31/2023
Carol Manhart	Employee	Coordinator	01/01/2023	12/31/2023
Gov Sites	Contractual	Webmaster	01/01/2023	12/31/2023
<b>YOUTH GUIDANCE COUNCIL</b>				
Doug Arendacs	Elected Official	Council Liaison	01/01/2023	12/31/2023
Mike Ghassali	Elected Official	Mayor	01/01/2020	12/31/2023
Brian Lamendola	Employee	Police Officer	01/01/2023	12/31/2023